

**College of Eastern Idaho
Board of Trustees**

February 22, 2022

College of Eastern Idaho Campus, Christofferson/Building 3, Room 306, Idaho Falls, Idaho
and remotely via Zoom

A Regular Meeting of the Board of Trustees of the College of Eastern Idaho was held on February 22, 2022 at the College of Eastern Idaho campus in Idaho Falls, Idaho and via Zoom. Chairman Park Price presided.

Present:

Park Price, Chairman
Stephanie Mickelsen, Vice Chairman
Cal Ozaki, Treasurer
Craig Miller (via Zoom)

Absent:

Carrie Scheid

Guests:

Rick Aman, CEI President
Lori Barber, CEI Vice President of Academic & Student Affairs
Chuck Bohleke, CEI Dean of Career Technical Education (via Zoom)
Sean Coletti, CEI Counsel
John Detwiler, CEI Director of Radiation Safety Program (via Zoom)
Dave Facer, CEI Foundation Executive Director
Regan Fregoso, CEI Registered Nursing Instructor (via Zoom)
Jake Haeberle, CEI Interim Dean of General Education (via Zoom)
Dusty Klenk, CEI Staff Senate President (via Zoom)
Amanda Logan, CEI Executive Liaison & Board Executive Secretary
Hailey Mack, CEI Associate Dean of Enrollment Management (via Zoom)
Byron Miles, CEI Vice President of Finance & Administration
Bob Odenthal, CEI Chief of Security (via Zoom)
Ann Marie Peters, CEI Director of Strategic Partnerships (via Zoom)
Angela Sackett, CEI Interim Dean of Healthcare and Human Services (via Zoom)
Jeff Sneddon, CEI Workforce & Continuing Education (WTCE) Executive Director
Larry Surtees, CEI Director of Academic Support (via Zoom)
Mary Taylor, CEI Human Resources Executive Director
Todd Wightman, CEI Director of Communications & Marketing (via Zoom)

CALL TO ORDER

The meeting was called to order at 6:03 PM by Chairman Price.

ACTION ITEMS

APPROVAL OF AGENDA

M/S Mickelsen/Ozaki to approve the amended agenda for the February 22, 2022 Regular Board Meeting. *Motion passes unanimously.*

APPROVAL OF MINUTES

M/S Ozaki/Mickelsen to approve the minutes of the January 25, 2022 Regular Board Meeting. *Motion passes unanimously.*

PUBLIC COMMENT

There was no public comment.

ACTION ITEMS

APPROVAL OF MONTHLY CEI FINANCIALS

Trustee Ozaki reviewed the January 2022 Financials with the group. As of the end of January, we have completed 58 percent of the year, received 92 percent of our budgeted revenue, and expensed 53 percent. We received a large portion of property taxes in January, as well as the quarterly disbursement from the State Liquor Funds.

The *Other Funds* Budget is made up of four separate funds. *Fund 15 – Course Fees* which is funded by the fees students pay when they register for specific courses, has brought in 77 percent of its budgeted revenues and has expensed 38 percent. *Fund 35 – Grants* is made up State and Federal Grants (CCR, Job Corps, CTE); for these funds we must spend money first and then claim the money back. *Fund 36 – Unrestricted* is where the HEERF funds for COVID are located with other one-time funds. *Fund 92- Allocated Student Fees*; these are the ‘fees’ part of ‘Tuition and Fees’ for our students and are allocated to different activities on campus such as IT, student government, scholarships, and parking. We have collected 97 percent of the budgeted revenues and expensed 37 percent of the budgeted expenses. We are on target for what we would expect annually.

Ozaki then reviewed the *WTCE Budget* which has brought in 58 percent of their budgeted revenue and only expensed 52 percent of their budget. We have not been able to plan courses that we originally planned for due to COVID, so there is a difference in budgeted versus received revenue. There are some difficulties finding instructors for some of the classes, such as for CNA courses.

Ozaki then reviewed the traditional Bank Balance Report of where the College currently has its funds. Ozaki also reviewed the Cash Availability Report. Ozaki closed noting that the Finance Committee approved the Financials during their meeting the previous week.

M/S Ozaki/Mickelsen to approve the month's CEI financials as they have been presented. Motion passes unanimously.

APPROVAL OF AUDIT ENGAGEMENT LETTER

Ozaki reviewed the Audit Engagement Letter from WIPFLI noting some of the specific changes as compared to the previous year.

M/S Ozaki/Mickelsen to approve the Audit Engagement Letter from WIPFLI as presented. Motion passes unanimously.

APPROVAL OF POLICY 411: TRAVEL POLICY

Mary Taylor, Human Resources Executive Director, provided an overview of Policy 411: Travel Policy. This is a new policy that has been updated from the procedure that had previously been in place. There was a brief discussion about some of the specifics of the procedure included in the policy and Taylor stated that the appendix will likely be updated annually with the current per diem rates.

M/S Ozaki/Mickelsen to approve Policy 411: Travel Policy as presented. Motion passes unanimously.

DISCUSSION ITEMS

CAMPUS REPORT

Covid Updates

Amanda Logan, Executive Liaison & Board Executive Secretary, provided an update on the metrics regarding COVID and the regulations that have been in place to prevent potential spread. We continue to use the county rates as a reference point and currently we are under 15/10,000 cases. President Rick Aman made a recommendation to the Board that CEI should remove the current mask mandate within campus buildings based on the low case rates and input from Zoom forums held on campus with Faculty, Staff, and Student Senators. After a brief discussion and comments from the Board, the Board supports the recommendation to remove the mask mandate from within CEI campus buildings.

Future Tech Updates

Ann Marie Peters, Director of Strategic Partnerships, walked through a timeline regarding the goals for funding for Future Tech. We are waiting for approval of the \$10 million in the Governor's budget and we have over sixty outstanding grant applications with different foundations. Numerous conversations are happening with local business and community groups too in regard to potential donations and support. We hope to host a community donor event to have people hear more about Future Tech. There are potential federal grants and credits that we may be able to apply for too, so we are looking into those opportunities. There was a discussion about different opportunities, efforts being made, and progress in fundraising.

Chairman Park Price gave Peters compliments for all her hard work regarding fundraising. Peters passed the compliments on to the team she's been working with.

Aman on a related note updated the Trustees that they are moving forward in putting together a bid package for the steel for the building, currently determining how much will be needed.

Park and Rick Visit with Governor Little

Aman and Price were unable to meet with the Governor last week, but we hope to meet with all four community college presidents with the Governors soon.

Relatedly, Aman will be going to the Joint Finance-Appropriations Committee (JFAC) on March 2nd regarding the community college budget. We don't have any worries headed into that meeting.

Instructional & Student Affairs Update

Vice President of Academic & Student Affairs, Lori Barber, provided the Trustees with an update on Instruction activities at the College. We hosted a faculty forum asking faculty to help identify troubling signs from students so we can provide intervention where necessary. We are onboarding a software, Maxient, which will be a resource for reporting concerns on campus; a culture of reporting doesn't mean anyone will get in trouble, but more of a "see something, say something" situation.

We are also onboarding a new software for streamlining the catalog which will allow us to keep track of curriculum changes more easily. The semester has been going very well for both faculty and staff. Our faculty has been very flexible and accommodating for our students. We are working with the other community colleges to build a zero-cost textbook degree. The class scheduling for the Summer and Fall semesters is completed too!

Several representatives from CEI met with Margie Gonzales, Executive Director of the Idaho Commission on Hispanic Affairs, and discussed how the College could best serve our Hispanic student population. There was additional discussion among the Board and CEI on how we can outreach to those communities and what we are doing currently in terms of reaching out to the Hispanic community.

CEI was interviewed this morning as a part of the Aspen Prize for Community College Excellence this morning and we believe that went well! We hope that we will be moving forward.

Aman gave brief update on how CEI is exploring becoming a Charter Authorizer in Idaho. Brief discussion followed regarding this opportunity.

Finance and Budget

Byron Miles, Vice President of Finance & Administration, updated the Trustees on financial matters in the College. We are going out to bid on the Testing Center expansion; this is to get an estimate on what it would cost for this project to expand into a space next door to the current space. The current estimate is \$321,000, of which \$117,000 for the HVAC system can be covered by HEERF funding due to, the Maeck Foundation has contributed \$175,000, leaving around \$30,000 for the College to cover.

We are looking at a lease for the EIWC building (Eastern Idaho Workforce Center). There was a brief discussion regarding the details of the lease, adjustments needed to be made to the lease, and opportunities that will come from having this building.

Jeff Sneddon, WTCE Executive Director, updated the Trustees on Sage Trucking Driving School that is starting on campus, with classes beginning the week of February 28th. He provided more details on the class schedule and load and how things will run for these certifications. Currently our first class is full!

TRUSTEE REPORTS

In Trustee Scheid's absence, CEI Foundation Executive Director Dave Facer updated the Board on the CEI Foundation activities. The Foundation's endowment stands at \$6.89 million, which is a decrease of six percent since the end of January. There have been several donations made to the foundation for the endowment and Future Tech. There have also been some updates in membership of the Foundation's Board.

The nominations for the Faculty and Staff awards as well as the scholarship deadline was earlier this month; we're almost at the point where we can award them. The Scholarship Celebration will be April 21st, Swing for the Green will be June 15th and 16th, and the Great Race will be July 15th.

Chairman Price noted that the evaluation process for CEI's President is underway. He will submit information to the Trustees in March, including 360 reviews, and his formal evaluation with the Trustees will be held during an Executive Session in April.

TRUSTEE REMARKS

Chairman Price applauded the College and leadership on their recent accomplishments.

ADJOURNMENT

Seeing no further business, the meeting was adjourned by Chairman Price at 7:52PM.



Park Price, Chairman

03/22/22

Date