



Board of Trustees Meeting Minutes

9:00 A.M.

CWI Nampa Micron Education Center

Room 1701 A/B

5725 E Franklin Rd, Nampa ID 83687

December 17, 2019

MOMENT OF SILENCE IN REMEMBRANCE OF KRISTIN CLOVIS

CALL TO ORDER

Chair Smyser called the meeting to order at 9:03 a.m.

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

ATTENDANCE

TRUSTEES:

Skip Smyser, Chair
Mark Dunham, Vice Chair
Mary Niland, Secretary
Molly Lentz, Trustee
Annie Hightower, Trustee

ALSO PRESENT:

Dr. Bert Glandon, President
Craig Brown, Executive Vice President, Operations
Mark Browning, Vice President, College Relations
Lillian Talley, Vice President, Human Resources
Denise Aberle-Cannata, Provost
Tony Meatte, Vice President, Finance and Administration
Steve Berenter, General Counsel
Andrea Fontaine, Associate General Counsel
Ashley Smith, Communications Representative III, Communications & Marketing
Audrey Eldridge, Director, Communications & Marketing
Morriah Marks, Executive Assistant, College Relations
Janice McGehee, Executive Assistant to the President
Kae Jensen, Dean, Math & Science
Patrick Tanner, Assistant Vice President, Enrollment & Student Services
Stephanie Ritchie Breach, Faculty Senate President
Justin Vance, Dean of Arts & Humanities
Malcolm Diamond, Vice President Faculty Senate
Joan Weddington, Instructor Practical Nursing Program

Michael Jensen, Director of Development Foundation
Kelly Steely, Dean, Business, Communication, & Technology
Kevin Platts, Director, Public Safety Programs
Darrin Raskopf, Director of Fire Service Technology
Courtney Santillan, Dean of Social Science & Public Affairs
Matthew Lemons, Sr. Financial Aid Officer
Carol Crothers, Manager II, Math Solutions Center
Cathleen Currie, Dean of Health
Andrea Schumaker, Dept. Chair of Physical & Ag Sciences
Christi Rood Gilchrist, Assistant Vice President of Economic Development
Marianne Nelson, Support Faculty Biological Sciences
Pat Neal, Dean of Industry, Engineering & Trades
Ayana Pattison, ASCWI Treasurer
Ashton Syed, ASCWI Vice President
Jovannie Fajardo, ASCWI President
Sue Heathman, Sr. Analyst, RFP/Contracts

VISITORS:

Chief Kirk Carpenter, Nampa Fire
Mitch Minnette, President/CEO Nampa Chamber of Commerce
Erin Bamer, Press Tribune

PUBLIC COMMENT

- No public comments were made

CWI MISSION STATEMENT

- Chair Smyser read the CWI Mission Statement;
The College of Western Idaho expands learning and life opportunities, encourages individual advancement, contributes to Idaho's economic growth, strengthens community prosperity, and develops leaders.

CONSENT AGENDA

**(M/S) TRUSTEES DUNHAM/LENTY MOVED TO APPROVE THE CONSENT AGENDA.
MOTION PASSED.**

BOARD OF TRUSTEES HIGH PERFORMING RECOGNITION AWARDS

The Trustees provided a certificate to each of the individuals that was signed and presented by the Board Chair, recognizing them for their service and accomplishments.

- **Faculty of the Month** - Dr. Joan Weddington, Instructor Practical Nursing Program
- **Staff of the Month** - Matthew Lemons, Sr. Financial Aid Officer
- **Student Achievement Award** - Becca Levi

BOARD COMMITTEE REPORTS

○ FOUNDATION

- Foundation Board is meeting today in a joint meeting with the Board of Trustees. Trustee Lenty will have a report next month.

○ COMMUNITY OUTREACH

- Trustee Dunham, as the Chairman of the Mascot Committee, handed out a timeline of the work that was completed by the Group. This will be included as an addendum to the Meeting Minutes.
- Trustee Niland read aloud a report asking the group to table the choice of a mascot today. This report will be included as an addendum to the Meeting Minutes.
- A roll call vote was requested by Trustee Niland.

(M/S) TRUSTEES MD/ML MOVED TO APPROVE THE RECOMMENDATION OF “THE OTTERS” AS THE OFFICIAL MASCOT OF CWI. A ROLL CALL VOTE WAS TAKEN WITH 1 NAY VOTE RECORDED. MOTION PASSED.

○ POLICY

- Trustee Hightower reviewed Section 2 of the Board Governance Policy. There were no questions.
- Trustee Hightower requested a presentation on Inclusive Excellence by Vice President Talley, at a future Board of Trustee meeting.

○ FINANCE COMMITTEE

- Trustee Niland noted that the Finance Committee met last Friday with three members present, however Trustee Niland was unable to attend. There have been difficulties with scheduling and attendance of these meetings. Vice President Meatte and Trustee Niland will get the scheduling worked out.
- Trustee Smyser asked when the regularly scheduled Finance Committee meetings have been in the past. Vice President Meatte stated that they have been the second Friday of each month. The Finance Committee is hoping to get four meetings per year scheduled on the calendar in advance.
- Vice President Meatte reviewed the financials and the new Dashboard.
- Trustee Lenty commented that she has heard about the power of the financial software that Vice President Meatte’s team is using and being able to take the monthly financials and put it into this monthly dashboard is phenomenal. Trustee Lenty is looking forward to this monthly update.
- Trustee Niland asked President Glandon if there is a plan in place for future holdback.
- President Glandon stated that he is proud of this institution and the proactive steps that have been taken. CWI is the only college in this state that is not

reeling from a 1% hold back. The financial model in place is working well and is sustainable.

- President Glandon stated that Kristin Clovis had done such an incredible job working on this dashboard as well as a project that was just completed, of mapping every interactive process at CWI. This is so big that it fills a 4' x 8' space on the wall. It will be very difficult to find someone to replace her, if not impossible. She was a great asset to CWI and will be sorely missed.

PROVOST REPORT

- Provost Aberle-Cannata introduced the Nampa Fire Chief Kirk Carpenter, Kevin Platts, Director Public Safety Programs and Darrin Raskopf, Director of Fire Service Technology. A Fire Training video was shared with the Trustees. President Glandon thanked Chief Carpenter for all of the collaboration that has taken place in building this program.

INSTRUCTIONAL DEAN PROGRAM HIGHLIGHT

- Kae Jensen, Dean of Math & Science, together with Carol Crothers of the Math Solutions Center apprised the Trustees on the Math Placement, Math Completion Options, Math Enrollment Trends, and Flexible Learning Programs.
- Trustee Lenty thanked Kae and Carol for coming and presenting this information. These are the types of programs that allow us to meet the students where they are at.
- Trustee Dunham stated that learning today about the Fire Program and then hearing about what is being done in the Program Areas of Math, is the reason he is on the Board of Trustees.

DUALENROLL.COM/SOLE SOURCE PURCHASE

- General Counsel Steve Berenter asked the Board to consider CWI's renewal of software purchase from DualEnroll.com to be a Sole Source expenditure pursuant to Idaho Code Section 67-2808.
- Trustee Smyser believes that it is the responsibility of the Board to handle the sole source items as they come up from time to time.

**(M/S) TRUSTEES HIGHTOWER /NILAND DECLARE THAT CWI'S RENEWAL OF SOFTWARE PURCHASED FROM DUALENROLL.COM TO BE A SOLE SOURCE EXPENDITURE PURSUANT TO IDAHO CODE SECTION 67-2808.
MOTION PASSED.**

CHAIR'S REPORT

Chair Smyser complimented the President and the Cabinet for how well this meeting was organized. These were excellent presentations and this has been an outstanding meeting. Chair Smyser recognized the Student Body Officers and thanked them for taking the time to attend. Chair Smyser stated that the January meeting agenda will include the Trustee Self Evaluations as well as the President's Evaluation.

Chair Smyser discussed a Subscription Service for textbooks and how this will be a topic to watch for on upcoming agendas. We are committed to trying to make education at CWI as

affordable as possible for everyone. I want the students to come here because it is their first choice, not just the affordable choice.

Chair Smyser noted that it has very rewarding to see how this team has come together and tried to meet the expectations of this Board. Chair Smyser is very appreciative of the professionalism of the staff and faculty.

PRESIDENT'S REPORT

General Counsel Steve Berenter introduced and welcomed Andrea Fontaine, newly hired Associate General Counsel.

Calendar items and the new Trustee calendaring process was reviewed by President Glandon.

EXECUTIVE SESSION

(M/S) TRUSTEES HIGHTOWER/ LENTY MOVED PURSUANT TO IDAHO CODE §74-206 (1) (A), (D), (F) CONVENE IN EXECUTIVE SESSION: (A) TO CONSIDER HIRING A PUBLIC OFFICER, EMPLOYEE, STAFF MEMBER OR INDIVIDUAL AGENT, WEHREIN THE RESPECTIVE QUALITIES OF INDIVIDUALS ARE TO BE EVALUATED IN ORDER TO FILL A PARTICULAR VACANCY OR NEED; (D) TO CONSIDER RECORDS THAT ARE EXEMPT FROM DISCLOSURE AS PROVIDED BY LAW, AND (F) TO COMMUNICATE WITH LEGAL COUNSEL FOR THE PUBLIC AGENCY TO DISCUSS THE LEGAL RAMIFICATIONS OF AND LEGAL OPTIONS FOR PENDING LITIGATION OR CONTROVERSIES NOT YET BEING LITIGATED BUT IMINENTLY LIKELY TO BE LITIGATED.

ROLL CALL

MOTION PASSED.

RESUMED OPEN SESSION

(M/S) TRUSTEES LENTY/DUNHAM MOVED TO APPROVE THE LETTER OF COMMITMENT REGARDING THE ENGAGEMENT OF ENTANGLED SOLUTIONS AS A PLANNING CONSULTANT ON BEHALF OF CWI. THIS IS TO INCLUDE THE MODIFICATION OF THE LETTER, WITH THE TWO MINOR EDITS DISCUSSED, AND WILL BE SIGNED AND AUTHORIZED BY CHAIRMAN SMYSER AND PRESIDENT GLANDON ON BEHALF OF THE BOARD OF TRUSTEES AND THE COLLEGE. MOTION PASSED.

MEETING RECESSED AT 11:30 AND RECONVENED AT 12:30 WITH A JOINT FOUNDATION WORK SESSION.

JOINT FOUNDATION WORK SESSION

INTRODUCTIONS

Chair Smyser feels strongly that the Foundation's priority going forward should be scholarships for our students. Foundation Board Chairman Ed Barrett agreed.

Vice President Browning shared that there is approximately \$400,000 per year in scholarships that the Foundation is providing every year to students. College wide scholarships total approximately \$1Million, including what the Foundation provides, and there were 300 scholarship recipients this academic year. It was noted that 70% of students are receiving some sort of Financial Aid.

President Glandon stated that in the past, there were over 200 students that didn't walk for graduation. The reason given was that they didn't have the \$25 for the cap and gown. The Foundation Board stepped up the next year and made it possible for those who could not afford the cap and gown to get one, and participate in graduation.

President Glandon has been asked to sit on the National Board of Phi Theta Kappa (PTK) Honor Society because CWI now has one of the premier and largest PTK Clubs in the United States. There are over 900 students in the club. CWI currently has over 230 students that qualify, but do not have the \$85 that it costs to join.

Connie Miller appreciates this clarity and sharing of information. Relationships matter and there needs to be clarity and transparency out in the community. Sharing of what some of the challenges are when soliciting funds in a positive way can be helpful as well.

Trustee Dunham thanked Connie for serving on the Mascot Committee. Trustee Dunham wants to see the Foundation Board get regular updates or "talking points" so that the Board of Trustees and the Foundation Board are on the same page and have the same current information when talking with the community.

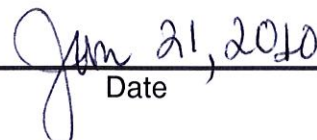
Ed Barrett volunteered to attend the BOT meetings when possible in an attempt to bring information to the Foundation Board.

Chair Smyser thanked the Foundation Board for their service.

CWI Board of Trustees Meeting adjourned at 1:22 p.m.



Mary Niland, Secretary



Date