



Board of Trustees Meeting Minutes

Time: 2:00 PM

NADM President's Conference Room

And ZOOM Video Conference

June 17, 2021

CALL TO ORDER

Chair Lenty called the meeting to order at 2:01pm.

ATTENDANCE

TRUSTEES:

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

ALSO PRESENT:

Denise Aberle-Cannata, Interim President and Provost

Craig Brown, Executive Vice President, Operations

Mark Browning, Vice President, College Relations

Karl Spiecker, Vice President Finance

Ryan Herring, Vice President Human Resources

Andrea Fontaine, General Counsel

Judd Constantine, Multimedia Coordinator III

Morriah Marks, Executive Assistant, College Relations

Janice McGehee, Executive Assistant to the President

Audrey Eldridge, Executive Director, Communications & Marketing

Ashley Smith, Representative III, Communications

Gabby Minor, Administrative Assistant I

Justin Vance, Dean of Arts & Humanities

Kelly Steely, Dean, Business, Communication, & Technology

Christi Gilchrist, Assistant Vice President, Economic Development

Courtney Santillan, Dean, Social Science & Public Affairs

Stephanie Ritchie-Breach, Faculty Senate President

Patrick Tanner, Assistant Vice President, Enrollment & Student Services

Jennifer Colley, Director Human Resources

Alexis Malepeai, Executive Director Institutional Effectiveness

Laura Brown, Executive Administrative Assistant to the Vice President Finance

Michael Freyman, Project Manager III, Finance & Administration

Tami DeBoer, Executive Administrative Assistant, Operations

Kim Channpraseut, Executive Director, IT Operations

Kristi Martin, Executive Administrative Assistant to the Provost

La Dawn Anderst, Foundation, Data Base Coordinator

AMENDMENTS TO AGENDA

**(M/S) TRUSTEE HIGHTOWER /TRUSTEE BUCKNER-WEBB MOVED TO AMEND THE AGENDA FOR THE JUNE 17, 2021 SPECIAL MEETING TO REFLECT THE AMENDMENTS POSTED PRIOR TO THE START OF THIS MEETING IN ACCORDANCE WITH IDAHO CODE SECTION 74-204(4)(a).
MOTION PASSED**

WORK SESSION

- **EMERITUS STATUS DISCUSSION** – General Counsel Andrea Fontaine gave the background on the current Emeritus Status Policy, and reviewed the proposed changes to the Policy. General Counsel Fontaine’s recommendation is to combine all three policies (trustees, faculty and staff) into one policy, HR220.
- **STRATEGIC PLANNING** – Executive Vice President Craig Brown reviewed the Campus Development Visioning, Planning and Timeline. Vice Chair Buckner-Webb asked if Cushing Terrel will only complete the front end portion of this work. Executive Vice President Brown stated that once Cushing Terrel’s work is complete, the RFP’s will be initiated at that point. Chair Lenty thanked Executive Vice President Brown for the Timeline overlay. Executive Vice President Brown has tried to look at how to accelerate the process, but we will be well served to do this work up front. Campus surveys will be completed in the fall. Trustee Reames asked what was it about this consulting firm, Cushing Terrel that Executive Vice President Brown liked? Executive Vice President Brown stated that Cushing Terrel is the firm who worked on the Campus Master Plan project. Cushing Terrel really has a strong background in educational design and master planning, and do a great job in facilitating these large scale projects.
- **HYBRID MEETING FORMAT DISCUSSION** – General Counsel Andrea Fontaine reviewed the options that are available in conducting Trustee meetings. There is no legal obligation to allow for public comment. The only thing the Open Meeting Law requires is that the public be able to observe, not necessarily participate. This may be missing an element of customer service. Going forward, if the board wants to continue allowing public comment, it would be best to allow for written comments to be submitted prior to the meeting with a submission deadline. General Counsel Fontaine would not recommend using the chat feature in an open meeting. Chatting in a public zoom meeting would be arguably a public record and would then need to be treated as such. Vice Chair Buckner-Webb commented that there is the possibility that someone could be inappropriate when they are not in agreement with an issue within the chat feature and would that become public record as well? General Counsel Fontaine responded that the board is not required to accept or solicit public comment. Even when public comment is accepted, the board has authorization to impose reasonable limits on the behavior. This is another reason that many of the school districts are taking advantage of incorporating the hybrid format and accepting written public comments prior to the meeting. Trustee Hightower stated that a larger meeting space with the technology needed should be found, as there are high-risk populations that should have access to the meetings. Executive Vice President Brown will try to find a space large enough, with the technology needed and where the meetings can be held consistently.

ELECTION OF SECRETARY/TREASURER

VICE CHAIR BUCKNER-WEBB /TRUSTEE HIGHTOWER MOVED TO ELECT TRUSTEE JIM REAMS TO THE OFFICE OF SECRETARY/TREASURER.

Executive Assistant McGehee called the vote.

ROLL CALL

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

MOTION PASSED

FINANCE – PROPOSED FY2022 BUDGET & COP RENEWAL & APPROPRIATION

• **SECOND READING FY2022 BUDGET**

Vice President Spiecker reviewed the FY2022 Budget for the second reading. Vice President Spiecker had previously recommended one motion be brought forward to adopt the entire budget which encompasses the following line items as delineated in Policy 4.02 and includes;

1. Revenue and Expenses
2. Tuition and Fee Rates
3. Expenses by Function/Fund
4. New Permanent Positions
5. Changes in Employee Compensation (CEC)
6. Carry Forward Projects
7. Allocation to the Financial Sustainability Fund

A Financial Aid report was presented as requested by Trustee Guerrero at the last meeting. Vice President Spiecker thanked Jenee Snyder for her preparation of this report.

(M/S) TRUSTEE JIM REAMES/TRUSTEE BUCKNER-WEBB MOVED TO APPROVE THE FY22 PROPOSED BUDGET AS PRESENTED.

Executive Assistant McGehee called the vote.

ROLL CALL

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

MOTION PASSED

• **CERTIFICATE OF PARTICIPATION**

Vice President Spiecker defined the Certificate of Participation as a form of debt, whereby we borrow funds and make annual payments to the investors who invest in us.

It is a lease purchase arrangement and we are in year three of a 15- year lease. We have a \$1.1 million dollar obligation coming due in August. That \$1.1 million is built into our budget so each year our process requires the board to notify US Bank of our "intent to renew" the terms of the lease purchase.

ACTION ITEM (M/S) TRUSTEE JIM REAMES/TRUSTEE BUCKNER-WEBB MOVED TO APPROVE THE RENEWAL OF THE CERTIFICATE OF PARTICIPATION AS PRESENTED.

Executive Assistant McGehee called the vote.

ROLL CALL

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

MOTION PASSED

MEETING ADJOURNED AT 3:17 PM



Molly Lenty, Chairperson

7/8/21
Date