

CMI BOR RETREAT – DAY 2
9:00 a.m. – 12:00 p.m., Wednesday, January 13, 2016
CMI Board of Regents Conference Room

Theme: The Way Forward

Approved Minutes

Opening Prayer – Mary Van Auken

1. BOR Nominations

Chair Ben will continue as Chairman of the Board of Regents until April 2016.

Motion on the Floor:

Zackios proposed to appoint Bigler as the next Chair when Ben Chutaro steps down from Chairmanship. The BOR has decided that immediately after Ben step down Bigler will be the Chairman. The motion was approved by all members presented.

2. Revisiting Outstanding resolutions

- Resolution of the Strategic Plan - **APPROVED**
- Resolution of the Debit Cards/Special account – **APPROVED**
 - Insert: *shall*
 - Resolution to adopt supplemental to savings plan – **APPROVED**

3. BOR Policy Review & Self Evaluation – Don Hess

Don Hess commented that all policies were compiled and policy reviewing cycle every 4 years. The Board needs to advice on the recommendation and the Self Evaluation need a calendar.

Recommendation by the Board to do the evaluation 3 years and must consistent with the Strategic Plan.

The Chairs (Ben and Joe) will work on review of policies with President.

4. BOR Twelve month Work Plan of Essential Activities (Ben Chutaro Action Plan)

5. Establishment of a Risk Assessment/Audit Committee

- Presentation of the need and anticipated terms of reference
- Resolution to amend the By Laws to include a Risk Assessment/Audit Committee
 - Resolution had already been approved and existed
- Role of the DIIE relative to the new committee
 - Job description to send out to the BOR. Hess said Board is to advise and recommend.
 - BOR needs to be involved and to look at changes made.
 - *Gerald proposed that the BOR adopted the role of the DIIE, subject to the new Risk Assessment/Audit Committee to look at its extension.*

6. Develop new policy on endowment fund as per CMI Trust Fund Act

1. Presentation of a draft policy
2. Create investment Advisory Board
3. Develop Fiduciary Oversight Protocols
4. Resolution to approve

7. Board policy for consideration

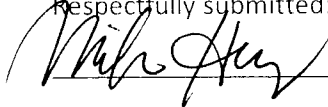
1. Policy for Board Retreats

Chairman stated that these Retreats are venue to go through recommendations, policies and other related developments. As example of retreat discussions,

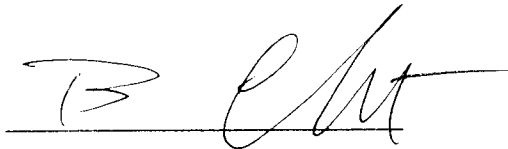
- April 2015 was mostly on *house cleaning*; January 2016 was about accreditation status, audit and other related developments. Board retreats will be incorporated into regular board meetings.
- There shall be a minimum of 1 Retreat annually.
- 2. Policy for recording and reporting on Board meetings in the context of the CMI Act and transparency.
 - The BOR Meetings are open for the public audience. Any persons who have a concern or say in regard of discussions meeting, she/he has a right for information and may write to the BOR Chair and/or the College's President.
- 3. **Policy for regular meeting dates for the statutory four meetings of the Board**
 - There will be a minimum of 4 meetings of the Board of Regents a year.
- 8. **Amendment of the Bylaws**
 - (see BOR bylaws)
- 9. **Robert's rules of Order and board and college meeting decorum –**
 - (see BOR bylaws)
- 10. **New Board Orientation Program – provided in the BOR bylaws**
 - Motion approved.

Meeting Adjourned a 12:45 P.M.

Respectfully submitted:



Recording Secretary



Benjamin Chutaro, Chairman BoR