

**College of Eastern Idaho
Board of Trustees**

February 10, 2020

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 10, 2021 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 Academics and Student Affairs
Chuck Bohleke, CEI Dean of Career Technical Education
Debbie Borek, CEI Workforce Training and Continuing Education (WTCE) Programs Director
Sean Coletti, CEI Attorney
James Corbett, Director, Community Health Services, Eastern Idaho Public Health (EIPH)
Josh Duersch, CEI Interim ITS/CSEC Department Chair
Ryan Faulkner, CEI Director of Online Learning Services
Amy Gamett, Director, Clinical Services Division, EIPH
Penelope Glaittli, Human Resources Specialist
Christy Haack, CEI WTCE Operations Manager
Laura King, CEI Business Management Program Manager & Instructor
Amanda Logan, CEI Executive Liaison
Tom Marcotte, CEI Director of IT Services
Byron Miles, CEI Vice President of Finance and Administration
Ann Marie Peters, CEI Director of Strategic Partnerships
Geri Rackow, Director of EIPH
Angela Sackett, CEI Dean of General Education
Les Scott, CEI Director of Facilities and Operations
Mary Stephenson, CEI Director of Early College

The meeting was called to order at 6:04pm by Chairman Price.

APPROVAL OF AGENDA

M/S Scheid/Ozaki to approve the agenda for the February 10, 2021 meeting. *Motion passes unanimously.*

APPROVAL OF MINUTES

M/S Ozaki/Scheid to approve the minutes of the November 11, 2020 Regular Board Meeting, as amended. *Motion passes unanimously.*

M/S Scheid/Ozaki to approve the minutes of the December 9, 2020 Regular Board Meeting, as amended. *Motion passes unanimously.*

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MONTHLY FINANCIALS

Trustee Ozaki provided an overview of the monthly financials to the Board. Overall, we are doing well in our General Fund budget, Other Fund budget, and WTCE budget despite everything that happened with COVID-19. He reviewed the Quarterly Statement of Net Position and provided some remarks on possible changes in format, but overall we have a strong position for the year. He then reviewed the Bank Balance Sheet and discussed that it looks like there is a lot of money available to the College, but after you remove the designated reserves and the budgeted expenses for the year, there is just over \$4 million available in unrestricted funds.

M/S Scheid/Ozaki 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 for this year from Wipfli, LLP. One notable change is that the deliverable date for the final draft of the audit will be October 1, 2021. The fees slightly increased this year, but overall the letter is the same as in previous years.

M/S Ozaki/ Scheid to approve the audit engagement letter as presented. *Motion passes unanimously.*

READING AND APPROVAL OF RESOLUTION 21-10

Chairman Price thanked Trustee Ozaki, President Aman, Amanda Logan, and Sean Coletti for their hard work and diligence updating the Board of Trustee Governance Policies. He went on to review the document with the Board noting the items the Trustees are responsible for.

Lengthy discussion followed on the language in the document, possible conflicts of item responsibilities, when things should happen during the calendar year, and what different responsibilities mean. Clarification was provided where needed.

M/S Ozaki/Scheid regarding approval of Resolution 21-01, Revised Board of Trustees Governance Policies, to dispense with the rule regarding two separate readings and that the two readings be waived. *Motion passes unanimously.*

M/S Scheid/Miller on its second and final reading, to approve Resolution 21-01, Revised Board of Trustees Governance Policies, as presented. *Motion passes unanimously.*

EIPH COVID-19 Update

Geri Rackow, District director of Eastern Idaho Public Health (EIPH), along with James Corbett (Director, Community Health Services) and Amy Gamett (Director, Clinical Services Division) spoke to the Board regarding the EIPH COVID-19 Regional Response Plan. Rackow provided an overview of the plan and their goals. Bonneville County currently has an active case rate for COVID-19 of under 15/10,000 population, so at this time, the plan calls for removing the mask mandate. There still is a strong recommendation for wear masks to be worn, especially when physical distancing cannot be met.

Aman clarified that it would be EIPH's recommendation that CEI should continue to require face coverings on campus. Rackow reiterated that it continues to be the guidance from EIPH and the CDC to wear masks.

Rackow spoke for a few moments regarding the Idaho COVID-19 Vaccination Committee and the prioritization of the higher education of staff and faculty; unfortunately, they did not take any action at the last meeting. The discussion will continue at their next meeting on February 19th and it may include moving higher education employees to the next priority group.

Chairman Price, Aman, and Ozaki thanked Rackow and all of EIPH for their hard work and diligence regarding the safety of the community and their support of the safety plans at CEI.

APPROVAL OF POLICY 500

Penelope Glaitli, Human Resources Specialist, presented the Policy to Board. Les Scott, Director of Facilities and Operations, highlighted to the Board the intent of Policy 500: Security and Emergency Management. He noted that a number of procedures under the policy are in process of being transition from EITC to CEI procedures. Scott referenced the Emergency Response Handbook which was recently published on the CEI website and hard copies were distributed to offices.

M/S Ozaki/Mickelson to approve Policy 500: Security and Emergency Management, as presented. *Motion passes unanimously.*

CAMPUS REPORT

COVID-19 Update

Aman reiterated the discussion from earlier with EIPH. The President's Advisory Council (PAC) recommends that we continue to follow CEI's existing COVID-19 protocols. Logan noted in with her meetings with other higher education institutions, they continue to also require masks and follow recommendations from their local public health departments. The Trustees agreed with this recommendation. CEI will continue with existing COVID-19 protocols, including requiring masks through the Spring 2021 semester and Commencement. We will revisit the topic then.

Enrollments and Academics for Spring 2021

Lori Barber, Vice President of Academics and Student Affairs, provided an update on enrollment and academics for the Spring semester. For the second block (B Block) of the semester, CEI will have ten classes available through Online Idaho that student can enroll in; these are the first courses that Idaho students can enroll in through Online Idaho. Currently we are at 1,459 students enrolled for the Spring semester with more students enrolling for the B Block. The transition from Blackboard to Canvas is underway and that migration should be completed by the Summer semester. The Office of the State Board of Education (OSBE) has been conducting virtual visits across campus and have been very pleased.

Barber continued with updates on how Dual Credit has been progressing. It has been skyrocketing and the unduplicated headcount year to date has increased 22%, number of credits attempted is up 47%, and the average student is attempting 5 credits, which is up from 4.2 credits. We are in talks with Idaho Digital Learning Academy (IDLA) to have more collaboration and initiatives with them. We are also exploring a rural access initiative with Dual Credit to offer a selection of classes during the high school day with HyFlex/Web Conferencing so students in rural areas will have more options. We are also moving to having Technical Dual Credit by offering Automotive Dual Credit this Fall in Rigby.

General Education is in process of hiring several instructors across multiple disciplines and plans for future hires for faculty. We are moving into the co-op and work based learning for credit and have our first student in this area. This is really important for the Workforce Development Council at the State level and they are really interested in institutions offering co-op and worked based learning opportunities.

Some highlights and performance indicators for 2020; our annual unduplicated head count for 2018-2019 was 2,038 students, for 2019-2020 was 2,402 students, an 18% increase from year to year. The Registered Nurse (RN) capacity for 2017-2018 it was lower at 35-40 students, 2018-2019 was 88 students, in 2019-2020 the capacity increased to 200 students. The Workforce Training headcount 2019-2020 was 14,256 and the positive placement (program completers take a job in the program area) for CTE was 97% for 2019-2020.

We continue to work to expand University co-admissions, currently have partnerships with University of Idaho (U of I) and Lewis-Clark State College (LCSC), working on expanding the one with Idaho State University (ISU) and exploring one with Boise State University (BSU).

Update on COVID-19 Funding, Spending, & Limitations

Byron Miles, Vice President of Finance and Administration, provided an update regarding COVID-19 funding, spending, and the different limitations that come with that money. Currently we are in round two of government allocations for COVID-19 money, this round being Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). CEI should receive nearly \$2.2 million, with approximately \$493,000 allocated for students and the remainder available for institutional use. We have established a committee to evaluate proposal for expenditures of the CRRSAA funds and our focus is on a virtual campus and online delivery. Funding is based on a calendar year, not fiscal year, and we have until the next year to spend those funds. Regarding the first round of COVID-19 money, we have expended all of the funds that were allocated to us from the State and have filed a claim to the State to receive those funds. We have also expended all the student grant money from last Spring on behalf of the students.

Legislative Updates

Aman provided an update on Education Week in Boise. The community colleges were treated very well, and House Education, Senate Education, and JFAC were very complimentary of the community colleges. The legislature seems to understand the importance of training and retraining the skill base. \$5.3 million is our recommended General Fund allocation, which includes the restoration of the 5% cut from last year, which will likely go into hiring more faculty. Change in Employee Compensation (CEC) increase of 2% in salaries is likely across State along with \$6.8 million in CTE funds and \$1 million for students for textbooks spread among the institutions. We were also allocated \$3 million for Future Tech.

Aman has been invited along with other colleagues from community colleges to speak to the House Environment, Energy & Technology Committee on February 22nd about what we are doing in Cyber Security.

IT Update

Tom Marcotte, Director of IT Services, provided an update regarding the IT and Cyber protocols at CEI. Marcotte described how there is a layered defense to protect the infrastructure; this starts with the 1) firewall, only opening ports to those services that needed, 2) demilitarized zone (DMZ) 3) regular updates on patches 4) 'hardening' of the systems – close everything except for what you need to get to 5) only authorizing VPN (Virtual Private Network) from College owned devices 6) concept of 'least privilege' – only access what you are authorized to access 7) two factor authentication 8) training employees to understand negative external influences to be able combat to access to the system.

Currently we have daily data center backups dating back to six months ago, two sets of data over 45 days, between the main campus and back up at the YTC building. He would like to eventually like to see a third point of back up in the Cloud and would be in favor of having the whole data center on the Cloud.

The Board expressed their appreciation for the dedication and service that Marcotte has brought to the IT department and expressed congratulations on his retirement.

Update on Future Tech Architect Selection

Ann Marie Peters, Director of Strategic Partnerships, reiterated that we are very happy that CEI has been allocated \$3 million for Future Tech and legislators are supportive of this cause. With the \$2.4 million design and planning money, we hired Lombard Conrad Architects (LCA) based out of Boise and they are partnered with Opsis, who have a lot of experience designing and planning buildings similar to Future Tech. We are moving forward negotiating the final terms for their contract and are tentatively set to start meeting with the architect for programming and design on February 23rd.

A quick update on the Regional Skilled Labor Center, a building to be designed to help to support construction and welding industries now and in the future. WTCE has already put together some programs that we can hopefully start in the Fall. We are looking at a possible large warehouse building in Idaho Falls to start the center in the Fall at little to no cost. We would start with a portion of the building and expand to all of the building. We should know by April if we can pursue this building and plans. WTCE will lead programming but we will have an industry taskforce collaborating on what types of programs are needed in the community.

Inquiries have been made regarding the property north of CEI; the formal inquiry resulted in appraisal by the city for \$1.1 million for the nearly 12 acres. We have been corresponding with the City of Idaho Falls regarding the usage of the property and will be presenting our proposal and intent for the property to the City Council on March 8th. The City is in midst of a study of the property to establish water and green space conservation which could reduce the amount of land available. We have discussed trading the three acres that CEI owns across from Building 3 on 25th street to help reduce the cost on the rest of the acres north of our property. We plan to present the option to lease to buy from the City. If we are unable to come to an agreement with the city, we would request to contract for a first right of refusal for a future purchase.

Futuring Process for Spring

Aman and Barber outlined the CEI leadership's plans for Futuring to continue to be strategically innovative to take the College in a great direction. The first thing planned is to conduct an environmental scan to see in our region where there is industry demand, demographic changes, curriculum delivery changes, etc. see what is coming our way. We would then respond to this environmental scan with program development, facility and equipment development, organizational structure changes to support those programs. In Futuring they say there "a possible future, a probable future, and a preferred future" and the idea is to do all these things to take us into the preferred future. We are currently looking three years into the future since with all the changes happening now it is hard to look out further.

We held a Futuring meeting on December 31st, 2020, and we will be conducting sessions with Leadership Cohort, before we bring the findings to the Trustees.

Update on Secure Operations Center

Aman expressed thanks to Dean Chuck Bohleke and Josh Duersch for getting the Secure Operation Center (SOC) up and running on our campus. CEI is the first of the Idaho Community Colleges to have a SOC. So far, we have had 189 students have been trained, almost 200

credentials have been given, and 16 non-credit students are working on certifications in coding and web development. WTCE is looking at collaborating with 520 high school students and having summer cyber programs. We are within a few months of earning accreditation from the National Center of Academic Excellence in Cyber which is a key credential and something to be very proud of. BSU has the ability to take our AAS students into their BS Cyber program available all online, with some of those credits discounted. If students want to pursue a Master's degree it would be an additional year (4+1). We would like to get some of these courses offered as dual credit too. It is our goal to have Idaho be a destination State for cyber education.

Calendar of Trustee Tasks

Logan presented a Calendar for the Board which will be a living document. It will be included in Trustee meeting materials every month. This was created and designed in relation to the update in Governance Policies. Logan worked with PAC to make sure tasks and responsibilities were planned accordingly in the calendar. This calendar also includes an additional list of tasks that will need to be reviewed again and will be scheduled throughout the year.

TRUSTEE REPORTS

Ozaki noted that the Finance Committee Charter continues to be revised and will be reviewed again in March.

Trustee Scheid updated that the CEI Foundation currently has \$6.5 million in its portfolio, an all-time high. It is likely that the April scholarship event will be virtual due to COVID-19. The foundation is figuring on possibilities for the Great Race, exploring options in light of COVID-19 concerns. February 12th is the deadline for students to apply scholarships for the next school year. Perry Bugbee is the new Foundation Board President.

Trustee Miller updated the Board on K-12. He commented that Mary Stephenson is a rock star, and is doing awesome things to make connections with K-12 and the College. She joined the regional admin meeting on Monday and expressed that we need and want more Dual Credit instructors, how some of the welding courses have been approved for advance opportunity money (only for certification), that we are holding spots for CNA students for Dual Credit, and that early college enrollment is up 35%.

TRUSTEE REMARKS

Chairman Price expressed his appreciation to Aman and CEI staff for their remarkable results. The College is performing at an extremely high level and has a very exciting future.

Seeing no other business, Chairman Price adjourned the meeting at 8:05 pm.



Park Price, Chairman

3/23/2021

Date