

**College of Eastern Idaho
Board of Trustees**

January 25, 2022

College of Eastern Idaho Campus, Christofferson Building/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 January 25, 2022 at the College of Eastern Idaho campus in Idaho Falls, Idaho and via Zoom. Chairman Park Price presided.

Present:

Park Price, Chairman (via Zoom)
Stephanie Mickelsen, Vice Chairman (via Zoom)
Cal Ozaki, Treasurer
Carrie Scheid (via Zoom)

Absent:

Craig Miller

Guests:

Rick Aman, CEI President (via Zoom)
Lori Barber, CEI Vice President of Academic & Student Affairs
Christy Haack, CEI Workforce & Continuing Education (WTCE) Operations Director (via Zoom)
Amy Brumfield, CEI Accreditation Chair (via Zoom)
Sean Coletti, CEI Counsel (via Zoom)
Josh Duersch, CEI Cybersecurity & Technology Department Chair (via Zoom)
Dave Facer, CEI Foundation Executive Director (via Zoom)
Ryan Faulkner, CEI Dean of Online Learning Services (via Zoom)
Ray Fox, CEI Chief Information Officer (via Zoom)
Dusty Klenk, CEI Staff Senate President (via Zoom)
Amanda Logan, CEI Executive Liaison & Board Executive Secretary (via Zoom)
Hailey Mack, CEI Associate Dean of Enrollment Management (via Zoom)
Byron Miles, CEI Vice President of Finance & Administration (via Zoom)
Ann Marie Peters, CEI Director of Strategic Partnerships (via Zoom)
Angela Sackett, CEI Interim Dean of Healthcare & Human Services (via zoom)
Jeff Sneddon, CEI WTCE Executive Director (via Zoom)
Mary Taylor, CEI Human Resources Executive Director (via Zoom)

CALL TO ORDER

The meeting was called to order at 6:02 PM by Chairman Price.

ACTION ITEMS

APPROVAL OF AGENDA

M/S Mickelsen/Ozaki to approve the agenda for the January 25, 2022 Regular Board Meeting.
Motion passes unanimously.

APPROVAL OF MINUTES

M/S Scheid/Mickelsen to approve the minutes of the November 23, 2021 Regular Board Meeting.
Motion passes unanimously.

PUBLIC COMMENT

There was no public comment.

ACTION ITEMS

APPROVAL OF MONTHLY CEI FINANCIALS

Trustee Ozaki reviewed the December 2021 Financials with the group. As of the end of December, we have completed 50 percent of the year. We have received 87 percent of our budgeted revenue and expensed 44 percent. The *General Funds* Budget is as expected for this time of the year.

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, currently has brought in 76 percent of its budgeted revenues and has expensed 23 percent. *Fund 35 – Grants* is made up of State and Federal Grants (CCR, Job Corp, 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* are the ‘fees’ part of ‘Tuition and Fees’ for our students; these fees are allocated to different activities on campus such as IT, student government, scholarships, and parking. We have collected 93 percent of the budgeted revenues and expensed 35 percent of the budgeted expenses.

Ozaki then reviewed the *WTCE Budget* which has brought in 52 percent of their budgeted revenue and only expensed 46 percent of their budget. Trustee Scheid congratulated Jeff Sneddon, WTCE Executive Director, for WTCE doing so well at this point in the year. Sneddon in turn thanked his team.

Ozaki then reviewed the traditional Bank Balance report. There was a brief discussion regarding how the additional \$2.7 million earmarked for Future Tech in November 2021 is displayed in the Financials. Ozaki also reviewed the Cash Availability Report, noting that the fluctuations experienced throughout the year were typical. Ozaki closed noting that the Finance Committee approved the Financials during their meeting the previous week.

M/S Scheid/Mickelsen to approve the month's CEI financials. Motion passes unanimously.

DISCUSSION ITEMS

CAMPUS REPORT

Education Week

President Aman relayed to the group that he and Vice President Miles will be presenting to the Joint Finance-Appropriations Committee (JFAC) tomorrow in Boise. Aman will also present to the House and Senate Education Committees on Thursday. Aman noted that he has been able to get to know the two, new, Idaho community colleges Presidents while they are all in Boise for presentations during Education Week.

Spring Enrollment

Aman noted that we have passed our tenth day attendance for the Spring semester and have 1,456 students this Spring, which is comparable to last year. There was a discussion around the percentage of full-time students compared to part-time students as well as sections offered, online courses, HyFlex courses, and how everything is working out for faculty and staff in general.

JFAC

Aman highlighted the presentation that will be show to JFAC tomorrow. He noted what CEI has received in funding in the past and the recommendations for funding for this year. He also included the priorities of the College regarding academic degrees, dual-credit, Workforce Training, and online delivery. He went on to show what influence CEI has on the regional economic development of the area. The presentation included information on the planned Future Tech building. There was discussion on what our recommendation of funding included, such as increases to salaries and deferred maintenance. The timing of different funds and where requests for one-time funds for some items was discussed as well.

Instructional and Student Affairs Updates

Vice President Barber provided the Trustees with an update on Instructional activities at the College. She gave an overview of some of the accomplishments that have happened over the past year in her area, such as, automating many processes, adding new certificates in CTE, adding new classes in General Education, and the exponential growth in the Early College program. She went on to note the success of the service learning programs and the increasing student retention rates at CEI. In regards to accreditation, we have finalized our ISLOs and are working on how to assess them as we head into our sixth-year report for the Northwest Commission on Colleges and Universities (NWCCU).

Accreditation Update

Amy Brumfield, CEI Accreditation Chair, presented to the group about accreditation for the College. We have been accredited by the NWCCU since 1982 and currently are in the sixth-year of the seven-year accreditation cycle. This year we are focusing on having very clearly defined roles in our Policies and Procedures. She went over the succession planning for the Board and clarify that the Board stays cohesive, noting the electoral process has its place in that plan too. She is trying to perpetuate the culture that CEI has here, and it has been a pleasure to help document the progress of this campus.

Future Tech Update

Ann Marie Peters, CEI Director of Strategic Partnerships, provided an update in regard to Future Tech. She announced a \$250,000 donation today from Mary Lynn Hartwell, who is a great friend of the College. Peters also noted that we have raised over \$30 million to date and need to raise an additional \$12 million to fund the building. She and President Aman continue to meet with potential donors as well as Idaho officials and legislators and have received positive feedback on support for the project.

CEI IT Security Audit Update

Chief Information Officer, Ray Fox, presented information from an independent, internal IT security audit. Like many organizations, CEI has room for improvement in this area and our focus areas for improving include training, monitoring, and having an audit system in place. Fox reported when he began this audit, we were at a "D" grade and that has been improved to a "B-". With continuing efforts we should be at an "A-" in six months. We can never be an "A+" since we still want the college to be accessible to our students. We are looking to do a third-party independent assessment to see where else we can strengthen our IT systems. Overall, CEI's IT team continues to work to harden the system and we have a great team here.

COVID Update

Amanda Logan, CEI Executive Liaison and Board Executive Secretary, provided the group on COVID activity on the campus; there have been 49 students who have tested positive and 37 employees, resulting in 150 people being potentially exposed between December and January, as of today.

Upcoming Trustee Items

Logan highlighted the Trustees' upcoming tasks for calendar year 2022. She also listed College policies that are three years or older and will be coming to the Board for review this year.

TRUSTEE REPORTS

Trustee Scheid updated the Board on the CEI Foundation activities, noting that the Foundation's endowment stands at \$7.375 million, which is an increase of 13 percent year-over-year. Additionally, there were a number of notable donations made in December, both towards Future Tech and for scholarships. Scheid also remarked that several new Board Members have been "onboarded" and that the Foundation's new Coordinator for Special Projects, Jordan Buys, has started and jumped right in.

TRUSTEE REMARKS

Chairman Price thanked CEI employees, leadership team and Trustees, noting that their work is integral to the success of the College Proud of leadership team and employees.

ADJOURNMENT

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



Park Price, Chairman

2/22/22

Date