

Board of Trustees Regular Meeting Minutes
9:00 a.m.

Nampa Campus Administrative Building
Suite 201, President's Conference Room
6056 Birch Lane, Nampa, Idaho

October 20, 2015

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Niland called the meeting to order at 9:00 a.m. and verified that a quorum of the Board was present.

ATTENDANCE

TRUSTEES:

Mary Niland – Chair
Guy Hurlbutt – Vice Chair
Stanley Bastian – Secretary/Treasurer
Mark Dunham
Emily Walton – arrived at 10:45 a.m.

Also present:

Bert Glandon, President – Excused
David Shellberg, Executive Vice President
Cheryl Wright, VP Finance and Administration
Craig Brown, VP Resource Development
Tony Meatte, Comptroller
Jennifer Couch, Executive Director of Marketing & Advancement
Kristin Bjorkman, Attorney, Hawley Troxell
Kathy Ohnsman, Trustee Liaison

PLEDGE OF ALLEGIANCE

INTRODUCTION OF VISITORS

Mary Jo Hayes, CWI, Director, Financial Services
Lesley Murphy, PFM Asset Management
Jodi Daugherty, Audit Partner, Eide Bailly

CALL FOR PUBLIC COMMENT

None

CONSENT AGENDA

The Board reviewed the consent agenda items

MINUTES REVIEW

M/S HURLBUTT/DUNHAM. MOVE TO APPROVE THE CONSENT AGENDA AS PRESENTED. MOTION PASSED UNANIMOUSLY.

AUDIT REPORT

- Jodi Daugherty gave the report.
- Internal controls – there were no findings on the financial statements.
- Federal awards – there were two findings. Both have been corrected.

M/S BASTIAN/DUNHAM. MOVE TO ACCEPT THE AUDIT WITH AN AMENDMENT THAT THE VERBIAGE ON PAGE 65 BE CHANGED TO CORRECTLY REFLECT THAT WE DID NOT HAVE A MATERIAL WEAKNESS AND A NEW STATEMENT WILL BE SENT OUT. MOTION PASSED UNANIMOUSLY.

- Chair Niland thanked Jodi for her and her team's work on the audit.
- Chair Niland thanked Tony Meatte and his team and recognized how much time and effort they put into the making of this accurate report.

PFM REPORT

- Lesley Murphy from PFM Asset Management gave the report.
- Finance Committee has recommended that PFM report to them three times per year and once per year to the Board of Trustees. All Trustees agreed with this recommendation.
- Chair Niland thanked Lesley for her presentation.

BOARD COMMITTEE REPORTS

Finance Committee

Quarterly Budget Report:

- Report reviewed by Tony Meatte.
- Chair Niland thanked Tony for his presentation.

Financials:

- Cheryl reported on all of the highlighted items in Explanatory Notes.
- Chair Niland thanked Cheryl and her team for their hard work.

Foundation

- October 7th “Opening Doors Benefit Dinner” was a huge success.
- Chair Niland and the Board would like to thank and congratulate Mitch Minnette on the outstanding job he did in putting this event together.
- Board suggests finding a better way to improve congested traffic flow regarding purchasing, possibly swiping the credit cards as the guests arrive.

Community Outreach

- Trustee Walton updated the Trustees on presentations that have been given to the community including continued discussions with the Mexican Consulate. Trustee Bastian is scheduled to present at Eagle Chamber in December.

Policies

- Progress is continuing to be made on Policies and Procedures with Trustee Hurlbutt and Lillian Talley. Trustee Hurlbutt requested that Lillian interview Trustee Walton on her experience as a new Board member on how the process worked.

COMPREHENSIVE STRATEGIC PLAN UPDATE

- Doug DePriest discussed the interview schedule with Eva Klein & Associates which will be conducted the week of October 26th. The Board has been invited to an interview session on October 29th from 6:00 – 7:30 p.m.
- Chair Niland thanked Doug DePriest for all of his hard work on this project.

CHAIR REPORT

- Chair Niland reported that she will be on vacation in November so Vice Chair Guy Hurlbutt will chair the November 17th Board meeting.
- Going forward, it has been requested by Chair Niland that start time for the Executive Session not be listed on the Meeting Notice.
- President’s performance evaluation has been completed and approved.
- Board evaluation has been completed and approved.
- Chair Niland and the Board of Trustees would like to have a discussion with the President during November Executive Session regarding his evaluation and the Board evaluation.
- Chair Niland requested that a formal process be put into place going forward so that we are consistent with the timing of the annual President’s and Trustee’s evaluations. The Policy Committee will write the policy, the Executive Assistant/Board Liaison will be responsible for sending out the appropriate forms and scheduling meetings in a timely manner.

M/S DUNHAM/BASTIAN. MOVE TO APPROVE THE RESOLUTION REGARDING THE PRESIDENT'S EMPLOYMENT CONTRACT. RESOLUTION IS APPROVED, PERFORMANCE EVALUATION HAS BEEN SIGNED AND APPROVED, AND CONTRACT HAS BEEN APPROVED, RETROACTIVE JULY 1, 2015. MOTION PASSED UNANIMOUSLY.

PRESIDENT REPORT (DAVID SHELLBERG GAVE THE REPORT IN THE PRESIDENT'S ABSENCE)

- Reviewed action items from the September Board meeting
- Discussed the results of the Cleary Report – Kathy forwarded the link to the Trustees
- President's Council Meeting Update
- ICCC meeting update – Kathy sent the ICCC minutes to the Trustees
- Open Meeting/Public Information Request – Training Seminar Update
- Calendar event reminders

LUNCH BREAK

CTA PRESENTATION

- Follow up on the insight sessions and the three different conceptual designs
- Trustees thanked CTA for doing an outstanding job on this presentation and the insight sessions/workshops.

EXECUTIVE SESSION

At 1:32 p.m., TRUSTEE DUNHAM MOVED, AND TRUSTEE WALTON SECONDED, THAT THE BOARD, PURSUANT TO IDAHO CODE § 74-206 (1) (b) & (c), CONVENE IN EXECUTIVE SESSION:

(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student;

(c) To acquire an interest in real property which is not owned by a public agency;

THE VOTE TO DO SO BY ROLL CALL:

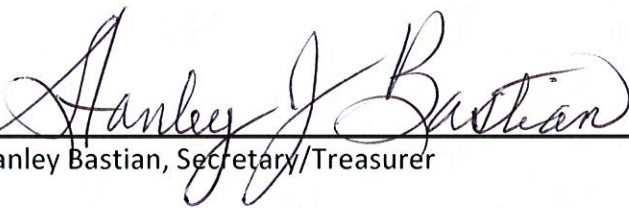
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|----------------|-----|
| • Mary Niland | aye |
| • Guy Hurlbutt | aye |
| • Mark Dunham | aye |
| • Stan Bastian | aye |
| • Emily Walton | aye |

The Board returned to public session at 2:45 p.m.

(M/S) DUNHAM/HURLBUTT MOVED TO ACCEPT AND APPROVE THE RESOLUTION REGARDING THE LAND PURCHASE AND SALE AGREEMENT TO EXTEND THE DUE DILIGENCE PERIOD TO DECEMBER 11, 2015. MOTION PASSED UNANIMOUSLY.

(M/S) BASTIAN/WALTON MOVED TO ADJOURN. MOTION PASSED UNANIMOUSLY.

Chair Niland adjourned the meeting at 2:50 p.m.


Stanley Bastian, Secretary/Treasurer


Date Signed