

**College of Eastern Idaho
Board of Trustees**

November 23, 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 November 23, 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 (via Zoom)
Craig Miller
Carrie Scheid

Guests:

Rick Aman, CEI President
Lori Barber, CEI Vice President of Academic & Student Affairs
Chuck Bohleke, CEI Dean of Career Technical Education (CTE) (via Zoom)
Perry Bugbee, CEI Foundation Board Chair
Sean Coletti, CEI Counsel
John Detwiler, CEI Director of Radiation Safety Program (via Zoom)
Dave Facer, CEI Foundation Executive Director
Emma Getliff, CEI Executive Assistant to the Vice President of Finance & Administration
Jacob Haeberle, CEI Interim Dean of General Education (via zoom)
Hailey Mack, CEI Associate Dean of Enrollment Management
Byron Miles, CEI Vice President of Finance & Administration
Ann Marie Peters, CEI Director of Strategic Partnerships (via Zoom)
Angela Sackett, CEI Interim Dean of Healthcare and Human Services (via zoom)
Fernando Sandoval, CEI Senior Coordinator, Job Corp
Jeff Sneddon, CEI Workforce & Continuing Education (WTCE) Executive Director
Mary Taylor, CEI Human Resources Executive Director

CALL TO ORDER

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

ACTION ITEMS

APPROVAL OF AGENDA

M/S Mickelsen/Miller to approve the agenda for the November 23, 2021 Regular Board Meeting.
Motion passes unanimously.

APPROVAL OF MINUTES

M/S Scheid/Miller to approve the minutes of the October 26, 2021 Regular Board Meeting.
Motion passes unanimously.

PUBLIC COMMENT

There was no public comment.

ACTION ITEMS

APPROVAL OF MONTHLY CEI FINANCIALS

Trustee Ozaki highlighted the October Financials to the group. As of the end of October we have completed 33% of the year. We have received 81% of our budgeted revenue and expensed 30%. The *General Funds* Budget is as expected for this time of the 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; currently it has brought in 53% of its budgeted revenues and has expensed 20%. *Fund 35 – Grants* is made up State and Federal Grants (CCR, Job Corp, CTE); for these funds we must spend money first and then claim the money back. *Fund 36 – Unrestricted*; this 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; these fees are allocated to different activities on campus such as IT, student government, scholarships, and parking. We have collected 67% of the budgeted revenues, and 31% of the budgeted expenses.

Ozaki then reviewed the *WTCE Budget*; they have brought in 42% of their budgeted revenue and have only expensed 31% of their budget. They are doing well due to an increase in apprenticeship course enrollment according to Jeff Sneddon, WTCE Executive Director.

Ozaki then reviewed the traditional Bank Balance Report of where the College currently has its funds. There was a brief discussion of the interest rates of the LGIP fund. Along with the Bank Balance Report, the Cash Availability Report was presented and shown how the two reports tie together.

M/S Scheid/Mickelsen to approve the month's CEI financials. *Motion passes unanimously.*

APPROVAL OF REDEFINED TRUSTEE ZONES

Chairman Price presented the redefined Trustee zones to the Board. Sean Coletti, CEI Counsel, explained to the Board where the redefinition of the zones came from; after the Census has been completed every ten years, we have 120 days to meet the boundary requirements set by the State Board of Education. Each zone has to be within 10% population of the other zones. The zones have not changed greatly. Once the legal description of each zone is finished being prepared, it will be sent to the State Board of Education.

M/S Mickelsen/Miller to accept the redefined Trustee zones and send them to the State Board of Education for further approval. *Motion passes unanimously.*

APPROVAL TO EARMARK FUNDS

President Aman introduced the conversation of earmarking additional funds for the Future Tech building project. CEI received a \$7 million allocation from the State of Idaho and has an obligation to match the contribution to receive the funding. Aman presented a breakdown of how we can use reserve funds to match the allocation from the State. As commitments come in from donors, we will move the allocated reserves back into an unencumbered status in reserves.

This proposal was presented to the Finance Committee and it was unanimously supported by them. There was a discussion in the group about donations, grants, pledges, etc. expected and how that affects the proposal of the earmarking.

M/S Scheid/Ozaki to earmarking up to \$3,328,000 in additional CEI reserve funds for Future Tech. *Motion passes unanimously.*

DISCUSSION ITEMS

CAMPUS REPORT

Aman introduced and welcomed Perry Bugbee, CEI Foundation Chair, and thanked him for attending the meeting today.

Instructional and Student Affairs Updates

Vice President Barber provided the Trustees with an update on Instruction activities at the College. Student Affairs is continuing to roll out several software programs, including CRM Advice, AIM, Maxient, and Handshake. We are also continuing creating efficiencies to make things run more smoothly for students and those who work with them. E-Sports continues to flourish and grow and become a major part of the college. We had a successful pumpkin chucking event with ten teams participating and we expect it to grow annually!

Enrollment numbers are continuing to climb for the Spring semester. We have 12 classes live in online Idaho for students to enroll in. We are working towards having those 36 credits that make up the GEM certificate in online Idaho.

Our Early College enrollment also continues to climb, we are up 41% over our Fall 2020 census date numbers. A group from CEI visited Elevate Academy in Caldwell last Friday. Elevate is a CTE high school for at risk students. There are lots of opportunities for us to collaborate with Elevate, especially if they build a school in Idaho Falls.

The BRIDGES group met with stakeholders from Driggs and a lot of great ideas on how to grow programs in rural areas came from it. The head of economic development in Teton County was there and wants to partner with us to do a needs assessment for businesses in the valley.

We almost have our medical lab technology apprenticeship competed and will have four students starting in the spring working with Mountain View Hospital. Dean Sackett has ensured that students can transfer to ISU to the MLS program.

Campus IT Update

Chief Information Officer, Ray Fox, was unfortunately unable to attend the meeting due to extenuating circumstances. Aman gave a brief overview of what was going to be presented by Fox. The presentation will be tabled until Fox is able to attend in the future.

Future Tech Update

Ann Marie Peters, CEI Director of Strategic Partnerships, provided an update in regard to Future Tech. Both Peters and Aman have been meeting with different Idaho state officials and legislators and have received positive feedback on support for the project. There are also industry partners who have pledged in front of their boards and are in the last stage of approval. We also have 35 grants out and waiting to hear back about those as well. We will be meeting the architects next week and so far everything is on schedule if we are able to raise the funds by spring.

There was discussion about the possible commitments from donors and the plans to finish raising needed funds.

COVID Update

Mary Taylor, Executive Director of Human Resources, provided the group on COVID activity on the campus ranging from October 25th to November 20th; there have been twelve students who have tested positive and five employees, resulting in 213 people being potentially exposed. She provided an explanation of the potential exposure and quarantining process works for CEI and how it differs for those who have and have not been vaccinated.

Coletti provided an update on the status of vaccine requirements to the Board. Currently CEI does not fit into the category of "large employer" and that category is mainly for private employers. The College does need to determine if we are affected by the federal contractor requirements.

There was a further discussion on different possibilities with vaccination requirements. The College only asks for proof of vaccination in relation to quarantining requirements, but based on previous survey results, approximately 78% of the staff and faculty vaccinated four months ago. Another survey will be sent out to the staff and faculty to see where we sit now.

The Board also confirmed that for Spring 2022 CEI will continue to have a mask mandate in place until active COVID cases in Bonneville county remain under 15/10,000 people.

Other Updates

In the absence of Amanda Logan, CEI Executive Liaison and Board Executive Secretary, the Board noted the included Trustees' calendar of tasks.

TRUSTEE REPORTS

Trustee Scheid thanked Bugbee for attending the meeting tonight. She went onto update the Board on the CEI Foundation activities noting that the Foundation's endowment stands at \$7.329 million. Scheid remarked that \$250,000 was donated to the Foundation last month from an estate and has been earmarked for Future Tech. The Giving magazine has gone out to 1,100 households. Jordan Buys has been hired as the Special Projects Coordinator for the Foundation and will be starting on December 13th.

Trustee Miller reported on the regional principals meeting which was focused on accreditation. When working on accreditation for K-12, the review teams look at the partnerships they have in the community and we have a great partnership with Early College and CEI. People are seeing the value that CEI has to the community.

TRUSTEE REMARKS

Chairman Park thanked the leadership team and Trustees for all their hard work. We believe so deeply in the mission here, everything we do reflects that and we are able to give them an outstanding experience.

ADJOURNMENT

Seeing no further business, the meeting was adjourned by Chairman Price at 7:33PM.



Park Price, Chairman

1/25/2022

Date