



## Board of Trustees Meeting Minutes

9:00 A.M.

ZOOM Video Conference

May 19, 2020

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### CALL TO ORDER

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

### PLEDGE OF ALLEGIANCE

### INTRODUCTION OF VISITORS

### 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  
Lillian Talley, Vice President, Human Resources  
Denise Aberle-Cannata, Provost  
Cheryl Wright, Interim Vice President, Finance and Administration  
Steve Berenter, General Counsel  
Andrea Fontaine, Associate General Counsel  
Janice McGehee, Executive Assistant to the President  
Ross Hosking, Sr. Specialist, Multimedia Tech  
Judd Constantine, Multimedia Coordinator III  
Zac Ricketts, Marketing Representative III  
Ashley Smith, Communications Representative III, Communications & Marketing  
Audrey Eldridge, Director, Communications & Marketing  
Kae Jensen, Dean, Math & Science  
Patrick Tanner, Assistant Vice President, Enrollment & Student Services  
Stephanie Ritchie Breach, Faculty Senate President  
Kelly Steely, Dean, Business, Communication, & Technology  
Terah Crews, Senior Partner, Entangled Solutions  
Sara Beth Hoffman, Engagement Manager, Entangled Solutions

Ryan Herring, Director Human Resources  
Courtney Santillan, Dean of Social Science & Public Affairs  
Cathleen Currie, Dean of Health  
Pat Neal, Dean of Industry, Engineering & Trades  
Michael Chacon, Chief Information Officer  
Crystal Ferguson, Assistant Registrar  
Mary Jo Hayes, Interim Comptroller  
La Dawn Anderst, CWI Foundation Operations and Data Base Coordinator  
Michael Jensen, CWI Foundation Director of Development  
Ashton Syed, ASCWI Vice President  
Jovannie Fajardo, ASCWI President  
Phil Varrick, Budget Manager

**VISITORS: NONE**

**CALL FOR 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/DUNHAM MOVED TO APPROVE THE CONSENT AGENDA.**

**MOTION PASSED.**

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

- a. Student Highlight Video – Laura Baldwin
- b. Board Recognition Proclamation was read by Chair Smyser
  - The Trustees each commented and thanked the employees, faculty and staff for overcoming the challenges that have been brought on by this pandemic. The contributions made by each individual have made CWI stronger and made the Trustees proud to be a part of this institution.

#### **BOARD COMMITTEE REPORTS**

- **FOUNDATION**

- General Counsel, Steve Berenter reviewed the revisions to the Memorandum of Understanding (MOU) between CWI and the CWI Foundation. Trustee Dunham expressed concern about subparagraph G-Section 7, using the word “may” in place of “will”. General Counsel Berenter will make the amendment to return the language to its original verbiage of, “The Foundation **will** engage the services of legal counsel for the review of contracts and other legal issues as necessary.”

Trustee Hightower requested that it be noted, she had reached out to General Counsel with a question yesterday regarding some language in this document and they had adequately responded.

**(M/S) HIGHTOWER/NILAND MOVED TO APPROVE THE REVISED MEMORANDUM OF UNDERSTANDING BETWEEN CWI AND THE CWI FOUNDATION AS PRESENTED WITH THE SLIGHT MODIFICATION TO SUBPARAGRAPH G, SECTION 7, AS DESCRIBED BY GENERAL COUNSEL .**

**ROLL CALL:**

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

**MOTION PASSED.**

• **COMMUNITY OUTREACH**

- Trustee Dunham acknowledged the socially distanced Nursing Pinning Ceremony that was an amazing success.
- Vice President Browning thanked Dean Cathleen Currie and Provost Cannata and the entire instructional team who made the Pinning Ceremony happen. Ashley Smith took some great photos of the ceremony and they are posted on the CWI Facebook page. The event was also streamed live on Facebook and a video will be posted later this week on the CWI YouTube Channel.
- President Glandon and Chair Smyser concurred that this ceremony will go down in history as one of the best.
- Trustee Lenty agreed that the sentiment of the ceremony was not lost and especially during this time of need for nurses, this was an extremely special event.

• **FINANCE COMMITTEE**

- Trustee Niland thanked Cheryl Wright for agreeing to come out of retirement to be the Interim Vice President of Finance and Administration. Trustee Niland asked that there be a page on the CWI website recognizing the Finance Committee with Photos.

**APRIL FINANCIALS**

- Interim Vice President Wright reviewed the March and April Financials.
- Trustee Niland asked how many employees have been furloughed due to the COVID-19 pandemic? President Glandon said that there have been no furloughs at CWI. Trustee Niland asked to have a report comparing other community college plans for furloughs and/or layoffs. Interim Vice President Wright will provide this information to the Trustees.
- Interim Vice President Wright stated that CWI has looked at vacant positions over the last several months and have identified these as important positions,

but these are positions that are not essential right now. These positions will remain on hold until at least Sept.

- o Trustee Niland reminded the Trustees that CWI is very fortunate to be in the financial position that we are in, and that it has come from a lot of hard work and planning over a long period of time. She further noted the need to be cognizant of other schools' struggles.
- o Trustee Lentz thanked President Glandon for his updates on the questions that Trustee Niland has asked, as well as the on-going emails and communications that have kept the Trustees informed and up-to-date in recent months.

#### **FY21 BUDGET FIRST READING**

- o Interim Vice President Wright reviewed;
  - Revised Budget Assumptions
  - Enrollment Trends
  - Tuition and Fees - no changes
  - Projected Revenue by Source
  - Projected Expenses

Trustee Dunham asked for more details on what the duties are of an Instructional Designer and Videographer. Interim Vice President Wright defined the Instructional Designer as the person who makes the on-line courses work. Vice President Browning also added that the Instructional Designer position is not paid out of the General Budget but is paid out of dedicated on-line course fees. The Videographer position is to accommodate growth, as well as the need and demand for more video.

  - Carry Forward Projects – some of these were stalled due to COVID-19.
  - Initiatives by Strategic Priority
  - Pie Chart of Expenses – Proposed budget reflects focus on students as the colleges highest budget priority.
  - Expense budget Summary by Function
- o Executive Vice President Brown reviewed;
  - FY21 Financial Sustainability Fund

Trustee Dunham asked what the difference is between the titles of Sustainability Fund vs Reserve Fund. Executive Vice President Brown said that there is no difference; it is one in the same.
- o Interim Vice President Wright reviewed;
  - Budget Summary by Fund
  - Sustainability Summary

President Glandon reminded the Trustees that the NWCC in the first five years, were very critical of CWI and continually stated that we were not sustainable. I want to report to you today that NWCC is using CWI as a model on how to be a sustainable institution.

  - Chair Smyser asked in light of the Governor's request for additional holdbacks, if this reading will suffice as the first reading, or will there need to be another first reading. Interim Vice President Wright deferred the question to General Counsel, Berenter.

- General Counsel Berenter noted that his office just received the question this morning and they will research it.
- Interim Vice President Wright asked if the June meeting will be held at 6:00 p.m. for the second reading of the budget for public attendance purposes?
- Chair Smyser suggested moving the June Trustee meeting to June 23<sup>rd</sup> vs the currently scheduled date of June 16th. Depending on the Governor's stipulations on gatherings and social distancing, the meeting could possibly be a hybrid of Trustees gathering together (if comfortable), and the rest attending on line. Chair Smyser sees no need for having it at 6:00 p.m. however, these details are still being discussed and worked out.

- o Interim Vice President Wright asked the Board to consider the proposed **Change in Employee Compensation**.

**(M/S) TRUSTEES DUNHAM/LENTY MOVED THAT IN FISCAL YEAR 2021, THERE BE NO CHANGE IN EMPLOYEE MERIT COMPENSATION OTHER THAN THOSE CHANGES NECESSARY FOR RECLASSIFIED EMPLOYEES WHO ARE MOVED INTO A DIFFERENT PAY GRADE AND THEIR PAY IS ADJUSTED PURSUANT TO CWI POLICY. MOTION PASSED.**

- o Interim Vice President Wright asked the Board to consider the proposed **Tuition and Fees schedule** as presented.

**(M/S) TRUSTEES NILAND/DUNHAM MOVED TO APPROVE NO CHANGE IN TUITION AND FEES FOR FISCAL YEAR 2021 AS PRESENTED IN THE PROPOSED FISCAL YEAR 2021 BUDGET. MOTION PASSED.**

- o Interim Vice President Wright asked the Board to consider the proposed **Sustainability Funding** as presented.

**(M/S) TRUSTEES HIGHTOWER/DUNHAM MOVED TO APPROVE THE SUSTAINABILITY FUNDING AS PRESENTED IN THE PROPOSED FISCAL YEAR 2021 BUDGET. MOTION PASSED.**

- o Interim Vice President Wright asked the Board to consider the proposed **New Positions** as presented.

**(M/S) MOLLY LENTY/MARY NILAND MOVED TO APPROVE THE NEW POSITIONS AS PRESENTED IN THE PROPOSED FISCAL YEAR 2021 BUDGET. MOTION PASSED.**

#### **BOARD COMMITTEE REPORTS (CONTINUED)**

- **POLICY – Section 5 of the Trustee Policy Handbook** - Trustee Hightower reviewed section 5, Human Resources of the Trustee Policy Handbook. Trustee Hightower suggested that Section 5.03, be reviewed regularly. Trustee Hightower also pointed out that this policy section notes that the Board should review succession plans related to the Office of the President.

#### **INTENT TO RENEW THE CERTIFICATE OF PARTICIPATION (COP)**

- Interim Comptroller Mary Jo Hayes asked the Board to consider the **Intent to Renew the Certificate of Participation (COP)** as presented.

**(M/S) MARK DUNHAM/MARY NILAND MOVED TO APPROVE THE INTENT TO RENEW THE CERTIFICATE OF PARTICIPATION AS PRESENTED. MOTION PASSED.**

**SOLE SOURCE EXPENDITURE**

- General Counsel, Steve Berenter asked the Board to consider the proposed **Sole Source Expenditure** as presented.

**(M/S) ANNIE HIGHTOWER/MARK DUNHAM MOVED THAT THE BOARD OF TRUSTEES DECLARE CWI'S CONVERSION OF THE ACCESS SYSTEM FOR THE NAMPA CAMPUS ADMINISTRATION BUILDING (NADM) TO MILLENNIUM TO BE A SOLE SOURCE EXPENDITURE PURSUANT TO IDAHO CODE SECTION §67-2808. MOTION PASSED.**

**PROVOST REPORT- DENISE ABERLE-CANNATA**

- **FACULTY SENATE UPDATE** – Stephanie Ritchie Breach presented an update to the Board.
- **ASCWI UPDATE** – Jovannie Fajardo presented and update to the Board
- **COMMENCEMENT UPDATE** – Provost Denise Aberle-Cannata presented an update to the Board.

**ENTANGLED SOLUTIONS UPDATE – TERAH CREWS-** Presented an update of their work progress to date including initial information regarding community college trends and how they may impact CWI going forward.

**CHAIR'S REPORT:**

- Chair Smyser thanked everyone for their "Let's do this" attitude. CWI as a whole has done a fantastic job in keeping things moving forward for our students. Chair Smyser requested that the Trustees be patient and flexible with the scheduling of the June meeting. Possible dates are June 16 or 23rd. There are several factors in play, as well as being in accordance with the governor's social distancing timeline for this decision.
- Chair Smyser thanked all of the Trustees for their hard work and support of the college's efforts through the COVID-19 pandemic.

**PRESIDENT'S REPORT**

President Glandon gave an update of the following events, awards and announcements;

- **PHI THETA KAPPA UPDATE**
- **NURSING PINNING CEREMONY**
- **HERF ACT**
- **VIRTUAL STUDENTS**
- **MOM'S NEXT MOVE SCHOLARSHIP**

**CHAIR SMYSER CALLED FOR THE MEETING TO ADJOURN.**

**MEETING ADJOURNED AT 11:34 A.M.**

  
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Mary Niland, Secretary

6/16/20  
Date