



# Board of Trustees

## Meeting Minutes

Time: 3:00 PM

ZOOM Video Conference  
NADM President's Conference Room

July 14, 2022

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### CALL TO ORDER

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

### PLEDGE OF ALLEGIANCE

### VISITOR INTRODUCTIONS – NO VISITORS

### CWI MISSION STATEMENT

Secretary Jim Reames 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**

#### OTHER GUESTS:

#### ALSO PRESENT:

**Gordon Jones, President**  
**Denise Aberle-Cannata, Provost**  
**Craig Brown, Executive Vice President, Operations**  
**Bill Reuter, Interim Vice President Finance**  
**Ryan Herring, Vice President Human Resources**  
Aaron von Lindern, Dept. Chair, Health Sciences  
Andrea Fontaine, General Counsel  
Ashley Smith, Representative III, Communications  
Billy Shanaberger, Budget Analyst, Business Office  
Blake Mimish, Advisor, Student Success  
Chad Trisler, Dean of Students  
Connie Black, Registrar

Courtney Colby Bond, Dean, Center for Teaching & Learning  
Courtney Santillan, Dean, Social Sciences & Public Affairs  
Gigi Smith, Supervisor, Tutoring Services  
Gordon Hynes, Director, Budget  
James Francel, Associate General Counsel  
Janice McGehee, Executive Assistant to the President  
Jean-Louise Zancanella, Assistant Director, Library Services  
Jenee Snyder, Director, Financial Aid  
Jessica Downing, Manager, Sr. Creative  
Juddson Constantine, Audio Video Project Manager  
Justin Vance, Dean, Arts & Humanities  
Kae Jensen, Dean, Math  
Kari Ebbers, Former CWI STEM Tutor Lead  
Kim Reed, Director, Learning Commons  
Kimberly Stephen, Librarian, User Experience  
Kristi Martin, Executive Assistant to the Provost  
La Dawn Anderst, CWI Foundation  
Luis Caloca, Dean, Admissions & One Stop  
Mary Jo Hayes, Comptroller  
Michael Chacon, Chief Information Officer  
Michael Jensen, Director, Foundation  
Michelle Haviland, Assistant Director, Financial Aid  
Miguel Olivares, Assistant Dean  
Morriah Marks, Executive Assistant, College Relations  
Nic Miller, Assistant Vice President, Strategic Projects  
Patrick Neal, Dean, School of Industry, Engineering and Trades  
Patrick Tanner, Assistant Vice President, Enrollment & Student Services  
Rachel Miller, Sign Language Interpreter  
Ross Hosking, Videographer  
Scott Barron, Supervisor, Tutoring Services  
Scott McFadden, Executive Director, IT Operations  
Shamika Klemetsen, Executive Assistant, Operations  
Stephanie Boren, Administrative Assistant, CWI Foundation  
Tami DeBoer, Operations Program Manager  
Valerie Lee, Assistant Director, Tutoring Services  
Zak Ricketts, Marketing Representative III

## **CONSENT AGENDA**

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

## **PRESIDENT'S REPORT**

- President Jones reported the initial designs for the CWI Mascot are under further legal revision and more information will be forthcoming.
- President Jones provided an update on COVID. As a reminder, masks are optional, but encouraged, on campus. In alignment with CDC guidelines, anyone who experiences

symptoms or has close contact with someone who is feeling ill, is asked to please stay home. COVID and sanitation protocols are still being followed, and the COVID Response Team will continue to monitor the data as it becomes available.

- Nic Miller, Assistant Vice President, Special Projects has hit the ground running, being of assistance to Executive Vice President Brown on Capital Projects.
- State of the College Fall Address is August 17, 2022 at the Galaxy Event Center in Meridian. A “save the date” calendar invite has been sent to the Trustees.
- Opening Doors Scholarship Fundraiser is on the Trustee calendars for October 5, 2022 at the Galaxy Event Center in Meridian.
- Ashley Smith, Communications Representative, presented the July Bold Achievements presentation highlighting Sophie Rusling from the Isle of Man in the United Kingdom. Sophie is a CWI student in the Collision Repair Technology program.

#### **CHAIR’S REPORT**

- Chair Lentz stated her acknowledgement and appreciation to ensure the Board is kept informed. Especially as it relates to the preparation for each monthly meeting. It is important, when there are requests from the Board members during a board meeting, these requests are addressed, and these issues are kept as part of the agenda. We have the best of the best on this team and need to continue to create space for communication. Chair Lentz would like to encourage more dialogue and appreciates President Jones, encouraging that as well.

#### **BOARD COMMITTEE REPORTS**

##### **COLLEGE RELATIONS**

- Communications Representative, Ashley Smith, reported on the strategic enrollment support partnership with Collegis.
- Smith stated CWI is in the final phases of the Brand Update and increasing the brand awareness is a top priority.
- The annual CWI magazine “The Elevation” will be arriving soon in mailboxes.
- Smith is working with SBOE and the Idaho Transportation Dept. to create a new CWI License Plate. A portion of the revenue from the sale of these special plates will go directly to scholarships for CWI.

##### **GOVERNMENT RELATIONS**

- This week the Mexican Consulate will be touring the CWI campus and discussing possible future partnerships, as well as affording CWI the opportunity to provide literature about current programming. Chair Lentz asked if the materials for the Mexican Consulate are bi-lingual. Director Smith confirmed the information on a post card size piece, has Spanish on one side and English on the other.
- Senator Risch’s office will be touring the CWI Campus next week.

##### **FOUNDATION**

- Community Events/Scholarships

- CWI Night at the Boise Hawks was June 16, 2022, benefiting CWI's SCORE Big Scholarship. A record 214 (CWI) Tickets were sold, and the total raised for this scholarship event was \$1,070. Director Jensen thanked the Communications and Marketing Team as well as Chair Lenty and Trustee Hightower for coming out and being a part of the Boise Hawks night.
- The Opening Doors Benefit Event will be held, Wednesday, Oct. 5, 2022 at the Galaxy Event Center in Meridian. Presidential sponsors include Corwin Ford and First Interstate Bank, and Title Sponsors are Teens 2 Trades and Ball Ventures Ahlquist.
- Foundation board elections will be held at the August Foundation meeting.
- Vice Chair Buckner-Webb asked about the Peterman Scholarship. Director Jensen confirmed his team is finalizing details with Primary Health and Dr. David and Mary Peterman for a scholarship benefiting the Nursing Assistants program.

#### **POLICY**

- Trustee Annie Hightower reviewed Board Governance Policy #1.
- Trustee Hightower asked General Counsel Fontaine to send out a redline draft to the board for their review of the proposed changes to Board Governance Policy #5.
- Trustee Hightower requested an Action Item for the Policy #5 changes to be included on the August Agenda.
- Vice Chair Buckner-Webb asked for the term "Key employees" in section 5.3 be defined. General Counsel Fontaine will align this definition with the ICRMP definition and include it.
- Chair Lenty asked if Trustee Hightower would be available to the Trustees should they have questions around these revisions. Trustee Hightower agreed to answer any questions the Trustees may have.

#### **FINANCE**

- Interim Vice President Bill Reuter reviewed the Summer Tuition Revenue Report and Treasurer's Monthly Report.

#### **SUMMER ENROLLMENT REPORT**

- Assistant Vice President Patrick Tanner reviewed the Summer Enrollment Headcount and Year over Year Comparison from 2019-2022.
- Chair Lenty requested an update on growing the Latinx Scholarships at a future meeting.
- President Jones thanked Assistant Vice President Tanner for bringing this report to the board and requested another enrollment update at the August board meeting.

#### **LEGAL SERVICES, LETTER OF ENGAGEMENT**

- Executive Vice President Brown reviewed the Hawley Troxell Letter of Engagement for legal representation for the development of the Boise Center/White Water Campus.

- Trustee Hightower asked if General Counsel has reviewed this letter of engagement and if it is a standard engagement letter. General Counsel Fontaine stated there is nothing out of the ordinary and it is very high level of engagement.

**CONSIDER LEGAL SERVICES, LETTER OF ENGAGEMENT**

**(M/S) VICE CHAIR BUCKNER-WEBB/TRUSTEE HIGHTOWER MOVED TO APPROVE THE LETTER OF ENGAGEMENT WITH HALEY TROXELL FOR LEGAL SERVICES RELATED TO CWI'S DEVELOPMENT OF THE BOISE CAMPUS. MOTION PASSED.**

**PROVOST REPORT**

- Learning Commons Director, Kim Reed presented on the Learning Commons Role within the institution.

**CONSIDER EXECUTIVE SESSION**

***PURSUANT TO IDAHO CODE § 74-206(1) CONVENE IN EXECUTIVE SESSION:***

**(a) TO CONSIDER HIRING A PUBLIC OFFICER, EMPLOYEE, STAFF MEMBER OR INDIVIDUAL AGENT, WHEREIN THE RESPECTIVE QUALITIES OF INDIVIDUALS ARE TO BE EVALUATED TO FILL A PARTICULAR VACANCY OR NEED, UNLESS A VACANCY IN AN ELECTIVE OFFICE IS BEING FILLED;**

**AND,**

**(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;**

**(M/S) TRUSTEE HIGHTOWER /VICE CHAIR BUCKNER-WEBB MOVED TO CONVENE IN EXECUTIVE SESSION.**

**ROLL CALL**

- Trustee Hightower- Aye
- Secretary Reames - Aye
- Vice Chair Buckner-Webb - Aye
- Chair Lentz - Aye

**MOTION PASSED.**

**ADJOURNMENT**

Chair Lentz adjourned the meeting at 5:08 pm

DocuSigned by:



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Jim Reames, Secretary/Treasurer  
Board of Trustees

8/24/2022 | 1:56 PM MDT

Date