

**College of Eastern Idaho
Board of Trustees**

April 27, 2021

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 April 27, 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:

Austin Allen, Hopkins Roden
Rick Aman, CEI President
Chuck Bohleke, CEI Dean of Career Technical Education
Sean Coletti, CEI Counsel
John Detwiler, CEI Radiological Safety Program Director
Christy Haack, CEI Workforce & Continuing Education (WTCE) Operations Director
Amanda Logan, CEI Executive Liaison
Byron Miles, CEI Vice President of Finance and Administration
Linda Montgomery, CEI Contractor
Ann Marie Peters, CEI Director of Strategic Partnerships
Angela Sackett, CEI Dean of General Education
Jeff Sneddon, Incoming CEI WTCE Executive Director

The meeting was called to order at 6:00pm by Chairman Price.

APPROVAL OF AGENDA

M/S Mickelsen/Scheid to approve the agenda for the April 27, 2021 Regular Meeting.
Motion passes unanimously.

APPROVAL OF MINUTES

M/S Scheid/Ozaki to approve the minutes of the March 23, 2020 Regular Board Meeting, as amended. *Motion passes unanimously.*

PUBLIC COMMENT

CEI Counsel, Sean Coletti, introduced Austin Allen, a new associate attorney with his firm, Hopkins Roden, who has experience with ICRIMP matters.

President Aman introduced Jeff Sneddon who will be joining CEI as the new WTCE Executive Director on May 17, 2021.

APPROVAL OF MONTHLY FINANCIALS

Trustee Ozaki began his report by noting that the Finance Committee meetings have moved to the end of the month and the Business Office has moved up the financial reporting data, so this report is for the month of March: only 30-day old data instead of 60-day old data.

Ozaki explained that as of March, we are three-quarters of the way through the fiscal year. The College has received 98% of our General Fund budgeted revenue; there is still approximately \$50k left in State Liquor funds left to be fulfilled and property tax revenues are still trickling in. CEI has expended 73% of the General Fund budget, so everything is on track for this time of the year.

Ozaki noted that the College has more revenue than what was budgeted in Other Funds due to the COVID-19-related funding money, but the expenses have also been effected by the pandemic and the availability of the COVID-19-related money.

Additionally, Ozaki commented that WTCE financials were the most impacted by COVID-19 and they are still in considerably good shape, standing at 75% of revenues and 78% expenses.

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

APPROVAL OF REVISED FINANCE COMMITTEE CHARTER

Trustee Ozaki highlighted the changes that the Committee and Office made to the Charter, noting that the majority dealt with reformatting Section 3, Responsibilities. These included shifting the role of developing a multi-year financial play to the College, from the Committee and distinguishing the audit responsibilities of the College vs. the Committee

M/S Ozaki/Mickelsen approve the revised Finance Committee charter as presented. *Motion passes unanimously.*

CAMPUS REPORT

Update on Future Tech and Projects

Ann Marie Peters, Director of Strategic Partnerships provided the Trustees an update on the latest work on the College's planned Future Tech building, noting that they are moving into the "schematic designs," when things start to be written in pen instead of pencil, the first week of May. Peters also explained that the CMGC – construction manager general contractor – will start to go out to bid, where appropriate, relatively soon. She explained that the current plan is to start construction in Q4 of CY 2021. Peters noted that the team and College will have to start making choices about design soon.

In response to a question, Peters explained the funding to date for the building – \$2.24 million secured for the planning and design of the building, along with \$12 million towards the construction of the building. The College is continuing to explore additional sources for the remaining funds needed for the building, including proposals that have and are being submitted to Foundations and the possibility of New Market Tax Credits. There was a discussion around the timeline for this fundraising and when the College will make the decision as to whether or not to break ground for the building if not all of the funds have been raised.

Peters explained that they have deliberately been inclusive in conversations about the design of building with subject matter experts, stakeholders on campus, those off campus in community and around the state (legislators, students, faculty, student senate, Facebook, president's forum) She then gave the Trustees an updated "fly through" of the building of the student centric building

Finally, Peters briefly noted that the College is making progress with partners in the community regarding the planned Regional Skilled Trades Center.

Instructional and SA Updates

Vice President Barber provided the Trustees with an update on Instruction activities at the College, noting that the HyFlex Pedagogy Committee and HyFlex Technology Committee are working on improvements for this modality by fall, using COVID-19 funding. This will help CEI better reach its rural dual credit students. Barber also noted that the College will be fully migrated from Blackboard to Canvas before the fall semester. Additionally, CEI will have a number of classes available in Online Idaho this fall.

Barber explained that several CEI programs have had great developments recently. The College's nursing program has received very positive feedback regarding its accreditation visit and report. CTE will be offering technical dual credit in auto and is looking to expand into welding dual credit. The College's new Strategic Enrollment Management Committee is working college-wide. Notable, CEI is enrolling 65% of students who apply and are admitted, which is an unheard of conversion rate.

Finally, Barber highlighted the plan for the College's in-person and virtual graduation ceremonies in mid-May.

WTCE Updates

Aman provided an overview of recent and upcoming WTCE activities, including the following impressive statistics:

- Construction Combine took place over two days this past month
 - Received \$8,500 in donations from industry partners and \$14,500 from Home Depot to build ten sheds
 - 12 stations with training on framing, drywall, tile, siding, electrical, and plumbing
 - 75 attendee: 45 participants and 30 volunteers
- Safety Fest of the Great Northwest
 - 90 free safety classes for over 1,400 attendees (over 5,000 seats filled)
 - CEI offered 10 classes and filled 420 seats
- Summer Science Camp recently announced
 - Six camps are already full
 - 212 total registrations (940 total seats available)
 - Able to offer need-based scholarships this year
- Apprenticeships: This year's apprenticeship classes had a final count of 355 students

Update on Futuring Process

Barber outlined CEI leadership's plans and work conducted during its Futuring exercises for the College to continue to be strategically innovative and to take the College forward. Now that the College has held a number of Futuring sessions, it is looking forward to getting the Trustees input at the Trustee Retreat in June.

Trustee Retreat

Aman provided a high-level outline of the upcoming Trustee Retreat and suggested that it take place for June 7th and 8th at CEI's Teton Valley Outreach Center in Driggs, ID.

Update on COVID-19 Funding

Byron Miles, Vice President of Finance and Administration, provided an update regarding COVID-19 funding spending. Currently we are working on implementing a "Virtual Campus," which would allow everything that we do in person to be available online, such as teaching, student services, etc. We are also putting together a recommendation and plan for an overhaul on our current website.

There was also a discussion about using COVID-19 funding to purchase Chromebooks or basic laptops for first-year students who register for a minimum number of credits. The students would borrow the laptops from the College while enrolled, and if they completed their program successfully would be able to take the computer with them.

COVID-19 Updates

Logan provided a brief update on COVID-19 cases at the College, noting that in April, so far, we have had three students, two employees self-identify as having tested positive, while in March, we had ten students, and 16 employees do so.

In light of the lowering case counts and the news that another Idaho community college would soon be dropping the requirement to wear face coverings on their campus, Aman raised the idea of repealing the requirement to wear masks on CEI's campus. There was a discussion about this proposal, which included:

- A conversation about Governor Little's Executive order which disallows public organizations such as the College from requiring employees or students to get the COVID-19 vaccine, however it is a good idea to make sure that they have the chance to do so if they would like to;
- A request that College Leadership asking the Faculty and Staff Senates for their input on the suggestion;
- The note that the Student Senate has said they no longer would like the mask mandate to be in place;
- A question as to whether physical distancing should continue to be required; and
- Encouragement to try again to have a vaccine day or several days where vaccines are offered for students and employees at CEI on campus.

The Trustees asked that the College gather input from employees and invite the Trustees to listen to those sessions, if possible. College leadership will then bring back a proposal to the Trustees regarding revision of COVID-19 protocols on CEI's campus.

Miscellaneous

Finally, Logan briefly presented the April 2021 calendar of upcoming Board tasks.

TRUSTEE REPORTS

Trustee Scheid updated the Board on recent and upcoming CEI Foundation activities, including:

- Idaho Gives: April 29th to May 6th
- Bank of Idaho's Swing for the Green: June 24th and 25th and all proceeds benefit CEI Foundation scholarships
- Great Race for Education: July 16, 202

Scheid also noted that the Foundation is looking to recruit new Board members, as a number will be finishing their terms this year.

Trustee Miller updated the Board on K-12 activities, noting that this is the latest in the year the districts have gone without knowing their budget for the following fiscal year because of the state legislature not having passed the budget.

TRUSTEE REMARKS

Chairman Price noted that we are looking to schedule a Trustee training last week of July for all four Idaho Community Colleges.

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 8:00pm and exited at 9:03pm.

ADJOURNMENT

Chairman Price announced that no action was taken during the Executive Session and the meeting was adjourned at 9:03pm.



Park Price, Chairman

5/25/2021

Date