



Board of Trustees

Meeting Minutes

Time: 1:00 PM

ZOOM Video Conference
NADM President's Conference Room

June 9, 2022

CALL TO ORDER

Chair Lenty called the virtual meeting to order at 1:01 p.m.

PLEDGE OF ALLEGIANCE

VISITOR INTRODUCTIONS

CWI MISSION STATEMENT

Vice Chair Buckner-Webb read the CWI Mission Statement.

THE COLLEGE OF WESTERN IDAHO IS COMMITTED TO EMPOWERING STUDENTS TO SUCCEED BY PROVIDING AFFORDABLE AND ACCESSIBLE EDUCATION TO ADVANCE THE LOCAL AND GLOBAL WORKFORCE.

CALL FOR PUBLIC COMMENT

Sheila Ford of Ford Farms asked the Board of Trustees to keep in mind the people who are paying these taxes and how their budgets are impacted.

ATTENDANCE

TRUSTEES:

- MOLLY LENTY, CHAIR
- CHERIE BUCKNER-WEBB, VICE CHAIR
- JIM REAMES, SECRETARY/TREASURER
- ANNIE HIGHTOWER, TRUSTEE
- SAMANTHA GUERRERO, TRUSTEE-ABSENT

OTHER GUESTS:

Anne Delgado
Paul Carew, Brandcraft
Denise LaFever
Sheila Ford, Ford Farms

ALSO PRESENT:

Gordon Jones, President
Denise Aberle-Cannata, Provost
Craig Brown, Executive Vice President, Operations
William Reuter, Interim Vice President Finance

Ryan Herring, Vice President Human Resources

Aaron von Lindern, Dept. Chair, Health Sciences
Aaron Whitman, Facilities Planning Manager
Andrea Fontaine, General Counsel
Ashley Smith, Representative III, Communications
Audrey Eldridge, Executive Director, Communications & Marketing
Billy Shanaberger, Budget Analyst, Business Office
Christi Gilchrist, AVP, Economic Development
Cody Sprague, Graphic Designer I
Courtney Colby Bond, Dean, Center for Teaching & Learning
Courtney Santillan, Dean, Social Sciences & Public Affairs
Damian Valle, Enrollment Counselor
Gigi Smith, Supervisor, Tutoring Services
Gordon Hynes, Director, Budget
Heidi Nash, Assistant Director, Adult Education
Jana McCurdy, Dept. Chair, Social Sciences
Janice McGehee, Executive Assistant to the President
Jeff Flynn, Executive Director - Facilities Planning and Management
Jennifer Colley, Executive Director-Human Resources
Jessica Argyle, Representative II, Communications & Marketing
John Tucker, Department Chair, Public Safety
Justin Vance, Dean, Arts & Humanities
Kae Jensen, Dean, Math
Kelly Steely, Dean, Business, Communications & Technology
Kim Reed, Director, Learning Commons
Kimberly Stephen, Librarian, User Experience
Kristi Martin, Executive Assistant to the Provost
La Dawn Anderst, CWI Foundation
Laura Brown, Executive Assistant, Finance
Luis Caloca, Dean, Admissions & One Stop
Mark Westcott, Director, User Services
Mary Jo Hayes, Comptroller
Michael Jensen, Director, Foundation
Michelle Haviland, Assistant Director, Financial Aid
Mike Maglaughlin, Sr. Analyst, Budget & Finance
Morriah Marks, Executive Assistant, College Relations
Nic Miller, Assistant Vice President, Strategic Projects
Patrick Neal, Dean, School of Industry, Engineering and Trades
Patrick Tanner, Assistant Vice President, Enrollment & Student Services
Pedro Arredondo, Jr., Research Analyst, Institutional Effectiveness
Richard Soto, Department Chair, Business
Ross Hosking, Videographer
Shamika Klemetsen, Executive Assistant, Operations
Stephanie Boren, Administrative Assistant, CWI Foundation

Trevi Hardy, Supervisor, ESL, Adult Education
Valerie Lee, Assistant Director, Tutoring Services

CONSENT AGENDA

(M/S) TRUSTEE HIGHTOWER/VICE CHAIR BUCKNER-WEBB MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED. MOTION PASSED.

PRESIDENT'S REPORT

- Commencement was a great celebration of seeing dreams realized for our students.
- Vice President of Advancement position has seen approximately 20 applicants. Five top candidates have been selected for zoom interviews. The five candidates will be paired down to two or three for the in-person, on-campus interviews.
- Nic Miller is the new Assistant Vice President of Strategic Projects to help Executive Vice President Craig Brown with Capital Projects.
- Five themes President Jones believes will continue to allow CWI to serve our Community better.
 1. Affordability
 2. Retention of Students
 3. Employability for Students
 4. Empowering the Community
 5. Grow Community Connections
- Executive Director, Audrey Eldridge shared the June Bold Achievements stories of Trevi Hardy, Supervisor, ESL, Adult Education and Tyler Brown, Director, Workforce Development Operations, who were recently recognized nationally and internationally for their talents and expertise.

Secretary Reames stated what a pleasure it has been working with President Jones the last five months and CWI is fortunate to have such a dynamic cheerleader for the College.

Vice Chair Buckner-Webb complimented President Jones on his participation on a panel she facilitated. The audience was a group from Utah and President Jones did a fantastic job.

CHAIR'S REPORT

Chair Lentz read a resignation letter from Trustee Samantha Guerrero resigning from the Zone 1 Trustee position. The Board wishes Trustee Guerrero the very best.

CONSIDER ZONE 1 TRUSTEE RESIGNATION

(M/S) HIGHTOWER/VICE CHAIR BUCKNER-WEBB MOVED TO ACCEPT THE RESIGNATION OF SAMANTHA GUERRERO AS THE ZONE 1 TRUSTEE FOR THE CWI BOARD OF TRUSTEES, TO DECLARE SUCH OFFICE VACANT AND TO DELEGATE TO THE BOARD CHAIR AUTHORITY TO ACCEPT APPLICATIONS.

ROLL CALL

- Trustee Hightower - Aye
- Secretary Reames - Aye

- Vice Chair Buckner-Webb - Aye
- Chair Lentz - Aye

MOTION PASSED.

BOARD COMMITTEE REPORTS

COLLEGE RELATIONS

Communications & Marketing Executive Director, Audrey Eldridge

- Enrollment Campaign -Summer Promotion
 - Digital Advertisements, Social Media and Email
 - Summer 2022 Registration Article
 - Continued Fall Campaign
- CWI Application Page Analytics - 2nd Quarter increased by 45%
- Strategic Planning for FY23
 - Preparation for Student Success and Strategic Enrollment Initiative Kickoff.
 - 4th Quarter closeout of activities

Government Relations/Legislative Session Overview presented by Ashley Smith.

- Government and Community Events
Vice Chair Buckner-Webb asked if the Government Relations Team has invited any Legislators to tour the campus lately. Ashley stated last fall JFAC toured the Micron Center, and a meeting and campus visit is scheduled in the coming weeks with the Mexican consulate.

Foundation Director, Michael Jensen.

- Community Events
- Donations
 - Cobalt donated three diesel trucks to the Diesel, Automotive and Power Sports programs.
 - Sloan Metal donated over \$100,000 in Steel for the Engineering, Manufacturing and Welding programs.
- Scholarships
 - A \$6,000 Northwest Health Science Scholarship Initiative was received through the Idaho Community Foundation. Bill Action Jackson set this up in memory of his son.
- CWI Night at the Boise Hawks, June 16, 2022, benefiting CWI's SCORE Big Scholarship. Two \$2,000 scholarships will be awarded at the game.

POLICY

Trustee Annie Hightower

- Review of Policy #1 will resume at the July meeting.

- Policy #5 proposed amendment will be brought to the Trustees next month to realign the policy to the current actions of the Board. This is primarily in relation to delegating authority to President Jones for hiring processes.
- College Policy updates included last month's approval of Procurement Policy changes to take effect this month. This is primarily in the areas of contract administration, authorized signatures and procurement of Public Works policies.
- Upcoming Policy updates include Environmental Health and Safety Policy.
- Trustee Hightower would like to request the Board review the Trustee Meeting dates/times to make sure the current timing of meetings is still relevant.
- Buckner Webb asked Chair Lenty if there are plans to provide a COVID update for planning purposes should COVID start to impact the College Community again. Chair Lenty requested a COVID update. Trustee Hightower stated one of the Policies currently being reviewed, is a Communicable Disease Policy. More details will be forthcoming.

FINANCE

Presented by Comptroller, Mary Jo Hayes.

- Treasurer's Monthly Report as of April 30, 2022, was reviewed.
- Formal Notice of Renewal of Certificates of Participation (COP) for the Aspen Leases.

CONSIDER RENEWAL OF CERTIFICATE OF PARTICIPATION

(M/S) SECRETARY REAMES/TRUSTEE HIGHTOWER MOVED TO APPROVE THE RENEWAL OF THE CERTIFICATE OF PARTICIPATION AS PRESENTED. MOTION PASSED.

ROLL CALL

- Trustee Hightower - Aye
- Secretary Reames - Aye
- Vice Chair Buckner-Webb - Aye
- Chair Lenty - Aye

MOTION PASSED.

PROPOSED FY23 BUDGET

Gordon Hynes, Director, Budget

- Second reading of the proposed FY23 Budget. There were no changes from the first reading presented last month.
- President Jones commented the Board has a balanced budget before them. These are disciplined, and measured approaches to the deployment of funds to further enhance the student journey. President Jones endorses this budget.

CONSIDER APPROVAL OF PROPOSED FY23 BUDGET

(M/S) SECRETARY REAMES/VICE CHAIR BUCKNER-WEBB MOVED TO APPROVE THE FY23 BUDGET AS PRESENTED. MOTION PASSED.

ROLL CALL

- Trustee Hightower - Aye
- Secretary Reames - Aye
- Vice Chair Buckner-Webb - Aye
- Chair Lentz – Aye

MOTION PASSED.

CAMPUS EXPANSION – CAPITAL PROJECTS UPDATE

Executive Vice President Craig Brown reviewed the Capital Projects and Campus Expansion Plan with the following recommendations.

- Proceed with Health & Science Building and Horticulture, phase 1 projects.
 - Estimated budget \$48M
 - Funding through State funds, COP financing & CWI Development Funds
 - Utilize Department of Public Works (DPW) to execute projects
- Proceed with Boise Center development
 - Develop and issue RFP to identify developer partner
 - Funding through a 2nd COP supported through ground lease payments by developer
- Initiate planning for Student Learning Center
 - Request \$10M-FY24 funding through Permanent Building Fund
 - Balance of funding supported by CWI Development Funds
- Based upon available funding sources, do not pursue a Plant Facilities Levy at this time

Vice Chair Buckner Webb asked what percentage the enrollment is currently down. President Jones stated the enrollment numbers are currently down 4-4.5%.

Trustee Reames stated this is a creative package, which will help us to stay ahead of the curve.

Trustee Hightower thanked Executive Vice President Brown for putting this information together. Trustee Hightower asked how the Health Science Building Certificate of Participation (COP) is different from the Aspen COP CWI currently has. Executive Vice President Brown stated the Health Building COP would include the building and site improvements, however CWI owns the land, and this is how it is different from the Aspen COP.

President Jones thanked Executive Vice President Brown for the comprehensive plan. There is strategy around the establishment of a campus in this plan. This is about rising lease payments and the ability to exit those to create funding that can significantly offset future payments.

CONSIDER APPROVAL OF CAPITAL PROJECTS RECOMMENDATION

(M/S) TRUSTEE HIGHTOWER/SECRETARY REAMES MOVED TO APPROVE THE CAPITAL PROJECTS RECOMMENDATION AS SET FORTH IN SLIDE #15 (ATTACHEMENT “A”) AS PRESENTED.

ROLL CALL

- Trustee Hightower - Aye
- Secretary Reames - Aye
- Vice Chair Buckner-Webb - Aye
- Chair Lentz – Aye

MOTION PASSED.

CONSIDER APPROVAL OF CAPITAL PROJECTS BUDGET

(M/S) TRUSTEE HIGHTOWER/VICE CHAIR BUCKNER-WEBB MOVED TO APPROVE THE CAPITAL PROJECTS BUDGETS AS PRESENTED.

ROLL CALL

- Trustee Hightower - Aye
- Secretary Reames - Aye
- Vice Chair Buckner-Webb - Aye
- Chair Lentz – Aye

MOTION PASSED.

Trustee Hightower requested clarification of the total projects budget amount. Executive Vice President Brown stated the total budget of \$48 Million encompasses \$31 Million for the Health Science Building with \$17 Million making up the Horticulture, phase 1 project.

CONSIDER APPROVAL OF CERTIFICATE OF PARTICIPATION FUNDING

(M/S) SEC. REAMES/VICE CHAIR BUCKNER-WEBB MOVED TO APPROVE THE CERTIFICATE OF PARTICIPATION FUNDING AS PRESENTED.

ROLL CALL – ALL AYES

- Trustee Hightower - Aye
- Secretary Reames - Aye
- Vice Chair Buckner-Webb - Aye
- Chair Lentz – Aye

MOTION PASSED.

CONSIDER DEVELOPMENT AGREEMENT AND DELEGATION OF AUTHORITY

(M/S) SECRETARY REAMES/VICE CHAIR BUCKNER-WEBB MOVED TO APPROVE THE DEVELOPMENT AGREEMENT WITH THE DIVISION OF PUBLIC WORKS AS PRESENTED, AND TO DELEGATE TO EXECUTIVE VICE PRESIDENT CRAIG BROWN AUTHORITY TO SIGN AND ENTER INTO THE DEVELOPMENT AGREEMENT AND ANY OTHER RELATED AGREEMENTS FACILITATING PLANNING AND CONSTRUCTION ON THE CAPITAL PROJECTS.

ROLL CALL

- Trustee Hightower- Aye
- Secretary Reames - Aye
- Vice Chair Buckner-Webb - Aye
- Chair Lentz - Aye

MOTION PASSED.

CONSIDER EXECUTIVE SESSION

PURSUANT TO IDAHO CODE § 74-206(1) CONVENE IN EXECUTIVE SESSION:

(b) TO CONSIDER THE EVALUATION, DISMISSAL OR DISCIPLINING OF, OR TO HEAR COMPLAINTS OR CHARGES BROUGHT AGAINST A PUBLIC OFFICER, EMPLOYEE, STAFF MEMBER, INDIVIDUAL AGENT OR PUBLIC SCHOOL STUDENT;

AND

(d): TO CONSIDER RECORDS THAT ARE EXEMPT FROM DISCLOSURE AS PROVIDED IN CHAPTER 1, TITLE 74, IDAHO CODE;

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 IMMINENTLY LIKELY TO BE LITIGATED.

(M/S) TRUSTEE HIGHTOWER /VICE CHAIR BUCKNER-WEBB MOVED TO CONVENE IN EXECUTIVE SESSION.

ROLL CALL

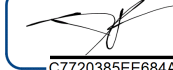
- Trustee Hightower- Aye
- Secretary Reames - Aye
- Vice Chair Buckner-Webb - Aye
- Chair Lentz - Aye

MOTION PASSED.

ADJOURNMENT

Vice Chair Buckner-Webb adjourned the meeting at 3:28 pm

DocuSigned by:



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Jim Reames, Secretary/Treasurer
Board of Trustees

7/15/2022 | 7:50 PM MDT

Date



Board of Trustees

June 9, 2022

Meeting Minutes

Attachment "A"

Slide #15 of Capital Projects Presentation

RECOMMENDATIONS

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