



# Board of Trustees

## Meeting Minutes

Time: 1:00 PM

Hybrid - ZOOM Video Conference  
NADM President's Conference Room

November 11, 2021

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### CALL TO ORDER

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

### PLEDGE OF ALLEGIANCE

### VISITOR INTRODUCTIONS

### AMENDMENT TO THE AGENDA

**(M/S) TRUSTEE HIGHTOWER/SECRETARY REAMES MOVED TO AMEND THE AGENDA FOR THE NOVEMBER 11, 2021 BOARD MEETING TO REFLECT THE AMENDMENTS POSTED PRIOR TO THE START OF THIS MEETING, IN ACCORDANCE WITH IDAHO CODE §74-204 (a). MOTION PASSED.**

**CWI MISSION STATEMENT** – Trustee Guerrero 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  
Alexis Malepeai, Executive Director, Institutional Effectiveness  
Brett Belden, Supervisor, Tutoring Services  
Brian Cuttlers, Manager III, Institutional Research  
Bryan Krouse, Assistant Professor  
Chad Trisler, Dean of Students  
Christi Gilchrist, Assistant Vice President, Economic Development

Courtney Colby Bond, Dean, Center for Teaching & Learning  
Courtney Santillan, Dean  
Dallas Hulse, Sr. Coordinator, Veteran Services  
Gloria Keulman, Administrative Assistant  
Gordon Hynes, Director, Budget  
Greg Wilson, General Education Coordinator  
Heather Grayson, Director, Student Support Services  
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  
Jessica Downing, Manager, Sr. Creative  
John Russ, Director, Work Based Learning Center  
Jordan Mendoza, Sr. Research Analyst  
Judd Constantine, Audio Visual Project Manager  
Justin Vance, Dean, Arts & Humanities  
Justyne Jones, Supervisor, Tutoring Services  
Kae Jensen, Dean, Math & Science  
Katie Driever, CWI Budget Analyst  
Kelly Steely, Dean, Business, Communications & Technology  
Kristi Martin, Executive Assistant to the Provost  
Laura Brown, Executive Administrative Assistant  
Maia Kelley, Associate Professor, Math  
Mary Jo Hayes, Comptroller  
Michael Chacon, Chief Information Officer  
Michael Jensen, Director, Foundation  
Miguel Olivares, Assistant Dean, Technology  
Morriah Marks, Executive Assistant, College Relations  
Pat Neal, Dean Industry, Engineering & Trades  
Patrick Tanner, Assistant Vice President, Enrollment & Student Services  
Rachel Miller, ASL Interpreter  
Ross Hosking, Videographer  
Stephanie Ritchie-Breach, Faculty  
Valerie Lee, Assistant Director, Tutoring Services

**CONSENT AGENDA**

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

**INTERIM PRESIDENT'S REPORT**

Interim President Aberle-Cannata thanked the Veterans current and past for their service.

Items reviewed:

- SBOE Board visit tomorrow.

- JFAC & Community College Presidents visited the Nampa Micron Education Center (NMEC) on October 20, 2021. Interim President Aberle-Cannata thanked everyone who helped make this event a success.
- The Annual Strategic Planning Day was held November 10, 2021.
- Alumni and Veteran Mark Collard, is the Bold Achievements recipient.

## **BOARD COMMITTEE REPORTS**

### **COLLEGE RELATIONS**

- **COMMUNICATIONS & MARKETING:**
  - Executive Director, Audrey Eldridge reviewed the Spring 2022 Recruitment and Enrollment marketing plan.
  - Campus Development and Visioning survey reminders went out this week. There have been approximately 1,100 respondents to date.
  - Presidential Search on campus interview forums will be happening next week.
- **BRAND UPDATE:**
  - Executive Director, Audrey Eldridge reported the NCMPR 2021 Medallion Awards are out and CWI won a Silver Medallion for the Fall TV Campaign and a Gold Medallion for the new logo design. The marketing group did a great job and a lot of hard work went into these campaigns.
- **GOVERNMENT RELATIONS:**
- Communications Representative, Ashley Smith reported on the following Government Relations activities;
  - JFAC Tour of NMEC was a great opportunity and success.
  - Ashley toured the Capitol last week and met with several Legislators.
  - Alex Beal and CTE Director, Clay Long were highlighted for the “Ideas to Chew on” monthly program.
  - Ashley met with Tommy Alquist and son, Thomas to discuss upcoming opportunities.
  - Veterans Day video was produced and included Interim President Aberle-Cannata and Dallas Hulsey.
  - Interim President Aberle-Cannata and Ashley will be meeting with Representative Rick Youngblood tomorrow.
- **FOUNDATION UPDATE:** Foundation Director Michael Jensen
  - MOU approved for S.E.E. 4 Vets Scholarship
  - Bank of America \$70,000 Grant
  - Teens 2 Trades Tour – Tommy Alquist (BVA) partnership
  - The Foundation has relocated to the Micron building with Workforce Development.

- Foundation Staff Toured the Ada County Campus/Quail Building.

**STUDENT SUCCESS:**

- Trustee Guerrero stated November is Native American Heritage Month and acknowledged we are on the land of the Shoshone Bannock people. It is also First Generation Week on campus and we celebrate first generation students, staff, faculty and alumni.
- Assistant Vice President, Patrick Tanner highlighted Veteran students;
  - Derek Dombeck
  - Mathieu Hauser
  - Frank Pangelina

**POLICY:** Trustee Hightower

- One new policy for the College is Student Policy (SP) 130, which governs recruitment tactics and is required pursuant to federal regulations.
- Trustee Hightower reviewed the Board Governance Policy #3
  - Trustee Hightower recommended a modification to §3.02, which is more closely related to Governance than Instruction and should be moved to §2.0. Trustee Hightower will review with General Counsel Fontaine to bring an amendment at a future meeting.

**FINANCE:** Vice President Karl Spiecker

- **Fall 2021 Revenue Review**
- **1<sup>st</sup> Quarter Financial Statement Report**
  - Statement of Net Position
  - Year-to-Date Revenue and Expense
  - Budget Variance by Function
- **1st Quarter Investment Returns Update – PFM Investments**
  - Trustee Guerrero asked how much does CWI have in liquid investments. As of last year, there was \$86 Million in unrestricted net reserves.

● **FY22 Budget Revision**

**(M/S) SECRETARY REAMES/VICE CHAIR BUCKNER-WEBB MOVED TO APPROVE THE BUDGET REVISIONS AS PRESENTED.**

**ROLL CALL:**

- **CHAIR LENTY- AYE**
- **VICE CHAIR BUCKNER-WEBB - AYE**
- **SECRETARY REAMES - AYE**
- **TRUSTEE HIGHTOWER - AYE**
- **TRUSTEE GUERRERO - AYE**

**MOTION PASSED.**

## **PRESIDENTIAL SEARCH UPDATE**

- Chair Lentz encouraged everyone to visit the CWI Presidential Search webpage at <https://cwi.edu/cwi-presidential-search>.
- Presidential Finalist Forums are November 15-18, with a survey available to provide feedback for each forum.
- Next steps are for the Search Committee to come together to submit feedback to the Trustees, who will ultimately decide the next CWI President on December 9, 2021.

## **PROVOST REPORT**

Interim President and Provost, Denise Aberle-Cannata reviewed Veterans Day videos and the Veterans Day programs happening across campus.

- Dallas Hulseby video was shown.
- Dean, Justin Vance announced an initiative to better serve our current military community through a partnership with Mountain Home Air Force Base (MHAFB).
  - CWI will be considered a “Partner School” with the \$139 per credit military rate.
  - Vice Chair Buckner Webb asked if the classes being offered at MHAFB be available for students in Nampa simultaneously. Dean Vance noted what is offered on the base, will have the flexibility to be offered in any modality.
  - Vice Chair Buckner-Webb asked if this is something that could be offered at Gowen Field? Dean Vance stated yes, it could.
  - Trustee Hightower would like the Board to receive a copy of the MHAFB MOU when complete.

## **INSTITUTIONAL EFFECTIVENESS**

- Student Success Measures Fall Report was presented by Brian Cuttlers
- Chair Lentz asked Executive Director Alexis Malepeai to explain how the numbers in the Fall Report relate to both the State Board of Education (SBOE) Strategic Plan as well as the CWI internal Strategic Plan. Executive Director, Malepeai stated the CWI Strategic Plan is an internally developed five-year plan (2018-2022) that has associated performance metrics and measures. The SBOE Strategic Plan has statewide performance measures that all Idaho public post-secondary institutions are responsible for setting targets and reporting annually to the SBOE. The SBOE Strategic Plan is submitted annually to the Idaho Division of Financial Management (DFM) and reviewed by the annually by the Joint Finance-Appropriations Committee (JFAC).

## **STRATEGIC PLANNING UPDATE**

- SBOE Degree & Certificate Production Methodology and Targets were reviewed.
- November Strategic Planning Day Update
  - Held November 10, 2021.
  - Conducted Strategic Planning for upcoming FY23 & Budget Cycle.
  - Increasing enrollment and retention is an institutional priority for the remainder of FY22 & FY23.
- Next CWI Strategic Plan and Timeline Review

- Potential CWI Mission Statement revision, drivers and next steps were reviewed.
  - Trustees have sole responsibility of updating the Mission Statement.
  - Executive Director Malepeai suggested a Mission Statement Survey be sent from the Board of Trustees Email.
    - Survey timeline was reviewed
    - The three CWI Mission Statement Options were reviewed
  - Executive Director Malepeai will circle back with the Marketing and Communications team based off feedback received today, and will develop a revised timeline and draft survey to send to the full board for their approval.

## REVISED TRUSTEE ZONES

- Bryan Krouse, Assistant Professor, Geography & GIS gave a brief highlight of the GIS and UAS certificate programs he teaches at CWI. These include paid Internships with City of Boise, ACHD, Innovates, City of Eagle and Idaho Survey Bureau.
- Bryan reviewed the Census changes and populations by zone.
  - Chair Lenty asked if it would be possible to have a map with zoom-in capabilities. Executive Vice President Brown suggested Bryan generate a new map that can be zoomed in and possibly add some labeling.
- General Counsel Fontaine added the redistricting is governed by Idaho Code §33-2104 (a), which can provide guidance as well.
- Bryan will make the requested changes to the map and present at the December Trustee meeting.

## BENEFIT CHANGES


- **Juneteenth – June 19th**
  - Vice President Ryan Herring stated on June 17, 2021, Governor Little issued a proclamation recognizing June 19 (Juneteenth) as a state holiday. CWI currently has 10 state paid holidays. Adoption of this holiday would keep us in line with the holidays currently observed by the State of Idaho. Increase to liability costs would be \$64,000 per year.
- **Paid Parental Leave**
  - CWI currently provides up to 12 weeks of unpaid leave for new parents. The benefit change would provide 8 weeks of paid parental leave and would be in alignment with the State benefit and the family medical leave requirements. Estimated Cost: \$111,360 per year.
  - President's Cabinet recommends adding one additional Holiday/Juneteenth.
  - President's Cabinet recommends adding eight weeks paid parental leave.
  - Benefits would become effective January 1, 2022
  - Secretary Reames asked if Veteran's Day is a CWI holiday, why are we working today. Vice President Herring explained Veteran's Day is one of the holidays, which has been repurposed. This has become a great day to be on campus and be a part of all of the activities and celebrations around our Veterans.
  - Trustee Hightower shared her personal experience on parental leave, and stated she supports 8 weeks paid parental leave.

**(M/S) TRUSTEE HIGHTOWER /TRUSTEE GUERRERO MOVED TO APPROVE JUNE 19, "JUNETEENTH" AS AN ADDITIONAL CWI PAID HOLIDAY. MOTION PASSED.**

**(M/S) SECRETARY REAMES /TRUSTEE HIGHTOWER MOVED TO APPROVE THE CWI BENEFIT CHANGE TO INCLUDE EIGHT WEEKS PAID PARENTAL LEAVE EFFECTIVE JANUARY 1, 2022. MOTION PASSED.**

**ADJOURNMENT**

Chair Lentz adjourned the meeting at 3:52 p.m.

DocuSigned by:  
  
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Jim Reames, Secretary/Treasurer  
Board of Trustees

12/10/2021 | 11:19 AM MST  
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Date