



Board of Trustees

Meeting Minutes

Time: 1:00 PM

Hybrid - ZOOM Video Conference
NADM President's Conference Room

October 14, 2021

CALL TO ORDER

Chair Lenty called the virtual meeting to order at 1:00 p.m.

PLEDGE OF ALLEGIANCE

VISITOR INTRODUCTIONS

- Marni Moore, Cushing Terrell
- Jodi Daugherty, Eide Bailly, LLP

AMENDMENTS TO THE AGENDA

CWI MISSION STATEMENT – Trustee Hightower read the CWI Mission Statement.

PUBLIC COMMENT- There were no public comments.

ATTENDANCE

TRUSTEES:

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

ALSO PRESENT:

Denise Aberle-Cannata, Interim President and Provost
Craig Brown, Executive Vice President, Operations
Karl Spiecker, Vice President Finance
Ryan Herring, Vice President Human Resources
Andrea Fontaine, General Counsel
Ashley Smith, Representative III, Communications
Audrey Eldridge, Executive Director, Communications & Marketing
Brett Belden, Supervisor, Tutoring Services
Cathleen Currie, Dean, Health Sciences
Chad Trisler, Dean of Students
Courtney Colby Bond, Dean, Center for Teaching & Learning
Erica Compton, Assistant Director, Student Advising & Success
Gloria Keulman, Administrative Assistant
Gordon Hynes, Director, Budget
Heidi Nash, Assistant Director, Adult Education

Jac Webb, Director, Basic Skills
Janice McGehee, Executive Assistant to the President
Jeff Flynn, Executive Director - Facilities Planning and Management
Jennifer Colley, Executive Director-Human Resources
Jodi Daugherty, Auditor, Eide Bailly LLP (Guest)
Judd Constantine, Audio Visual Project Manager
Justin Vance, Dean, Arts & Humanities
Katie Driever, CWI Budget Analyst
Kelly Steely, Dean, Business, Communications & Technology
Kim Channpraseut, Executive Director, IT Operations
Kim Reed, Director, Learning Commons
Laura Brown, Executive Administrative Assistant
LD Anderst, Foundation Operations & Database Coordinator
Liz Fleshman, Supervisor, Tutoring Services
Maia Kelley, Associate Professor, Math
Mark Westcott, Director, User Services
Marni Moore, Cushing Terrell (Guest)
Mary Jo Hayes, Comptroller
Michael Chacon, Chief Information Officer
Michael Jensen, Director, Foundation
Morriah Marks, Executive Assistant, College Relations
Pat Neal, Dean Industry, Engineering & Trades
Patrick Tanner, Assistant Vice President, Enrollment & Student Services
Ross Hosking, Videographer
Stephanie Boren, Administrative Assistant, Foundation
Stephanie Ritchie-Breach, Faculty
Stephen Crumrine, Executive Director, Dual Credit
Valerie Lee, Assistant Director, Tutoring Services
Xandra Gonzales, ASCWI President

CONSENT AGENDA

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

INTERIM PRESIDENT'S REPORT

Interim President Aberle-Cannata reported on the following:

- Idaho Joint Finance and Appropriations Committee (JFAC) will tour and visit the CWI campus on October 20, 2021.
- Idaho Coalition of Community Colleges (ICCC) Update
- Project Z-Degree will provide a liberal arts degree with zero or no textbook costs associated with it. This will go live in the fall of 2023.
- CWI Workforce Development (WD) and the Work Based Learning Center was highlighted on Idaho Public Television (IPTV).
- The on-campus mobile vaccination clinics were well received by students, faculty and staff.
- Enrollment and Student Services held a Town Hall with President's Cabinet. There were over 70 participants.

- A Bold Achievements Video was shared, highlighting Oster Hernandez, who received the Career Guidance Counselor of the Year Award.

BOARD COMMITTEE REPORTS

COLLEGE RELATIONS

- **COMMUNICATIONS & MARKETING:**

- Executive Director, Audrey Eldridge recapped the fall 2021 Recruitment Campaign.
- Trustee Reames asked how long the bounce rate is on these web pages. Executive Director Eldridge explained the bounce rate and the average time on the page is a couple of minutes.
- Trustee Guerrero asked if Communications has the ability to see which programs are being looked at the most. Executive Director Eldridge stated there are analytics that provide that information.

- **BRAND UPDATE**

- Executive Director, Eldridge gave a brand update. Chair Lentz asked when there would be a mascot update. Executive Director Eldridge stated the review process would continue through next spring.

- **GOVERNMENT RELATIONS REPORT**

Communications Representative, Ashley Smith gave an update on Government Relations.

- On a Federal level, Ashley and Presidents Cabinet attended a forum for Community Colleges to explore different funding opportunities.
- On a State level, Ashley attended the Permanent Building Fund Presentation presented by Executive Vice President Craig Brown as well as attending the Governor's Summit on the future of Work.
- Community/Events
 - Ashley gave a tour of the Micron Education Center to Jeremy Field, the new Government and Public Relations person at the Boise Chamber of Commerce.
 - Interim President Aberle-Cannata did a great interview with the Boise Chamber of Commerce. This interview was shared on the CWI Facebook page and LinkedIn page.

- **FOUNDATION**

Foundation Director Michael Jensen updated the board on recent Foundation business.

- Opening Doors Virtual Event held on Oct. 6
 - Highlights included Tommy Alquist as the Keynote Speaker
 - \$78,000 raised
 - The online auction was very successful.
 - Director Jensen thanked all of those involved.
- An anonymous scholarship was received, with a matching gift from the Micron Foundation for Machine Tool Programs.

- Tom Beals from Allied Business Solutions has started a scholarship in the amount of \$5,000.
- Cobalt Truck has donated two Trucks to the Diesel Engines program.
- Connections are being made with Idaho Central Credit Union, St. Alphonsus Foundation Board, and Teens 2 Trade with Tommy Alquist partnership.
- Director Jensen followed up with Trustee Reames around the Murdoch Foundation opportunities. The Foundation Board is working on a proposal.

STUDENT SUCCESS

- Erica Compton, Assistant Director of Student Advising reported on English as a Second Language (ESL) and focused on the refugee population and the challenges they have when entering the US.
- Trevi Hardy, Supervisor, ESL & Career Pathways reviewed the Life and Work Classes under the Workforce Development (WD) program and funded by WIOA Grant which is free to students.
- Bridge to English 101 program and partnerships were reviewed.
- Liz Fleshman, Supervisor, English Language Learning (ELL) tutoring reported CWI now has embedded Tutors and Tutoring by appointment.
- Vice Chair Buckner-Webb asked where these classes are located. Trevi Hardy stated the ESL classes are held at the Ada County Campus, Nampa Canyon Center and prior to COVID 19, there were some classes conducted at Community Schools around the area.
- Liz Fleshman stated the ELL classes are held at both Ada and Canyon, with the Ada campus being more popular with the refugee population.
- Trustee Hightower thanked Enrollment and Student Services for embedding stories into their presentations, making it much more relatable.

POLICY

Trustee Hightower reported on policy updates and reviewed Board Governance Policy #2.

- Trustee Hightower reviewed the Board Governance Policy #2
 - Trustee Reames asked for clarification as to the President's annual review, and if the review is based on the anniversary date or how is the date determined. Trustee Hightower thought it was between March and June, and believes it is defined in the Board Governance Policy document. Chair Lenty noted the Board Self Assessments are typically done in this time frame as well.
- Trustee Hightower reviewed the portion of the policy stating the Board Chair in conjunction with the Trustees and the President's Office are responsible for setting the Board agendas. Just a reminder to the Trustees if they want a topic on the agenda, to bring it to Chair Lenty.
- College Policy STU-30 was updated to align with Federal policies and how student attendance is defined.
- Trustee Hightower informed the Trustees there is work being done on amending the CWI Mission Statement and plans are in place to get community and college feedback. Trustee Hightower asked what level of involvement as a board we want to have?

- Trustee Reames felt it is important to not muddy the water for the Strategic Planning Team by getting too involved.
- Chair Lentz asked if this would be brought to the Board for a vote. General Counsel Andrea Fontaine confirmed it would need to be brought before the board for a vote per Governance policy 1.1.
- Chair Lentz asked what the timeline is around this change. Executive Vice President Brown stated as the transition begins into the next calendar year, we would like to have the Mission Statement complete. Executive Vice President Brown will plan to bring a draft Mission Statement as a first reading to the Board at the November meeting.

FINANCE

Trustee Reames thanked the Audit team of Eide Bailly, as well as Mary Jo Hayes and Cami Johnson.

- Jodi Daugherty, of Eide Bailly, LLP, reviewed the FY21 Audit and Financial Highlights.
- Trustee Reames asked how CWI compares against other college Eide Bailly audits. Jodi said CWI is in a unique position, with the growth in the Treasure Valley, expanded courses, and on-line enrollment.
- Vice President Spiecker thanked the accounting team as well as the Eide Bailly Team. Vice President Spiecker reminded the Board the past and current audit reports are on the website.

CONSIDER ANNUAL FINANCIAL AUDIT REPORT

(M/S) TRUSTEE REAMES/TRUSTEE HIGHTOWER MOVED TO APPROVE THE ANNUAL FINANCIAL AUDIT REPORT AS PRESENTED. MOTION PASSED.

- **Fall 2021 Revenue Update** was presented by Vice President Karl Spiecker
 - Fall enrollment credit hours are down 7.9%. (5,240 Credits)
 - Fall revenue is down 7.3%, with a potential annual impact of \$719,633 annual short fall.
 - Long-term strategies include; reducing the budget to meet revenue projections, develop strategies to increase enrollment, retention and seek additional funds from other sources to support the academic mission.
- **Fall 2021 Budget Changes** were reviewed by Vice President Karl Spiecker
 - **BUDGET ADJUSTMENTS FOR APPROVAL**
 - Technical error for FTE in original budget proposal.
 - Approve roll-forward authority for unspent funds in FY2021
 - Facility Roll Forward Requests
 - Trustee Lentz asked how this will be monitored going forward? Vice President Karl Spiecker stated there are a few revenue streams, which are not included in the budget.
 - Budget changes will be brought to the Board at the November meeting for approval.

PRESIDENTIAL SEARCH UPDATE

- Chair Lentz reported there were over 77 applicants in the Presidential Search, and the field has been narrowed down to 25 candidates. The Search Committee is expecting to invite nine semi-finalists for interviews. The timeline for candidate forums will be mid-November with the Search Committee bringing a recommendation to the board for a vote at the December Board meeting. Summit Search Solutions has done a great job and has been very responsive to CWI as well as the candidates.

PROVOST REPORT

Executive Director, Stephen Crumrine presented on the Dual Credit Program.

- Fall over Fall Headcount and Credit Totals;
 - FA20: 3,239 Headcount - 11,570 Credits
 - FA21: 3,883 Headcount - 13,408 Credits
 - 15.8% Credit growth FA20 to FA21
 - Revenue Projection of \$5.3M for AY21-22
- Partners
 - 90 HS partners
 - 450 HS Faculty representing CWI
 - 74 CWI Faculty serving as Dual Credit Academic Liaisons
 - 7 CWI Faculty serving as discipline
- Initiatives
 - 1200 + Spanish speaking students served through the Spanish Speakers Initiative.
 - 100% Growth in our On-Campus CTE Student Initiative.
 - CTE Perkins funding approved for Teaching Trunks Initiative at Treasure Valley Alternative High Schools.
 - Eight partnering high schools are in the MATH 095 Initiative.
 - Chair Lentz asked what is the dual credit strategy from a team dynamic. Have additional staff and resources been added. Interim President Aberle-Cannata stated not in the past budget year, but in past years there have been staff added and title changes as well. CWI is the largest Dual Credit provider in the State of Idaho. Executive Director, Stephen Crumrine stated there are nine staff currently. Last year, there were 40 students, who graduated with Associates degrees.
 - Trustee Hightower noted her appreciation for allowing time on the agenda to hear about the Dual Credit Program message and the good it does in the community.

CHAIR'S REPORT

Chair Lentz congratulated Vice Chair Buckner-Webb for the recognition she received from Voices of Children. Vice Chair Buckner-Webb stated, she is honored to be able to be a part of advocating for children in the State of Idaho.

WORK SESSION

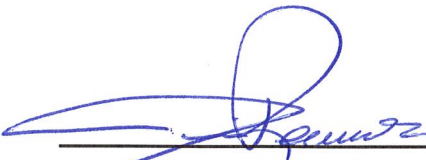
- **CAMPUS DEVELOPMENT VISIONING & PLANNING SURVEY UPDATE**
Executive Vice President Craig Brown and Marni Moore of Cushing Terrell presented.
 - Beta Test survey has been sent out.
 - The test survey was sent to 39 individuals, nine were students and there were 33 responses.
 - Timeline is to launch the formal survey next week.

- Marni Moore of Cushing Terrell reviewed the Beta Test Survey takeaways.
 - There was an overall agreement by the Board that these questions are too technical. The request was made to simplify the questions if possible.
 - It was agreed question #8 be pulled from the survey.
 - Executive Director Audrey Eldridge reviewed the draft Campus Visioning communication plan.
 - Trustee Lentz asked that Audrey and her team schedule around the “noise”, and appreciates that the survey is being sent in a multi-lingual (Spanish) option.
 - Trustee Guerrero asked if the survey would be sent out in any other languages other than English and Spanish. Cushing Terrell is looking at an upgrade to their software for future options.
 - In the future, Trustee Hightower would like CWI to consider the different population (language) groups, which might be overlooked when printing and publishing CWI collateral.
 - Executive Vice President Brown said the plan is to keep the survey open for 3 weeks. There was consensus among the Board to push this survey beginning next week in Spanish and English.
- Executive Vice President Brown asked the Board if there is any interest within the next 3 weeks to schedule campus tours for the Trustees. Chair Lentz stated doing a campus tour is a priority, however there is a huge time commitment coming up with the President Search Finalist Focus Groups. Chair Lentz suggested December being a better time and asked Executive Vice President Brown to put together what the time commitment would look like?

CONSIDER EXECUTIVE SESSION

**(M/S) TRUSTEE HIGHTOWER/TRUSTEE GUERRERO MOVED PURSUANT TO IDAHO CODE § 74-206(1) (b): TO CONSIDER THE EVALUATION, DISMISSAL OR DISCIPLINING OF, OR TO HEAR COMPLAINTS OR CHARGES BROUGHT AGAINST, A PUBLIC OFFICER, EMPLOYEE, STAFF MEMBER OR INDIVIDUAL AGENT, OR PUBLIC SCHOOL STUDENT.
MOTION PASSED.**

Chair Lentz adjourned the meeting at 3:55 p.m.



 Jim Reames, Secretary/Treasurer
 Board of Trustees

11/11/21

 Date