

**College of Eastern Idaho
Board of Trustees**

June 22, 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 June 22, 2021 at the College of Eastern Idaho campus in Idaho Falls, Idaho and via Zoom. Vice Chairman Stephanie Mickelsen presided.

Present:

Stephanie Mickelsen, Vice Chairman
Cal Ozaki, Treasurer
Craig Miller
Carrie Scheid

Absent:

Park Price, Chairman

Guests:

Austin Allen, CEI Counsel
Rick Aman, CEI President
Lori Barber, CEI Vice President of Academic & Student Affairs
Chuck Bohleke, CEI Dean of Career Technical Education (CTE)
John Detwiler, CEI Radiation Safety Program Director
Dave Facer, CEI Foundation Executive Director
Greg Horton, CEI Director of Facilities & Operations
Amanda Logan, CEI Executive Liaison
Hailey Mack, CEI Interim Associate Dean of Enrollment Management
Byron Miles, CEI Vice President of Finance & Administration
Dustin Nielson, CEI Budget Director
Angela Sackett, CEI Dean of General Education
Jeff Sneddon, CEI Workforce & Continuing Education (WTCE) Executive Director
Mary Taylor, CEI Human Resources Executive Director
Todd Wightman, CEI Marketing & Communications Director

CALL TO ORDER

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

ACTION ITEMS

APPROVAL OF AGENDA

M/S Miller/Scheid to approve the agenda for the June 22, 2021 Regular Board Meeting.
Motion passes unanimously.

APPROVAL OF MINUTES

M/S Miller/Ozaki to approve the minutes of the May 25, 2021 Board Work Session.
Motion passes unanimously

M/S Ozaki/Miller to approve the minutes of the May 25, 2021 Regular Board Meeting, as amended. *Motion passes unanimously.*

M/S Scheid/Ozaki to approve the minutes of the June 7 - 8, 2021 Board Work Session/Retreat. *Motion passes unanimously.*

PUBLIC COMMENT

There was no public comment.

ACTION ITEMS

APPROVAL OF MONTHLY CEI FINANCIALS

Trustee Ozaki briefly reviewed the May Financials to the group. As of May 31st, we are 92% through the fiscal year. The College has received 98% of our General Fund budgeted revenue, the remaining percentage left to be fulfilled by the State Liquor funds and property tax revenue. CEI has expended 89% of the General Fund Budget, so everything is on track for this time of the year.

Ozaki explained that in regards to the Other Fund Revenues; it shows that there is more revenue than budgeted due to the CARES Act money, however due to the effect of the pandemic and the availability of CARES Act money expenses also increased. The money provided through the CARES Act are restricted funds and need to be spent within the regulated guidelines.

Lastly, Ozaki noted that WTCE is on track despite any impacts from COVID-19 regarding their revenues, but they are over budget on their expenses; however, there are still funds that still need to be received. Everything considered they are in good shape.

Vice President Miles presented to the group two different reports that were created by the request of Chairman Price. These special reports were created to show the actual unrestricted available funds left in the fund balance after removing money that has been allotted to specific reasons. Previously, the Bank Balance Report that has been presented shows all the funds available and that can distort the reality of the funds available and the purpose of the reports are to help clarify what can be used.

Miles proceeded to walk through the report with the group explaining the different areas and how the calculations were made. There was a lengthy discussion regarding the report and there was further explanation made of where the numbers came from. Largely, the discussion expressed confusion and overall usefulness of the report. Recommendations were made of what they would like to see in a future rendition of the report. Ozaki did compliment Miles and the Business Office on their efforts and looks forward to seeing an updated report in the future.

M/S Ozaki/Miller to approve the month's CEI financials, excluding the Fund Balance Analysis – Special Report, as they have been presented. Motion passes unanimously.

APPROVAL OF CEI FY 2022 BUDGET

Ozaki and Miles presented the updated FY22 Budget to the group noting changes that have been made from the recommendations from the Finance Committee and the Board; the changes are mainly to the formatting to help clarify the information. Ozaki reviewed the changes with the group, pointing out specific areas where modifications have been made due to their recommendations; the biggest change being made to the presentation of the WTCE budget. Previously the Board had indicated they wanted to see the budget broken down more into its different fund categories which has now been done.

M/S Ozaki/Miller to dispense with the rule requiring two separate readings, and that the two readings be waived. Motion passes unanimously on a roll call vote.

M/S Ozaki/Miller, on its second and final reading, to approve the FY 2022 Budget as presented. Motion passes unanimously on a roll call vote.

APPROVAL OF FY 2022 REGULAR MEETING SCHEDULE

M/S Scheid/Ozaki to approve the Board of Trustees FY 2022 Regular Meeting Schedule. Motion passes unanimously.

APPROVAL OF CEI POLICY 603: STUDENT CODE OF CONDUCT

M/S Ozaki/Miller to approve Policy 603: Student Code of Conduct. Motion passes unanimously.

DISCUSSION ITEMS

CAMPUS REPORT

President Aman officially introduced Greg Horton, CEI's new Director of Facilities & Operations, to the Trustees.

Marketing Update

Todd Wightman, CEI Director of Marketing and Communications, provided the Trustees an update on the College's current and planned marketing efforts for the Fall semester. Wightman showed two videos the College has put out this spring and summer. He ran through several metrics regarding CEI's targeted ads and click thru rates. Wightman also highlighted upcoming social media and digital display ads, including the "College My Way" campaign. He closed by playing two new CEI radio ads.

Instructional and Student Affairs Updates

Vice President Barber provided the Trustees with an update on Instruction activities at the College. There was a 1.5% increase in the amount of credits taken this Summer semester. We are currently up 8.6% for Fall enrollment. Overall, enrollments are up year-over-year and we are attributing that to the Strategic Enrollment Management Committee and their plan to bring more enrollment onto campus. Early College enrollment has increased for the Summer with over 90 enrollments on campus. For the Fall, we will be onboarding at least 15 new teachers, so we will see those numbers to continue to grow.

The governor has appropriated \$1 million dollars to the four community colleges to develop a Zero Cost Textbook Degree. We will be working collaboratively with the other community colleges to have it ready by the Fall 2023 semester.

We are continuing to work on having different modes of curriculum deliver for the Fall. We continue to build HyFlex classrooms and work with the HyFlex Pedagogy Committee and HyFlex Technology Committee regarding this. For this Fall semester, we will have ten Gen Ed classes available in Online Idaho. We are almost complete with the transition from BlackBoard to Canvas for our online learning management system.

We continue to strengthen our partnership with Driggs, Idaho and the Outreach Center that we have there by offering several cyber coding and software camps this summer. Our partnership with Mountain View Hospital continues to grow as well. We are collaborating with them on several projects including a Medical Lab Technologist Apprenticeship. We have been talking with Alturas Charter School, who is expanding into the old Sears building this Fall, and they are excited to build a relationship with us and to have some of their students take college credits early in their high school careers.

COVID-19 Spending Plan Updates

Byron Miles, Vice President of Finance and Administration, provided an update regarding CARES and HEERF 1, 2, 3 funding. CEI has roughly \$3.5 million available to spend according to the very specific Federal guidelines. We are planning to spend the majority of these funds to support our "Virtual Campus," including the website overhaul, software upgrades, and moving things to the Cloud.

Miscellaneous Updates

Amanda Logan, CEI Executive Liaison and Board Executive Secretary, provided a brief update on COVID-19 cases at the College, noting that so far so far in June, the College has only had one self-reported, case and only had one case in May.

Finally, Logan highlighted the June 2021 calendar of upcoming Board tasks.

TRUSTEE REPORTS


Ozaki had nothing further to report from the Finance Committee.

Trustee Scheid updated the Board on recent and upcoming CEI Foundation activities, including Swing for the Green and the Great Race for Education. There is currently over \$7 million in the Foundation endowment and there have been several notable donations made. The Foundation Board will be voting on two new Board members at their next meeting. The Foundation's new website will be launching later this week.

Trustee Miller updated the Board on K-12 activities, noting that some of the Idaho budget surplus could go towards technical high schools that partner with community colleges.

ADJOURNMENT

Seeing no further business, the meeting was adjourned by Vice Chairman Mickelsen at 7:36pm.



Park Price, Chairman

08/24/21

Date