



Board of Trustees Meeting Minutes

9:00 A.M.

ZOOM Video Conference

November 3, 2020

CALL TO ORDER

Chair Smyser called the virtual meeting to order at 9:02 am

ATTENDANCE

TRUSTEES:

- **CHAIRMAN SKIP SMYSER-PRESENT/ VIRTUALLY**
- **TRUSTEE MARY NILAND-PRESENT/IN PERSON**
- **TRUSTEE MARK DUNHAM-PRESENT/VIRTUALLY**
- **TRUSTEE ANNIE HIGHTOWER-PRESENT/VIRTUALLY**
- **TRUSTEE MOLLY LENTY-PRESENT/VIRTUALLY**

ALSO PRESENT:

Bert Glandon, President

Craig Brown, Executive Vice President, Operations

Mark Browning, Vice President, College Relations

Lillian Talley, Vice President, Human Resources

Andrea Fontaine, General Counsel

Judd Constantine, Multimedia Coordinator III

Janice McGehee, Executive Assistant to the President

Ashley Smith, Communications Representative III, Communications & Marketing

Sue Heathman, Sr. Analyst, RFP/Contracts

Mary Jo Hayes, Comptroller

SOLE SOURCE EXPENDITURE-ONLINE TUTORING SERVICES

General Counsel, Andrea Fontaine reviewed the reasons for the request of a Sole Source Expenditure of online tutoring services with Tutor.com. Trustee Hightower asked if it is reasonably for-seeable, we would expend \$50,000 on something, even if the initial contract states \$10,000, but we set it up for annual renewal for six years, or maybe there is not an annual renewal, but we for-see spending \$50,000 with this provider. Is there a process to put it out to bid initially even though it is a smaller contract? General Counsel Fontaine stated that if we think this is going to exceed the threshold when we enter into the agreement, we have to take into account how long the agreement will be and how much will be spent. This is included in our procurement policy as well as the manual currently being developed.

(M/S) TRUSTEES HIGHTOWER/NILAND MOVED THAT THE BOARD OF TRUSTEES HEREBY DECLARE, BASED ON THE NEED TO PROVIDE CONTINUITY OF SERVICE TO STUDENTS AND INTEGRATION INTO A PRE-EXISTING ELECTRONIC PLATFORM, THERE IS ONLY ONE VENDOR FROM WHICH TO PROCURE ONLINE TUTORING SERVICES NECESSARY TO FULFILL CWI'S NEED, AND THAT SUCH AN EXPENDITURE IS JUSTIFIED UNDER IDAHO CODE 67-2808(2)(a)(viii)

MOTION PASSED.

EXECUTIVE SESSION

(M/S) TRUSTEES HIGHTOWER/LENTY MOVED PURSUANT TO IDAHO CODE § 74-206 (1) (a), 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 IN ORDER TO FILL A PARTICULAR VACANCY OR NEED. THIS PARAGRAPH DOES NOT APPLY TO FILLING A VACANCY IN AN ELECTIVE OFFICE OR DELIBERATIONS ABOUT STAFFING NEEDS IN GENERAL.

ROLL CALL:

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

MOTION PASSED.

OPEN SESSION RECONVENED AT 9:15 A.M.

**(M/S) TRUSTEES NILAND/DUNHAM MOVED TO HIRE KARL SPIECKER AS VICE PRESIDENT OF FINANCE.
MOTION PASSED.**

Chair Smyser thanked the hiring committee on a job well done.

Trustee Niland asked if the Trustees could get job descriptions for the entire business office sent to them. President Glandon will see this is completed.

Trustee Lenty asked when the anticipated start date is for Vice President Spiecker? President Glandon stated Vice President Spiecker will sit in on cabinet meetings in December and his actual start date will be January 17, 2021.

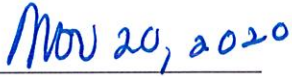
Trustee Lenty asked if President Glandon has confirmed with Vice President Spiecker his availability to attend the Board of Trustees Retreat on December 8-9. President Glandon stated Vice President Spiecker has not responded to President Glandon's email as of this morning. Trustee Lenty asked President Glandon to provide that information to the Trustees once it is confirmed.

Chair Smyser called for the meeting to adjourn.

Meeting adjourned at 9:20 a.m.



Mary Niland, Secretary



Date