

**College of Eastern Idaho  
Board of Trustees**

**March 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 March 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  
Carrie Scheid

**Guests:**

Rick Aman, CEI President  
Lori Barber, CEI Vice President of Academic & Student Affairs  
Sean Coletti, CEI Counsel  
John Detwiler, CEI Director of Radiation Safety Program (via Zoom)  
Dave Facer, CEI Foundation Executive Director  
Ray Fox, CIO Chief Information Officer  
Jake Haeberle, CEI Interim Dean of General Education  
Dusty Klenk, CEI Staff Senate President (via Zoom)  
Amanda Logan, CEI Executive Liaison & Board Executive Secretary  
Byron Miles, CEI Vice President of Finance & Administration  
Angela Sackett, CEI Interim Dean of Healthcare and Human Services  
Jeff Sneddon, CEI Workforce & Continuing Education (WTCE) Executive Director  
Mary Taylor, CEI Human Resources Executive Director  
Mike Walker, CEI Dean of Student Affairs  
Todd Wightman, CEI Director of Communications & Marketing

**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 agenda for the March 22, 2022 Regular Board Meeting. Motion passes unanimously.**

#### APPROVAL OF MINUTES

**M/S Mickelsen/Ozaki to approve the minutes of the February 22, 2022 Regular Board Meeting, as amended, and the minutes of the March 14, 2022 Work Session, as amended. Motion passes unanimously.**

#### PUBLIC COMMENT

There was no public comment.

#### ACTION ITEMS

##### APPROVAL OF MONTHLY CEI FINANCIALS

Trustee Ozaki reviewed the February 2022 financials with the group. As of the end of February, we have completed 67 percent of the year, received 93 percent of our budgeted revenue, and expensed 60 percent. We will see an increase in spending as we draw closer to the end of the fiscal 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, has brought in 77 percent of its budgeted revenues and has expensed 43 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 facilities. We have collected 98 percent of the budgeted revenues and expensed 37 percent of the budgeted expenses. It is not unusual for funds to carry over to the next year in this account. We are on target for what we would expect annually.

Ozaki then reviewed the *WTCE Budget* which has brought in 63 percent of their budgeted revenue and only expensed 59 percent of their budget. We have not been able to hold courses we originally planned for due to COVID, so there is a difference in budgeted versus received revenue. WTCE continues to be in the black despite everything.

Ozaki then reviewed the traditional Bank Balance Report of where the College currently has its funds and the Cash Availability Report. Ozaki closed noting that the Finance Committee reviewed the financials during their meeting the previous week and recommend that the Trustees approve them.

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

## APPROVAL OF REVISED POLICY 107: DISCIPLINARY ACTIONS

Mary Taylor, Human Resources Executive Director, noted that this policy is up for review per accreditation requirements as it is older than three years. She also noted where language had been to the procedure; the policy has not changed.

**M/S Mickelsen/Ozaki to approve Revised Policy 107: Disciplinary Actions as presented. Motion passes unanimously.**

## APPROVAL OF POLICY 301: ACADEMIC FREEDOM

Taylor then moved onto the next policy which is new to the College. This policy is a requirement per accreditation, although it has always been in place at CEI. Taylor reminded the Trustees of the process that the College follows when authoring, revising, and reviewing policies and procedures, emphasizing transparency. Trustees appreciate the collaborative way that the College approaches these issues.

**M/S Mickelsen/Miller to approve Revised Policy 301: Academic Freedom as presented. Motion passes unanimously.**

## DISCUSSION ITEMS

### CAMPUS REPORT

#### *Instructional & Student Affairs Update*

Vice President of Academic & Student Affairs, Lori Barber, provided the Trustees with an update on Instruction activities at the College, first walking them through the Three-year Plan that was submitted to the State. This is submitted annually and does not commit us to creating these programs, but if we wanted to pursue creating a new program during that year, it should be on the Three-year Plan. Barber noted several programs that we are working on and considering. The instructional Deans have worked with their Technical Advisory Committees utilizing data from Burning Glass, which is a real time job market analytics software. They have also worked with their faculty to understand what are the best programs that should be considered as we move forward. We also worked with the Leadership Cohort on programing in our futuring sessions.

We are very excited to offer a summer bridge program for high school students and for students who have recently graduated. The classes being offered are COMM 101, PSYCH 101, and Environmental Science. Early College, General Education, and Student Affairs have all collaborated to bring this to fruition. We currently have 34 students enrolled from 13 different area high schools. There are only 60 spots available, and enrollment is open till June 1<sup>st</sup>; we are confident the program will be full.

Dean Bohleke found a Lumina grant opportunity for a million dollars for branding. This information was passed to Student Affairs where Julie McMurtrey spearheaded applying for the grant in a short timeframe. Along with Hailey Mack and Amy Brumfield, they were able to turn in an application for the grant. Even if not awarded the million dollars, we will be in the running for nine \$100,000 prizes.

It is currently CEI's spring break. Despite this, it has been busy! Enrollment has started for the Summer and Fall semesters. Recruitment has been visiting high schools across regions 4, 5, and 6, which includes the Twin Falls, Pocatello and Idaho Falls areas. They were able to go to about two high schools each day, for a total of ten school each week. Student Affairs has also been busy preparing for the April 12<sup>th</sup>. Additionally, Recruitment has been gearing up for another round of "Find Frankie", which was a great marketing tool last year.

Aman noted that we turned our Year-6 Report for Accreditation on time. This was a great report which was very thorough and will help us prepare for our Year-7 report next year.

#### *Update on CEI Authorizing Charter Schools*

Aman asked the Trustees how they were feeling about the idea of CEI becoming an Authorizer for Charter Schools. There was a brief discussion regarding this opportunity, including how it might affect financials, staffing, current workloads, the ability to bring more students to the College, building relationships in the community, and the ability to help shape courses. CEI leadership will pursue this consideration further and come back with a recommendation.

#### *Future Tech and EIWC Updates*

Additional Future Tech funding passed as part of the House budget yesterday but it still needs to go through the Senate. The General Fund and CTE allocations have passed in the House and the Senate. There are no current plans to present the architectural plans and status of Future Tech to the Permanent Building Fund Advisory Council (PBFAC) in April due to needing more time to prepare.

We are moving forward with planning for the Eastern Idaho Workforce Center (EIWC) building. There are plans for remodeling and renovations, working with other tenants of the building, and starting our own programs this Fall. There is a steering committee associated with the building comprised of business and industry partners.

#### *Other Updates*

Amanda Logan, CEI Executive Liaison, updated the Trustees about a save the date they should have received about an event that the INL and CEI are holding on April 20<sup>th</sup> that will highlight our relationship with each other and will include a significant donation.

There was a brief discussion on the date the next Trustee meeting should be held. It was decided that the meeting would be moved from the fourth Tuesday to the fourth Thursday, April 28<sup>th</sup>, to accommodate the different Trustee schedules.

#### TRUSTEE REPORTS

Trustee Ozaki reported that at Chairman Price's request, he has been working with Miles and Aman to further refine a five-year financial plan and will present it to the Finance Committee in April. They will then bring it to the Trustees when it is ready.

Trustee Scheid updated the Board on the CEI Foundation activities. The Foundation's endowment stands at \$6.9 million, which is about where we were in January. Executive Director Dave Facer has started to reach out to people in the community about donations and the needs of the College. The

Scholarship Celebration will be April 21<sup>st</sup> at the Waterfront. Future fundraising activities include the Art with Purpose Silent Auction on May 3<sup>rd</sup>, Swing for the Green on June 16<sup>th</sup> and 17<sup>th</sup>, and the Lucky 13 Great Race on July 15<sup>th</sup>.

TRUSTEE REMARKS

There were no remarks.

EXECUTIVE SESSION

**M/S Mickelsen/Ozaki to go into executive session, pursuant to Idaho Code Sections 74- 206(1)(b) (personnel evaluation).** *Motion passes unanimously by roll call.*

The Trustees entered Executive Session at 7:13 PM and exited at 8:00 PM.

ADJOURNMENT

Chairman Price announced that no action was taken during the Executive Session and the meeting was adjourned at 8:00 PM.

\_\_\_\_\_  
Park Price, Chairman

\_\_\_\_\_  
Date