

**College of Eastern Idaho  
Board of Trustees**

**October 14, 2020**

College of Eastern Idaho Campus, John E 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 October 14, 2020 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  
Carrie Scheid, Treasurer  
Craig Miller  
Cal Ozaki

**Guests:**

Rick Aman, CEI President  
Debbie Borek, Director of CEI WTCE Programs  
Lori Barber, CEI Vice President of Academics and Student Affairs  
Sean Coletti, CEI Attorney  
Christy Haack, Manager of CEI WTCE Operations  
Ryan Faulkner, CEI Director of Online Learning Services  
Michelle Holt, Executive Director of CEI WTCE  
Amanda Logan, CEI Executive Liaison  
Byron Miles, CEI Vice President of Finance and Administration

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

APPROVAL OF AGENDA

**M/S Scheid/Miller to approve the agenda as amended. Motion passes unanimously.**

APPROVAL OF MINUTES

Minutes from the previous meeting held on September 9, 2020 were presented to the Board.

**M/S Miller/ Ozaki to approve the September 9, 2020 meeting minutes as amended. Motion passes unanimously.**

## PUBLIC COMMENT

There was no public comment.

## CAMPUS REPORT

Aman provided the Trustees with background on where CEI's revenue comes from along with that of other Idaho higher education institutions'. CEI receives roughly 71% of its revenue from State allocations, 23% from student tuition and fees, and 6% from property taxes. Other colleges receive about 50% or less for State funding and get more from either their tuition and fees, or their property taxes. The ideal mix, which NIC has reached, is 33% from State allocations, 33% from student tuition and fees, and 33% from property taxes. Aman noted that CEI only has control over tuition and fees, and with forecasted future holdbacks by the State for higher education funding, CEI administration thought it prudent to try to look at what we can do with what we can control.

The proposal presented was that CEI would like the Trustees to consider increasing tuition by 7%, effective for the 2021 semester, which would equate to roughly \$9 extra per credit. The College estimates that students take an average of nine credits a semester, which would be an additional \$81 per student each semester or an additional \$162 a year. This would translate to an estimated additional \$238,617 to CEI to help cover costs of eight additional faculty to help programs grow.

Miles walked the Trustees through the Colleges budget and expenses at a high level, pointing out that FY2021 was a pivotal year when everything changed. The problem described to the Committee was that State general funding allocations have been permanently reduced by 7%, or \$973,265, from CEIs budget, our main revenue source, for FY21. In FY22, CEI will also have to absorb increased benefit costs that had previously been covered by the State. To help mitigate these projected deficits, steps have already been taken to reduce the budget by postponing contributions to the Building Reserve fund, reducing vacant positions, reducing travel, and forgoing CEC increases for staff. For FY22, additional steps will need to be taken to help mitigate the loss of part of the State Allocation and continue to grow CEI programs and curriculum.

There was a discussion among the Trustees about whether an increase in tuition was the best way to deal with projected budget shortfalls, whether additional efficiencies could be found in College operations, and whether now was the right time for an increase in tuition, especially given the impact of COVID-19 on current and potential students' financial situation.

Scheid noted that the majority of the Finance Committee did not support an increase in tuition at this time, was largely concerned about the impact of the pandemic, and had requested that additional data be examined.

*NOTE: On October 16, 2020 the CEI Administration and leadership team withdrew the proposal for the Board to consider a tuition increase. While the demand for additional full-time faculty and support staff positions is still felt, the leadership team believes now is not the best time to implement a tuition increase. They hope that the State will restore the cuts that have been made for FY21 but note additional requests may be made of the Board to release money from some of the reserves to help towards growth opportunities.*

Continuing the Campus Update, Barber, noted to the Trustees that CEI's fall enrollment was up 11% year over year and that in particular, Early College enrollment was up this fall 34%.

Barber also updated the Trustees on the online course sharing agreement for all eight public institutions, which will officially be called "Online Idaho," noting that eight CEI General Education courses and 13-15 CEI Workforce Training courses are ready to go when the program launches.

In a similar vein, she updated the Trustees on the fact that the College will be changing its learning management system (LMS) from Blackboard to Canvas on with funding from the State.

Barber also noted that CEI will be adding CEI's version of HyFlex courses this spring, which will mean 12 students in face-to-face instruction in a classroom and 18 students attending via live Zoom for each, synchronous section.

Finally, Barber noted that CEI was awarded a CCMPIS grant, or Childcare Means Parents in School grant, which translates to \$120,000 or \$30,000 per year for four years in direct aid to students who need assistance for childcare.

Aman then updated the Trustees on his work with the other Idaho community colleges and Lewis and Clark State College to develop a cyber security operations center (SOC) at each college with the Idaho National Laboratory (INL) and the State. He also explained that the State is giving the College \$50,000 to establish its SOC, that CEI is ahead of the curve in setting up its SOC and is on track to have it up and running in the Yellowstone Training Center by the end of CY20. Aman noted that several representatives from CEI toured a SOC network operating center at Mountain View Hospital.

Aman also ran through a list of recent accomplishments with the Trustees, including:

- Achieving a 97% placement for CTE students in FY19 into jobs with family wages
- Seeing 82% of CEI's online classes full in fall 2020
- The College is close to signing a MOU with Lewis and Clark State College for a co-admit and has already signed one with the University of Idaho
- CEI is in early talks with the State Board and partners about developing a BAT at the College, which would mainly be for working professionals who need to move into supervisory positions and already have an AAS. This would not be the same as a BA/BS, but hoping to get at least one university that would fill the requirements of a BS in Cyber to move into a Masters.

## APPROVAL OF MONTHLY FINANCIALS

Scheid highlighted the monthly financial reports with the Board, which were revamped this month at the request of the Finance Committee to improve readability. She reviewed the balance sheet through the end of August 2020, noting that the College is on target for the fiscal year thus far.

Scheid also provided an overview of the bank balance report as of the end of August, commenting that the college had \$13,200,000 in its accounts, \$6,000,000 of which was in reserves.

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

## REVIEW OF AMENDED PURCHASING AND PROCUREMENT POLICY

Coletti noted that he initiated this Resolution to amend the Purchasing and Procurement Policy, seeing it necessary for CEI to update its purchasing policy so that it is consistent with the State rules and helps clarify where things were grey previously. After several questions, the Trustees tabled the amended policy to allow for further clarifying detail, largely regarding dollar thresholds for when items would need to come before the Board, to be added by CEI staff and the Finance Committee before it comes back to the Board of Trustees for approval, likely at the next Board meeting.

## COMMITTEE REPORTS


Scheid noted that the Finance Audit is in good shape, has no findings, and will likely be presented to the Board next month.

Ozaki noted that the Foundation held its quarterly meeting yesterday. Endowment increased by \$980,000 year over year. He also mentioned that Dave Facer will present to the Idaho Falls West Rotary Club at noon on October 21<sup>st</sup>. Finally, the Foundation and CEI Student Senate, along with a number of community sponsors, will hold a drive thru style Trunk or Treat for the community on October 29<sup>th</sup> in CEI's parking lot from 5:00pm to 8:00pm with COVID-19 protections in place.

## TRUSTEE REMARKS

Mickelson and Scheid noted that they appreciate what the College has accomplished so far this year. Chairman Price also commented that he is appreciative that the College is growing and taking care of students who are going on to be successful.

Seeing no other business, Chairman Price adjourned the meeting at 7:36pm.

  
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Park Price, Chairman

11/11/2020  
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Date