



## 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

January 21, 2020

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### CALL TO ORDER

Chair Smyser called the meeting to order at 9:00 a.m.

### PLEDGE OF ALLEGIANCE

### INTRODUCTIONS

### AMENDMENTS TO AGENDA - NONE

### 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  
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  
Kelly Steely, Dean, Business, Communication, & Technology  
Courtney Santillan, Dean of Social Science & Public Affairs  
Cathleen Curry, Dean of Health  
Pat Neal, Dean of Industry, Engineering & Trades

Mel Henderson, Occupational Therapy Assistant Director  
Jeff Flynn, Executive Director, Facilities Planning & Management  
Ryan Herring, Director, Human Resources  
Alexis Malepeai, Executive Director of Institutional Effectiveness  
Ayana Pattison, ASCWI Treasurer  
Michal Yadlin, Faculty Adjunct  
Vita Mobley, Administrative Assistant, Industry, Engineering & Trades  
Ashton Syed, ASCWI Vice President  
Jovannie Fajardo, ASCWI President  
Mark Westcott, Director User Services  
Brian Dunaway, Manager of maintenance and Engineered Systems  
Victor Villanueva, Coordinator, Health and Safety  
Josh Kifer, Account Manager, Allied Universal Security

**CALL FOR PUBLIC COMMENT – NO COMMENT**

**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.

**EXECUTIVE SESSION**

**(M/S) Trustees Hightower/Niland MOVED TO EXECUTIVE SESSION**

**PURSUANT TO IDAHO CODE § 74-206 (1) (b), (d) and (f), 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; (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 to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. Roll Call.**

**RESUME OPEN SESSION**

**(M/S) TRUSTEES HIGHTOWER/LENTY MOVED TO APPROVE THE REVISED ANNUAL BOARD OF TRUSTEES’ EVALUATION FORM WITH THE AMMENDMENT THAT TRUSTEE HIGHTOWER’S COMMENT BE REMOVED FROM THE FORM. MOTION PASSED.**

**ACTION ITEM: TRUSTEE SMYSER ASKED FOR THE TIMELINE FOR COMPLETION OF THE TRUSTEES’ EVALUATION FORMS.**

**(M/S) TRUSTEES HIGHTOWER/ (NO SECOND WAS MADE) MOVED TO APPROVE THE REVISED ANNUAL PRESIDENTS’ EVALUATION FORM WITH AMMENDMENTS AS FOLLOWS;**

- 1. ADDING A “DON’T KNOW” COLUMN FOR EACH PERFORMANCE MEASURE**

2. **UPDATING THE PAGE NUMBERS**
3. **ADDING THE WORD "YEAR'S" BETWEEN PRIOR & ASSESSMENT ON PAGE 5 UNDER "SPECIFIC PERFORMANCE GOALS FOR YEAR".**

**MOTION PASSED.**

#### **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 signed and presented by the Board Chair, recognizing them for their service and accomplishments. Photos were taken.

- **Faculty of the Month - Michal Yadlin**
- **Staff of the Month – Vita Mobley**
- **Student Achievement Award - Ashton Syed (Highlight Video)**

#### **BOARD COMMITTEE REPORTS**

- **FOUNDATION**
  - Trustee Lenty noted that the Foundation Board and the Board of Trustees met in a joint meeting in December. The next Foundation meeting is Feb 13, and the discussion will be focused on raising money for student scholarships and growing the endowments.
- **COMMUNITY OUTREACH**
  - Trustee Dunham had no report this month
- **POLICY**
  - Trustee Hightower reviewed Board Policy, Section 3.
  - Chair Smyser thanked Trustee Hightower for her work on the review of the Trustee's Evaluation Form and President's Evaluation Form.
- **FINANCE COMMITTEE**
  - Trustee Niland is working with Vice President Meatte to come up with a schedule for the Finance Committee meetings.
  - Vice President Meatte reviewed the Financials and the Dashboard.
  - Chair Smyser asked when the Property Tax Revenue is received, will this cause us to have to modify the budget? Vice President Meatte stated that there was a budget adjustment back in October for the 3% increase, so no modification will be needed.



## PROVOST REPORT

- Provost Aberle-Cannata – 1<sup>st</sup> Reading of Special Course Fee Schedule- Fall 2020
  - Provost Aberle-Cannata reviewed the Special Course Fee Reading and reasons for increases on the fee structure. The increases are due mostly for tool kits.
  - Lenty asked if there are opportunities for sponsorship of tools or partnerships with industry. Dean Pat Neal stated that some employers do sponsor students by helping with tool costs. It was noted that Veterans and Job Corp student's tools are paid for under a special program.
  - Trustee Hightower asked if a student has the option to opt out of purchasing a tool kit. Dean Pat Neal confirmed that yes they can opt out.
  
- Provost Aberle-Cannata addressed that she is very pleased with the rollout of the LPN Hybrid Program Model, and going forward the intent is to offer more of these.

## INSTRUCTIONAL DEAN PROGRAM HIGHLIGHT – CATHLEEN CURRY, DEAN OF HEALTH

- Dean Curry reported that the Nursing Program has a 100% pass rate on their Boards.
- She also highlighted a complete pass rate in Surgical Tech as well.
- Dean Curry introduced Mel Henderson as the Director of the Occupational Therapy Assistant Program, which is a new program for CWI.
- Trustee Dunham stated that having survived two strokes, he knows first-hand how incredibly important this therapy is to those trying to recover. Trustee Dunham stated that he would be willing to share his experience with the students if it would be helpful.
- Trustee Niland asked if there are pre-requisite courses that must be completed before entering this program. Director Henderson confirmed that there are 19 pre-requisite credits that must be completed before beginning the OTA Program.

## CWI CAMPUS SECURITY PROTOCOL AND PROCESSES – JEFF FLYNN

- Jeff Flynn, Executive Director, Facilities Planning & Management introduced the Campus Safety and Security Team;
  - **Brian Dunaway, Manager of Maintenance and Engineered Systems.** Brian handles all of the door, key, alarm and panic device electronic systems.
  - **Victor Villanueva – Coordinator, Environmental Health and Safety.** Victor is involved in the collection of crime data.
  - **Mark Westcott, Director of User Services.** Although Mark is a part of the IT Team, he also works very closely with Security and oversees all of the camera systems on campus. Responsible for the implementation and on-going administration of the Emergency Alerting System (RAVE). Mark also sits on the Threat Assessment Team and is a member of the Crisis Communication Team.
  - **Josh Kifer, Account Manager with Allied Universal Security (Contractor).** Josh is responsible for the day-to-day operations for all building security and coordinates building schedules, aligns door access and ensures that there is always security personnel in a building if students or staff are present.

- **Crisis Management Team** consists of President Bert Glandon, Provost Denise Aberle-Cannata, Vice President Tony Meatte, Executive Vice President Craig Brown, Vice President Lillian Talley, Vice President Mark Browning and Executive Director Flynn. This Team is included on the Nampa Police Dept. alerts should there be an influx of 911 calls from CWI.
  - **Crisis Communication Team** includes, Provost Denise Aberle-Cannata, Audrey Eldridge, Communications & Marketing, Mark Westcott, Information Technology, Ashley Smith, Communications and Marketing as well as Executive Director Flynn.
- Majority of communications revolve around “Timely Warnings”. These warnings aid in the prevention of similar crimes and help the campus protect themselves. In 10 years, there have only been a hand full of “Timely Warnings”. Other communications sent out are Emergency Communications. These are far broader in scope such as weather, health or utility emergencies.
- The Standard Operating Procedure for panic devices was reviewed. There are 31 panic devices across CWI locations that are monitored by a 24/7 dispatcher.
- Lock Out and Lock Down Guidelines document was reviewed. Trustee Niland asked if there would be drills with the Lock Downs. Executive Director Flynn stated that this is being reviewed, and could possibly combine this with Fire Drills in the future.
- Trustee Dunham asked about the agreement with the Nampa Police Dept. and if there is the same relationship with Boise City Police. Executive Director Flynn noted that currently there is no agreement with Boise City or Ada County, but they are working to improve the relationship.
- Trustee Hightower asked for clarification on what the threat level is for stalking. Executive Director Flynn said that each situation is looked at individually to determine the threat level and how to proceed.
- Standard Operating Procedure for Run, Hide Fight/Active Shooter Training Process was reviewed:
  - Multiple Trainings are conducted per year with the Nampa Police Dept. Other trainings are either face-to-face or an email is sent with a link to a video for them to watch.
  - President Glandon confirmed that there was a major Faculty In-Service training two years ago and that there is a video currently available on the CWI web site. Executive Director Flynn stated that this is a part of the New Employee Orientation.
  - Executive Director Flynn noted that CWI is conducting active shooter training with staff via an open invitation process. Officer Cantrell with the Nampa Police Department conducts the training.



- Trustee Lenty asked what our peer institutions are doing in light of the number of adjunct faculty. At this point Active Shooter Training is not a required training. Chair Smyser would like to see this evaluated as to whether this should be a mandatory training in the future.
- Active Shooter video was shown.

#### ENTANGLED SOLUTIONS UPDATE

- Executive Vice President Brown stated that everything is in place to proceed with Entangled Solutions.
- Executive Director Malepeai presented a “Next Steps” handout and said that she met with Terah Crews, the Entangled Solutions Lead last week, and will be meeting weekly with her to keep things on track.
- In-person interviews with Chair Smyser and then two interviews with each remaining pair of Trustees will be conducted. Scheduling of dates will be done through Trustee Lenty, Executive Director Malepeai and Executive Assistant Janice McGehee.
- A Portal has been created and Executive Director Malepeai will be downloading a lot of information to this site for Entangled Solutions.
- The first four phases will take us into the first part of July.
- Trustee Lenty will be the Liaison for the Board of Trustees as Chair Smyser will be unavailable.

#### CHAIR’S REPORT

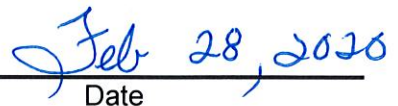
- Chair Smyser appreciates the hard work that goes into Board of Trustee meetings.
- Chair Smyser is very proud of the faculty, staff and students at CWI.
- Chair Smyser has received a proposal for a new fight song, which he “sang” to the group along with a T-Shirt with the lyrics.

#### PRESIDENT’S REPORT

- Legislative review – Binders were provided to the Trustees
- Spring Enrollment is looking strong
- December Idaho Job Corp Update
- All employee in-service was successful – Brand Refresh Presentation
- 2020 Connections Project Logo Reveal
- Employee Updates –
  - Brett Reid leaving CWI Law Enforcement Program
  - Rick Babcock with Facilities is retiring
- CWI.edu new home page design is complete
- Common Read Event Series is coming up
- Continue to watch for the Event/Calendar Invites. A list of Calendar Events is in the back of each meeting binder.

**MEETING ADJOURNED AT 11:37 A.M.**

  
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 Mary Niland, Secretary

  
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 Date