



Board of Trustees

Meeting Minutes

Time: 3:00 PM

ZOOM Video Conference
NADM President's Conference Room

February 9, 2023

CALL TO ORDER

Chair Lenty called the virtual meeting to order at 3:00 p.m.

PLEDGE OF ALLEGIANCE

VISITOR INTRODUCTIONS

CWI MISSION STATEMENT

Trustee Bradshaw 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

ATTENDANCE

TRUSTEES:

- MOLLY LENTY, CHAIR
- CHERIE BUCKNER-WEBB, VICE CHAIR
- JIM REAMES, SECRETARY/TREASURER
- ANNIE HIGHTOWER, TRUSTEE
- NICOLE BRADSHAW, TRUSTEE

OTHER GUESTS: NONE

ALSO PRESENT:

Gordon Jones, President
Denise Aberle-Cannata, Provost
Craig Brown, Executive Vice President, Operations
Ken Kline, Vice President Finance
Ryan Herring, Vice President Human Resources
Aaron von Lindern, Dept. Chair, Health Sciences
Andrea Fontaine, General Counsel
Andrea Schumaker, Department Chair, Agricultural Sciences
Ashley Smith, Government & Community Relations Director

Audrey Eldridge, Executive Director, Communications and Marketing
Billy Shanaberger, Budget Analyst
Chad Trisler, Dean of Students
Cindy Dion, Faculty Services Coordinator
Christi Rood Gilchrist, AVP, Economic Development
Connie Black, Registrar
Courtney Colby Bond, Dean, Center for Teaching & Learning
Gecko McDowell, Financial Aid Officer
Gordon Hynes, Director, Budget
Greg Wilson, General Education Coordinator
Janice McGehee, Executive Assistant to the President
Jennifer Colley, Executive Director, HR
Jessica Downing, Manager II, Brand Marketing
Jordan Mendoza, Sr. Research Analyst
Juddson Constantine, Audio Video Project Manager
Justin Vance, Dean, Arts & Humanities
Kae Jensen, Dean, Math
Ken Kline, Vice President Finance
Kimberly Stephen, Librarian, User Experience
Kris Smerick, Dean, Social Science & Public Affairs
Kristi Martin, Executive Assistant to the Provost
La Dawn Anderst, CWI Foundation
Luis Caloca, Dean, Admissions and One Stop
Mary Jo Hayes, Comptroller
Melissa Shinn, Director, Health Programs
Michael Chacon, Chief Information Officer
Michael Jensen, Director, Foundation
Morriah Marks, Executive Assistant Communications & Marketing
Nic Miller, Assistant Vice President, Strategic Projects
Patrick Neal, Dean, School of Industry, Engineering and Trades
Pedro Arredondo, Analyst, Research
Richard Soto, Dept. Chair, Business
Ryan Gerulf, Director, Philanthropy
Sierra Benson, Financial Aid Officer
Tami DeBoer, Operations Program Manager
Theresa Bloom, Financial Aid Officer
Tyler Brown, Interim Assistant Vice President Student Services

CONSENT AGENDA

(M/S) VICE CHAIR BUCKNER-WEB/SECRETARY REAMES MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED. MOTION PASSED.

PRESIDENT'S REPORT

- President Jones reviewed Education Week at the Legislature, stating Idaho's elected officials are informed of the value and affordability, and appreciate the amazing work being done at CWI.

- President Jones spent time with the Joint Finance Appropriations Committee (JFAC), sharing the request for the Student Success Hub. While the verdict is not in, President Jones believes JFAC appreciates CWI's history and the need to grow our campus facilities.
- CWI Community Town Hall was held on campus with approximately 220 faculty and staff joining on line and 40-50 attending in person. President Jones looks forward to more opportunities like this for open communication to/from faculty and staff.
- New Interim Assistant Vice President of Student Services, Tyler Brown was introduced.
- CWI now has an Office of Strategic Initiatives. It is a small group led by Assistant Vice President, Nic Miller and reporting up through Executive Vice President Operations, Craig Brown.
- CWI Gives Day, April 12-13, 2023
- President Jones is continuing the CWI awareness campaign by doing interviews with KTVB's Doug Petcash on Viewpoint, Idaho Public Television and several other news outlets.
- Executive Director of Marketing and Communications, Audrey Eldridge presented this month's Bold Achievements highlight by recognizing the CWI Speech and Debate Team. This team was recently recognized as the Top Northwest Forensics Conference School in debate, marking the first time a community college has been awarded this honor. Also, the CWI Team was honored to win the Presidential Award, which was also a first. This category includes 4-year Universities, so this was an amazing accomplishment. The CWI Speech and Debate Team will now begin preparing for the International Debate Association Nationals at the end of March. Congratulations to the entire team and faculty leadership on this incredible accomplishment.

Chair Lenty offered her congratulations, recognized the mounting accolades this team continues to receive and thanked the leadership and faculty for their support of this team.

TRUSTEE EMERITUS STATUS RECOMMENDATION (TABLED FROM PREVIOUS MEETING)

- Chair Lenty reviewed the President's Cabinet recommendation of Stan Bastian for Trustee Emeritus Status.

TRUSTEE EMERITUS STATUS RECOMMENDATION

(M/S) SECRETARY REAMES /VICE CHAIR BUCKNER-WEBB MOVED TO ACCEPT THE PRESIDENT'S CABINET RECOMMENDATION AND APPROVE TRUSTEE EMERITUS STATUS FOR FORMER TRUSTEE, STAN BASTIAN. MOTION PASSED.

- Chari Lenty will make contact with Stan Bastian to inform him.

BOARD COMMITTEE REPORTS

COLLEGE RELATIONS

- **COMMUNICATIONS & MARKETING**
Audrey Eldridge, Executive Director Marketing and Communications
 - Focusing on website performance and redesign of on line applications. Applications increased 26% this spring compared to last spring.

- Rolling out several campaigns in the near future with creative production in progress. Next month more of a sneak peek to the following campaigns will be provided;
 - Awareness
 - Targeted program marketing
 - Retention poster campaign
 - CWI Gives Day
- The CWI Admissions Team will be going out to all of the Treasure Valley high schools and speaking with high school juniors. A new position on the team was created, focusing on CTE Marketing. Becca Friedman joined the Marketing and Communications Team in this capacity.
- **GOVERNMENT RELATIONS**
Ashley Smith, Government & Community Relations Director
 - Permanent Building Fund presentations to the Joint Finance Appropriations Committee.
 - The eight Higher Ed institutions will be presenting during a session called Excellence in Education to both the House and Senate Ed Committees.
 - Workforce Development (WD) and the Career and Technical Education (CTE) and Dual Credit will be taking a tour of “In The Ditch” towing equipment facility in Mountain Home, ID.
 - Leadership Nampa on campus visiting the Nursing and Law programs.
 - Chief of Staff from Senator Risch’s office will be visiting the Micron Education Center for a tour.
- **FOUNDATION**
Michael Jensen, Foundation Director
 - Steelheads night was very successful. Students along with President Jones went down on the ice for the puck drop.
 - Logan White from Middleton, a CWI Presidential Ambassador was presented a \$1,000 SCORE Big Scholarship on the ice by President Jones and CWI Foundation Board members.
 - Director Jensen thanked the Marketing Team and the Admissions Team for all of their hard work in pulling these events together, as well as Trustee Bradshaw and Trustee Hightower for their attendance and participation.
 - CWI Gives Day will be April 12 & 13. Chair Lentz asked how the Trustees can help support and be involved in this Day. Director Jensen will follow up with a plan to include the Trustees.

- **STUDENT SUCCESS**
 - Dean of Students, Chad Trisler
 - Engaging incoming students and accessing what their needs are.
 - Job Fairs to connect them with internships and interviews.
 - Creating clubs for connection.
 - Online counseling services.
 - Along with BSU, CWI is one of two campuses in Idaho to become JED certified regarding mental health related resources.
 - Vice Chair Buckner-Webb shared her story about meeting a multi-cultural CWI student at the grocery store, which led her to visit one of the multi-cultural classrooms.
 - Secretary Reames commented that he is excited to hear about the Dual Credit Club that goes after and connects with high school students.
 - Trustee Bradshaw asked about ways to measure/access the success of these programs. Dean Trisler stated there are several levels of assessment depending on the program.
 - Trustee Hightower appreciates the responsiveness by this team and hopes as student engagement continues, the retention rates increase as well.
 - Chair Lentz thanked Chad for his efforts and looking forward to more updates in the future.

POLICY

- Board Governance Policy 7
 - Minor modifications but no policy changes to College policies at this time.
 - Trustee Hightower reviewed Governance Policy 7 Campus Safety.

FINANCE

- Vice President Finance, Ken Kline reviewed the following financial information.
 - Financial Statements -2nd Quarter
 - Treasurer's Monthly Report
 - Investment Returns Update-2nd Quarter
 - Overview of Spring Tuition and Fee Revenue
 - Potential Supplemental Budget Changes
- Trustee Bradshaw asked about declining county fees and what is included in that number? Budget Director, Gordon Hynes stated the taxation districts are Ada and Canyon Counties. Every student that comes from either of those two counties it is assumed their family is paying property taxes. However, if you come from Elmore County (or another county), those tax assessments aren't coming to us and so they pay a little bit higher tuition.

- Trustee Bradshaw stated the out-of-state tuition also looks to be off from projections. Director Hynes suggested this is a reflection of people moving in who do not yet qualify for in-state tuition.
- President Jones commented there are some areas we are down, however the good news is we have a budget that is balanced and that is reflective of the experience and the talent of our past and current financial professionals. CWI is on a journey here, and we want the Trustees to join us and ultimately have confidence that we are a committed team.
- Trustee Hightower thanked Vice President Kline for his financial update. The manner in which it was presented made it easy to follow along.

SUBSTITUTE TEACHER LEAVE PILOT PROGRAM

Ryan Herring, Vice President Human Resources

- Eligibility
 - All benefit eligible employees with appropriate supervisor approval.
 - Local public school districts only (including public Charter Schools).
 - Must not impact workload demands (i.e. class schedules)
- Paid Leave
 - Up to 9 hours (1 hour for necessary district paperwork and 8 hours for substitute time).
 - Average leave liability increase of \$271 per eligible employee.
- Duration
 - Until December 31, 2023 at which point benefit usage will be assessed.
 - Trustee Reames asked what that number looks like for this to be deemed a success. Vice President Herring stated if 5-20% of our employees use this, that would be considered a huge success. The community engagement and involvement will be a little harder to measure.
 - Chair Lentz asked what time period was used for the comparisons. Vice President Herring stated it was roughly a year.
 - Chair Lentz asked how would success be defined and what is the true comparison?
 - Vice President Herring stated the 2000 hours is across the entire state, not just BSU and ISU numbers. There are roughly 483 full time benefited employees at 5% utilization would be 24 or 25 individuals.
 - Trustee Bradshaw asked what would be the safeguards if this became popular. Vice President Herring stated the safeguards are the manager and employee ensuring there are not negative impacts to our students directly, while we support our community.
 - Trustee Bradshaw thanked Vice President Herring for coming back with this information; it has been very helpful.
 - President Jones commented he is not sure he had ever thought of this as carrying a significant down side. A dual benefit is for faculty members to be re-connected in the community. President Jones stated that he believes in our CWI

Faculty and Staff and their ability to provide a meaningful moment for students in a substitute capacity.

- Trustee Buckner-Webb asked how the districts look at this and if they are receptive. Vice President Herring stated from the conversations he has had, the districts were very open to this.
- Trustee Hightower asked if a time keeping code is readily available to track this time easily. Vice President Herring said yes, there would be a code in place by the time payroll is processed.

SUBSTITUTE TEACHER LEAVE

(M/S) TRUSTEE BRADSHAW/TRUSTEE HIGHTOWER MOVED TO APPROVE THE TEMPORARY BENEFIT CHANGE TO PROVIDE THE PILOT PROGRAM FOR SUBSTITUTE TEACHER LEAVE, EFFECTIVE FEBRUARY 16, 2023, THROUGH DECEMBER 31, 2023, AT WHICH TIME THE BENEFIT USAGE WILL BE ASSESSED. MOTION PASSED.

PROVOST REPORT – PROVOST DENISE ABERLE-CANNATA

- Enrollment Update - presented by Interim Assistant Vice President Enrollment and Student Services, Tyler Brown.
 - Direct contact campaigns are working.
 - Continue 8-week courses. This is a fantastic opportunity for students and right now, this term, there are over 500 students enrolled in the 8-week offerings.
- Special Course Fees – Fall First Reading
Provost Aberle-Cannata reviewed the Special Course Fees. The goal is to create transparency and be able to post these fees along with the programs on the website, so students know upfront all of their costs. This is the first reading and after the board's review, we will ask for final approval at the next board meeting.

Trustee Hightower thanked Provost Aberle-Cannata for the re-formatting of this report. It is so much clearer and transparent than it was before.

CAPITAL PROJECTS UPDATE

- Presented by Executive Vice President, Craig Brown
 - Strategic Direction recap
 - Health & Science Building and Horticulture project schedule is on track. Target completion, Summer 2025
 - Funding
 - State/Permanent Building Fund received in FY23 Appropriation
 - COP financing in place
 - CWI Development Finds in place
 - Donor Funds-planning underway
 - Project Schedules Timeline reviewed for the Nampa Campus

CHAIR'S REPORT

Chair Lentz reviewed the Consent Agenda and the Substitute Teacher Policy motions to include a voice vote for each motion. Motion passed on each account.

ADJOURNMENT

Chair Lentz adjourned the meeting at 5:01 pm



Jim Reames, Secretary/Treasurer
Board of Trustees

3-17-23
Date