



## Board of Trustees Meeting Minutes

9:00 A.M.

ZOOM Video Conference  
With Trustees being on Campus

October 20, 2020

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### CALL TO ORDER

Chair Smyser called the virtual meeting to order at 9:00 am

### PLEDGE OF ALLEGIANCE

### ATTENDANCE

#### TRUSTEES:

- **CHAIRMAN SKIP SMYSER-PRESENT/IN PERSON**
- **TRUSTEE MARY NILAND-PRESENT/IN PERSON**
- **TRUSTEE MARK DUNHAM-PRESENT/VIRTUALLY**
- **TRUSTEE ANNIE HIGHTOWER-PRESENT/IN PERSON**
- **TRUSTEE MOLLY LENTY-PRESENT/IN PERSON**

#### ALSO PRESENT:

**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**

**Cheryl Wright, Interim Vice President, Finance and Administration**

Andrea Fontaine, General Counsel

James Francel, Associate General Counsel

Judd Constantine, Multimedia Coordinator III

Ross Hosking, Videographer, College Relations

Morriah Marks, Executive Assistant, College Relations

Janice McGehee, Executive Assistant to the President

Jodi Daugherty – Eide Bailly

Audra Stewart – Eide Bailly

Ashley Smith, Communications Representative III, Communications & Marketing

Audrey Eldridge, Executive Director, Communications & Marketing

Cathleen Currie, Dean, Health

Christi Gilchrist, Assistant Vice President Economic Development

Kae Jensen, Dean, Math & Science

Justin Vance, Dean of Arts & Humanities

Kelly Steely, Dean, Business, Communication, & Technology

La Dawn Anderst, Foundation Operations and Database Coordinator

Courtney Santillan, Dean of Social Science & Public Affairs

Laura Bagley, Administrative Assistant III, Workforce Development

Luis Caloca, Director Admissions  
Malcolm Diamond, Assistant Professor, Welding & Metals Fabrication  
Mark Swinney, WFD Director of Business & Manufacturing Programs  
Melissa Dilley, WFD Director of Health Programs  
Tyler Brown, WFD Director of Operations  
Pat Neal, Dean of Industry, Engineering & Trades  
Ryan Herring, Director, Human Resources  
Stephanie Boren, Administrative Assistant, Foundation  
Stephanie Ritchie Breach, Faculty Senate President  
Patrick Tanner, Assistant Vice President, Enrollment & Student Services  
Mary Jo Hayes, Comptroller  
Jennifer Colley, HR Business Partner  
Shane Monroe, CWI Maintenance Craftsman  
Sara Corral, CWI Student  
Shad Jensen, Guest

#### **AMENDMENTS TO AGENDA- NONE**

#### **PUBLIC COMMENT- NONE**

#### **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 NILAND/LENTY MOVED TO APPROVE THE CONSENT AGENDA.  
MOTION PASSED.**

#### **BOARD OF TRUSTEES HIGH PERFORMING RECOGNITION AWARDS**

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

- Faculty of the Month – Holly Paquette (Video)
- Staff of the Month – Shane Monroe (In-person)
- Student Achievement Award – Sarah Corral (In-Person)

#### **BOARD COMMITTEE REPORTS**

Trustee Niland commended Patrick Tanner for going above and beyond to help a student from Pakistan with the placement testing and enrollment process.

##### **○ FOUNDATION**

- La Dawn Anderst, Foundation Operations and Database Coordinator reported on the 2020 Opening Doors Virtual Fundraising Event. This was the first virtual fundraising event, and was conducted live from the Diesel Technology Lab. Two

CWI alumni, Andy Mendez and Shane Larson were the Emcees for the event. The goal was to raise \$75,000, and to date \$71,657 has been raised. There were \$59,000 in sponsorships and the online auction raised \$8,700.

The Foundation Board held officer elections at the Sept. 3 meeting. The new officers are; Ivan Castillo, Foundation President, Mike Peña, Vice President and Treasurer is Greg Braun. Mary May will continue as the Past President.

A Foundation Board Training will be held November 12 and the next Foundation Board meeting will be December 10.

Trustee Dunham participated in the Opening Doors Fundraiser and complimented the Foundation Board and Staff on a great event. Trustee Hightower agreed, the event was very engaging and well put together. Trustee Lentz was impressed with the production and how smoothly the event went, as well as a great job done by the Emcees.

- **COMMUNITY OUTREACH**

Vice President Browning reported on Community Outreach events.

- Andrea Schumaker and team did a fantastic job on the Farm to Fork Event held in September. The event raised over \$3,500 for the Campus Garden. Trustee Hightower also participated in the Farm to Fork event and complimented Andrea and her team on a seamless event.
- CWI has renewed a partnership with the Nampa Chamber of Commerce to continue the “Ideas to Chew On” program. This was born out of the idea of putting together a Speaker’s Bureau two years ago.
- Provost Denise Aberle-Cannata was featured in the Idaho Business Review as part of an expert forum, and shared how CWI has adapted to the remote and enhanced online world of education. Trustee Dunham has heard a lot of excellent feedback from the Community and thanked Denise and the faculty for all they are doing.

- **POLICY**

- Trustee Hightower stated the process for reviewing the board policies will begin again in November. Trustee Hightower also checked in with the CWI policy team and there are no policy updates at this time.

- **FINANCE COMMITTEE**

- Trustee Niland reported the Finance Committee met in October.
- Trustee Niland reviewed the hiring process for the Vice President Finance position and requested before the Board approves the final recommendation from President Glandon, they be able to meet the candidate in-person or at a minimum by a virtual call. Trustee Niland would like to see this change made to policy for all positions at the Vice President level and higher going forward.

- President Glandon reported that the committee has identified three top candidates and there are daylong interviews scheduled for each candidate this week. The candidates will meet with the President, President's Cabinet, Executive Operations Team and the Business Office, ending each day with a live open forum. Trustee Niland asked that the Trustees have the opportunity to meet the final candidate before they are hired.
- **ANNUAL FINANCIAL AUDIT REPORT**
  - Jodi Daugherty and Audra Stewart of Eide Bailly presented the Annual Financial Audit Report. Jodi reported the team worked hard on this audit and for the twelfth year there were no significant findings.

**(M/S) TRUSTEES DUNHAM/NILAND MOVED TO APPROVE THE ANNUAL FINANCIAL AUDIT REPORT AS PRESENTED BY EIDE Bailly. MOTION PASSED.**

- **FINANCIALS**
  - Interim Vice President Cheryl Wright reviewed the September Financials. Interim Vice President Wright will provide the Trustees with a report of the student receivables gone to collection year over year and bad debt percentage. Trustee Lenty suggested the seasonality of these numbers be included in the report as well.
  - Interim Vice President Wright reviewed the Emergency Expenditures report.
  - General Counsel Andrea Fontaine reviewed the Declaration of Emergency, which went into effect in March 20, 2020. General Counsel Fontaine suggested two options for the Board to consider. One option is to renew the Declaration of Emergency so it would be in effect until the next board meeting on Nov. 17, 2020, at which time the decision can be reexamined. The other option would be to terminate the current Declaration of Emergency, with the option of coming back to the board, should the need arise to request another Declaration of Emergency be put into place.
  - Trustee Lenty asked if there was a risk associated with simply renewing the Declaration of Emergency on a monthly basis. General Counsel Fontaine stated there is no risk of being out of compliance with the statute and it is mainly the pleasure of the board to renew monthly or terminate the declaration.
  - Trustee Hightower noted (COVID-19) cases are going up in the state and suggested the emergency declaration remain open for the time being.

**(M/S) TRUSTEES HIGHTOWER/LENTY MOVED THAT THE BOARD RENEW ITS DECLARATION OF EMERGENCY ADOPTED PURSUANT TO IDAHO CODE § 67-2808 AND DATED MARCH 20, 2020 AND THAT SUCH DECLARATION OF EMERGENCY REMAIN IN EFFECT UNTIL NOVEMBER 17, 2020. I FURTHER**

MOVE THAT UNLESS OTHERWISE TERMINATED, MODIFIED OR EXTENDED, THE BOARD RECONSIDER THE RENEWAL OF ITS DECLARATION OF EMERGENCY AT THAT TIME AND EACH MONTH THEREAFTER.”

**MOTION PASSED.**

## **TRUSTEE ON/OFF BOARDING PROCESS**

Trustee Lenty reported that a working group met comprised of Trustee Molly Lenty, Trustee Annie Hightower, Vice President Lillian Talley, Vice President Mark Browning and Executive Assistant Janice McGehee.

- An update was received from Vice President Browning with recommendations for Chairman Smyser to review and approve. The approach being, to make sure a good process is in place far beyond this election. Understanding with COVID-19, some of the ideas might not be able to be observed this year, but having those in place for the future will be helpful. For this year, we will put together a nice welcome, ensuring the incoming Trustees have all of the meeting and swearing in details ahead of time.
- Trustee Hightower agreed it was a productive meeting and appreciates the thought that went into it.
- Trustee Lenty also wanted to ensure incoming Trustees would receive CWI swag items. Vice President Browning has assured the group the incoming Trustees will have swag.
- Trustee Hightower noted she was not on the most recent email chain for the working group communication, and she would like to be included so she can stay involved.

## **PROVOST REPORT**

- **LEARNING COMMONS (LIBRARY TUTORING)**
  - Provost Denise Aberle-Cannata complimented Kim Reed on the job she has done transitioning the Learning Commons to online. Several areas in which the Learning Commons has met student needs are;
    - Increased drastically the number of courses with embedded tutors.
    - Checking out laptops for students who did not have the technology available to them to go online.
    - Addition of Chat Bot as an option for students who can now instantly chat with their tutors or library staff.
    - The library also increased mailing of materials to students.Had these changes not been put into place, inevitably we would have students falling behind in their courses. The retention numbers for the fall term are holding very steady to what they were when the term started.
- **ADVANCED OPPORTUNITIES REPORT**
  - Provost Cannata reported on the Advanced Opportunities program. This state funded program provides every student attending an Idaho public school an allocation of \$4,125 to use towards Advanced Opportunities in grades 7-12. The CWI Dual Credit program is under the direction of Stephen Crumrine. CWI currently has the largest Dual Credit population with an unduplicated head count

of 20,233 students, which equates to 65,000 credit hours and over \$4,833,000 of revenue. Steven Crumrine and his team spend a great deal of time in the high schools, training faculty on our curriculum and Blackboard course shells.

○ **NWCCU PROGRAM UPDATE**

- Provost Cannata reported that one of the challenges when going online was upholding academic integrity when we are no longer doing face to face testing. Dean, Kae Jensen and Department Chair Emiko Quintant, Alisha Bullock, Assistant Director, Testing Services and many of our Math faculty volunteered to research what options were available and found the Honorlock system.
  - Honorlock uses technology and artificial intelligence to track and verify that students are focused on the exam and not cheating. The Honorlock system will be key when our accreditation body asks how we guarantee the academic integrity in the online environment.
  - Chair Smyser asked how we went about finding and acquiring HonorLock and what was the competitive process? Provost Cannata explained Sue Heathman handled the bid and contract process along with the Contracts group. This program will enable us to reduce the number of testing platforms currently being used, and reduce our costs as well as improve our efficiency on monitoring testing.
  - Trustee Hightower asked if there will be any interference with some of the accessibility features, such as Screen Reader. Provost Cannata stated that this has not been launched yet and has only been tested internally with faculty. However, this product is designed with the end user in mind. There will be a limited launch in the spring with follow up surveys and comparisons to what is currently used and then we will look at a larger launch in the fall.
  - Trustee Lenty asked if any peer institutions in the state have these types of programs. Provost Cannata is not aware of any other institutions using these platforms.
  - President Glandon added that CWI is on the cutting edge and way out in front of the rest of the schools when it comes to this kind of technology.
- Provost Cannata reported NWCCU requires institutions submit a substantive change request to get all of the online programs approved in order to continue teaching online. Several pages were submitted and all online programs were approved for the spring online offering. The immediate plan is to continue as we did in the fall, given the unpredictability of COVID-19, and ensuring we are able to continue with as minimal interruption as possible for the spring term.

○ **LATINX INITIATIVE UPDATE**

- Assistant Vice President (AVP) Patrick Tanner presented an update on the Latinx Initiative. Highlights covered were;
  - Dual Credit Headcount and Ratio
  - Basic Skills Education Headcount
  - Academic/Transfer & CTE Credit Headcount
  - CWI vs Ada & Canyon County

- Total Student Population vs Latinx Retention numbers
    - Latinx Scholarship Non-Recipient & Recipient Retention
    - Average Fall GPA Comparisons
  - Luis Caloca, Director of Admissions covered the following Latinx programs
    - Community Partnerships
    - Advertising
    - Recruitment & Retention
    - E&SS Hiring Focus-Broadening the hiring pool
  - Trustee Niland commended Patrick and Luis on the success of this program. Trustee Niland offered her assistance and suggested one way to reach large populations of Hispanic people is through the Catholic Church.
  - President Glandon thanked Patrick and Luis, and appreciates the approach of CWI as a family and small organization, even though we are one of the largest institutions in the state, keeping this mentality is important.
  - Trustee Hightower thanked Patrick and Luis for their presentation. The storytelling is especially appreciated, as it highlights the successes that have been made. Trustee Hightower appreciates the list of community partnerships provided. It is apparent you are actually taking the lead from the voices of the community and what their needs are, which is appreciated.
  - Trustee Lentz, as the Liaison to the Foundation Board, will reach out and make sure the Foundation Board has access to this information.
  - Trustee Dunham also thanked Patrick and Luis for their presentation. Trustee Dunham stated 3 or 4 years ago, Luis gave a similar presentation and Trustee Dunham asked Luis how the Trustees could help. Luis' kind response was, to show up, go to the events and support the initiatives. Trustee Dunham has never forgotten that.
- **ANNUAL WORK FORCE DEVELOPMENT (WFD) REPORT**
- Christi Gilchrist, Assistant Vice President of Economic Development reviewed the Workforce Development response to COVID-19 and what was done to convert operation debt into innovation. There was an overall decrease in enrollments due to COVID-19 however, thanks to managing costs, the net revenue stayed level.
  - Tyler Brown, Workforce Development Director of Operations reported despite challenges, the Workforce Development program ended the year very well. Financially, Workforce Development continues to be a self-sufficient program as well as contributing funds for future projects for the college.
  - Melissa Dilley, Director of Health Programs reported enrollment decreased in the Health field as a direct result of the COVID-19 pandemic. The Pharmacy Technician program saw the highest increase in enrollments.
  - Mark Swinney, Director of Business & Manufacturing reported enrollments are down in this sector. However, in the Apprenticeship programs, enrollments and revenue are both up.

- Assistant Vice President Gilchrist reported on Economic Development and industry connections;
  - Augusoft Lumens Software purchase
  - Partnership with the app “Jobu”
  - Boise Valley Economic Partnership
  - Idaho Workforce Development Council
  - Talent Pipeline Management
  - Idaho Association of Commerce & Industry

Chairman Smyser thanked the Workforce Development Team for their hard work on behalf of all of the Trustees.

President Glandon pointed out the Workforce Development Team made business decisions quickly throughout the year, to match their expenses to what their revenue projection was. This made them as profitable this year as last year. President Glandon thanked the team for doing a great job.

Trustee Dunham stated Christi and her team are respected in the business community and with President Glandon and Christi’s leadership, those relationships will continue. Trustee Dunham thanked the Workforce Development team for all they have done.

#### **HIGH PERFORMANCE CULTURE UPDATE**

- Vice President Lillian Talley and HR Business Partner, Jennifer Colley presented a summary on the High Performance Culture Update. Items covered included;
  - FY20 and FY21 Employee Pulse Survey
  - Decision Making Collaboration and Agile Methodology
  - Department Action Plans & Common Themes

Chairman Smyser thanked Lillian and Jennifer for their timely update.

#### **CHAIRMAN’S REPORT**

- Chair Smyser thanked everyone for the wonderful job they are doing and how impressive and outstanding the faculty, staff, students and administration are.

#### **PRESIDENT’S REPORT**

- General Counsel, Andrea Fontaine introduced the new Associate General Counsel, James Francel. James comes from the University of New Mexico where he served as Associate General Counsel and prior to that, James was with Idaho State University as Associate General Counsel.
- President Glandon reviewed the following events;
  - Speech and Debate – Competitive season to begin.
  - CWI “Law Enforcement Program Steps Up In Time of Need” article
  - VP Finance interviews wrap up Friday
  - State Higher Ed Funding Formula Committee meeting review.



**EXECUTIVE SESSION**

**(M/S) TRUSTEES HIGHTOWER/LENTY MOVED PURSUANT TO IDAHO CODE § 74-206 (1) (b),  
CONVENE IN EXECUTIVE SESSION:**

**(b) to consider the evaluation, dismissal or discipline of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent or public-school student;**

**ROLL CALL:**

- CHAIR SMYSER – AYE
- TRUSTEE HIGHTOWER – AYE
- TRUSTEE DUNHAM – AYE
- TRUSTEE LENTY – AYE
- TRUSTEE NILAND – AYE

**RECONVENE OPEN SESSION**

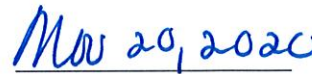
Chair Smyser requested the meeting minutes reflect that the President’s Evaluation and the Board of Trustees’ Self-Evaluations have been completed.

Chair Smyser called for the meeting to adjourn.

**(M/S) TRUSTEES LENTY/HIGHTOWER MOVED TO ADJOURN THE MEETING.  
MOTION PASSED.**

Meeting adjourned at 1:00 p.m.

  
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Mary Niland, Secretary

  
\_\_\_\_\_  
Date