

Career Development Inc.  
Board of Directors Meeting  
September 9, 2020  
1300 N Centennial Blvd  
Taylor, AZ 85939

**Board Members Present:** Sandy Nield, Leslie Trout, Diana Fergus, Lorie Jean Haymore

**Board Members Absent:** Marty Bielfedt

**Staff Present:** Donna Spires, Amy Carlyle

**Agenda Item #1—CALL TO ORDER** Called to order by Sandy Nield 3:48 PM

**Agenda Item #2—WELCOME AND INTRODUCTIONS**

**Agenda Item #3—PLEDGE OF ALLEGIANCE** Led by Amy Carlyle

**Agenda Item #4—READING OF VISION** Led by Diana

**Agenda Item #5—CONSENT AGENDA**

**A. MINUTES**

**B. PAYROLL REPORTS**

**C. ACCOUNTS PAYABLE REPORTS**

**D. VACATION LIABILITIES**

**E. PAYROLL ACTION FORM**

Motion to approve consent agenda items Diana Fergus, Second Leslie Trout, passed unanimously.

**Agenda Item #6—PUBLIC COMMENT**

No forms submitted

**Agenda Item #7—NEW BUSINESS**

A. BUDGET UPDATE: Information Only Looked at expenses budgeted VS actual

B. ACCREDITATION UDDATE: Information Only Documentation submitted review on 10/12-15 2020

C. GRANTS UPDATE: Information Only: Enrollment stabilization

D. BOARD OF DIRECTORS JOB DISCRPTION: I recommend a motion to approve The updated Board of Directors Job Description. Motion to approve Lorie Jean Haymore, Second Diana Fergus, Passed unanimously.

E. DIVISION OF RESPONSIBILITIES BOARD VS EXECUTIVE DIRECTOR: Need a clear alignment of hiring responsibilities and procedures.

F. STAFF DEVELOPMENT: Information only: PLC check lists

**Agenda Item #8—CAMPUS UPDATE:** Information Only: NWEA, Field Trips, guest Speakers

**Agenda Item #9 - BOARD SIGNATURES**—to ensure an orderly process for collecting Board signatures on documents, we will be passing out all items needing signature at this time in the agenda.


**Agenda Item #10—ADJOURNMENT Adjourned by Sandy Nield at 5:12 PM**

Respectfully yours,



Amy Carlyle  
Acting CDI Board Secretary

Respectfully yours,



Sandy Nield  
Sandy Nield  
CDI Board President