

**College of Eastern Idaho  
Board of Trustees**

**November 29, 2022**

College of Eastern Idaho Campus, Christofferson Building/Building 3, Boardroom (306)  
1600 S. 25<sup>th</sup> E., Idaho Falls, ID 83404 and remotely via Zoom

A Regular Meeting of the Board of Trustees of the College of Eastern Idaho was held on November 29, 2022, on the College of Eastern Idaho campus in Idaho Falls, Idaho, and via Zoom. Chairman Park Price presided.

**Present:**

Park Price, Chair  
Cal Ozaki, Vice Chair & Treasurer  
Amy Gardels  
Craig Miller  
Carrie Scheid

**Guests:**

Rick Aman, CEI President (via Zoom)  
Lori Barber, CEI Vice President of Academic & Student Affairs  
Chuck Bohleke, CEI Dean of Career Technical Education (via Zoom)  
Amy Brumfield, CEI Interim Director of Institutional Effectiveness  
Sean Coletti, CEI Counsel  
Kristen Erickson, CEI Nursing Chair/Co-Administrator  
Dave Facer, CEI Foundation Executive Director  
Angela Hays, Executive Director of CEI WTCE  
Jake Haeberle, CEI Interim Dean of General Education (via Zoom)  
Dusty Klenk, CEI Staff Senate President (via Zoom)  
Amanda Logan, CEI Director of External Affairs & Board Executive Secretary  
Byron Miles, CEI Vice President of Finance & Administration  
Vicki Nielson, CEI Nursing Co-Administrator  
Ann Marie Peters, CEI Director of Strategic Partnerships (via Zoom)  
Angela Sackett, CEI Dean of Health & Human Services  
Mary Taylor, CEI Vice President of Human Resources  
Jodene Trimble, CEI Nurse Administrator/Nursing Instructor  
Todd Wightman, CEI Director of Marketing & Communications (via Zoom)  
Bailey Winn, CEI Senior Coordinator of Student Life

**CALL TO ORDER**

The meeting was called to order at 6:05 PM by Chairman Price.

**ACTION ITEMS**

APPROVAL OF AGENDA

**M/S Ozaki/Scheid to approve the amended agenda for the November 29, 2022 Regular Board Meeting. Motion passes unanimously.**

RATIFICATION OF ELECTION RESULTS

**M/S Gardels/Ozaki to accept and ratify the election results From November 2022. Motion passes unanimously. The Trustees were then sworn in by Amanda Logan, a Notary Public for the State of Idaho.**

ELECTION OF OFFICERS

**M/S Scheid/Miller to approve Park Price as Chair, and Cal Ozaki as Vice Chair and Treasurer of the Board of Trustees. Motion passes unanimously.**

APPROVAL OF MINUTES

**M/S Ozaki/Miller to approve the minutes of the October 25, 2022 Regular Meeting, as amended. Motion passes unanimously.**

**PUBLIC COMMENT**

There was no public comment.

**ACTION ITEMS**

APPROVAL OF MONTHLY CEI FINANCIALS

Vice Chair/Treasurer Ozaki, reviewed the October 2022 financial report with the group. As of the end of October, 33 percent of the fiscal year has elapsed. Reviewing *The General Fund* budget, we have received 79 percent of our budgeted revenue, and expensed 32 percent. Revenues tend to be front loaded due to when we receive the bulk of the state allocations and tuition; this is typical due to how our funding is set up. There was a brief conversation about enrollment and how it ties to revenue of *Tuition and Fees*.

The *Other Funds* Budget is made up of four separate funds. *Fund 35 – Grants* is made up of State and Federal Grants (CCR, Job Corps, CTE); for these funds we must spend money first, then claim the money back, and this includes several personnel costs. We have received 46 percent of our expected revenue, and have expensed 49 percent. *Fund 36 – Unrestricted* is where the HEERF funds for COVID-19 are located with other one-time funds; we have received 35 percent of our budgeted revenue, and expensed 42 percent. Similar to Fund 35, these funds must be spent first, and then we claim the money back.

Vice Chair/Treasurer Ozaki then reviewed the *WTCE Budget*, which has received 42 percent of its budgeted revenue, and expensed 34 percent of its budget. Next, he reviewed the traditional *Bank Balance Report* of where the College currently has its funds, and the *Cash Availability Report*. Vice Chair/Treasurer Ozaki noted that the Finance Committee had reviewed the financials during their meeting the previous week, and recommended that they be approved.

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

#### APPROVAL OF POLICY 100: PRESIDENT’S ADVISORY COUNCIL AND LINE OF AUTHORITY

Mary Taylor, CEI Vice President of Human Resources, presented Policy 100: President’s Advisory Council and Line of Authority. The only changes made in this policy reflect changes in the titles of those serving on the council and who are in the line of authority. A suggestion was provided on changing the verbiage to “advise” and it was agreed that would be a beneficial change. Clarification was provided on how the line of authority works within the College.

**M/S Ozaki/Miller to approve Policy 115: “Crisis Management Communications,” as amended during the meeting.** *Motion passes unanimously.*

#### APPROVAL OF POLICY 115: CRISIS MANAGEMENT COMMUNICATIONS

Vice President Taylor presented Policy 115: Crisis Management Communications. She provided a brief overview of what the policy entails and when it would be enacted. No changes were made to the policy. Chairman Price remarked that it is important to remember that when there is a controversial topic that involves the College, the President is the person who speaks for the College.

**M/S Scheid/Gardels to approve Policy 115: “Crisis Management Communications,” as presented.** *Motion passes unanimously.*

#### APPROVAL OF POLICY 117: PUBLIC RELATIONS

Vice President Taylor then presented Policy 117: Public Relations. She provided an explanation of what the policy contains and how it pertains to the College. There have not been any changes to this policy.

**M/S Gardels/Ozaki to approve Policy 117: Public Relations, as presented. Motion passes unanimously.**

#### APPROVAL OF POLICY 201: OVERTIME

Next, Vice President Taylor presented Policy 201: Overtime. She provided a summary of the policy, which outlines that overtime is discouraged and should be avoided; however, a supervisor can approve in advance based on the needs of the organization. There have not been any changes to this policy.

**M/S Ozaki/Miller to approve Policy 201: "Overtime," as presented. Motion passes unanimously.**

#### APPROVAL OF POLICY 215: COMMERCIAL (PURCHASING) CARD

Vice President Taylor then presented revised Policy 215: Commercial (Purchasing) Card. She noted changes that were made in procedures of the policy, mainly regarding that we have a specific department, Procurement, which manages the purchasing cards. She explained other changes that were made, and why they were added.

**M/S Gardels/Ozaki to approve Policy 215: "Commercial (Purchasing) Card," as presented. Motion passes unanimously.**

#### APPROVAL OF POLICY 501: TOBACCO PRODUCTS ON CAMPUS

Lastly, Vice President Taylor presented Policy 501: Tobacco Products on Campus. We are a smoke free and tobacco free campus inside the buildings, with the designation of the smoking areas on campus. There have not been any changes to this policy.

**M/S Miller/Ozaki to approve Policy 501: "Tobacco Products on Campus," as presented. Motion passes unanimously.**

#### APPROVAL OF FALL 2023 TUITION & FEES

Vice President Miles recommended to the Trustees that the College continues to have the same tuition and fees that were used for the 2022-2023 school year, for the 2023-2024 school year.

**M/S Scheid/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 Scheid/Ozaki, on its second and final reading, to approve the Fall 2023 Tuition and Fees at \$140 per credit hour. Motion passes unanimously on a roll call vote.**

## DISCUSSION ITEMS

### CAMPUS REPORT

CEI Vice President of Academic & Student Affairs, Lori Barber, provided the President's Update.

#### *Future Tech Updates*

Ann Marie Peters, CEI Director of Strategic Partnerships, gave the Trustees an update on the Future Tech building. She noted that a check was presented during the Trustee dinner from the Bank of Idaho, and she thanked them for their generosity. She then shared the PowerPoint presentation that will be shared with the Legislators during the breakfast and lunch organized for them next week. We will be able to showcase CEI's accomplishments over the last five years, and address the needs of the College.

Director Peters ended her update by thanking the Trustees for their support, faith, and leadership. Chairman Price thanked and praised Peters for all her work for the College. VP Barber noted that all of Peters' hard work and dedication truly helped bring the College where it is today.

#### *Instructional & Student Affairs Updates*

Vice President Barber provided the Trustees with an update on Instruction activities at the College, first introducing Jodene Trimble, CEI Nursing Instructor and Nurse Administrator Chair, to provide an update on her area. Trimble has been with CEI for ten years, and will be leaving the College at the end of the semester for other opportunities. She introduced Kristen Erickson and Vicki Nielson, who will be Co-Administrators for nursing. Trimble is very confident about Erickson and Nielson stepping into the role as she leaves. Trimble went on to provide an update on the nursing program, and the growth that has happened over the last ten years. The program has grown from having 35 students to 270! The program has been able to grow enough to offer part-time programs, classes in the evenings, being able to admit twice a year instead of once a year, growth partnerships within the community, and meeting the community's needs. We have a job placement rate of 93-100% over the last three years, across both the LPN and RN programs.

Trimble thanked the group for the opportunity to work at CEI and be able to change lives. Chairman Price noted that the nursing program is one of the cornerstones for the College, and thanked Trimble for all her work over the last ten years. Trustee Scheid asked Trimble for some of her recommendations, and what she hoped to see for the nursing program in the future. A conversation followed regarding the growth of the nursing program, and potential for the future.

Vice President Barber introduced Bailey Winn, CEI Senior Coordinator of Student Life. Winn acknowledged Tucker Cooper, CEI E-Sports and Student Life Coordinator, for all his hard work regarding the E-sports program. The E-Sports lounge was opened in October 2021, and since then, we have had over 2,100 people stop by the lounge; students have found a place for comradery and playing games.

The E-Sports team held a watch party last night in the CEI cafeteria and online for the semifinals in Halo, and it was well attended, with over 65 people present. While they did not win in the semifinals last night, they also qualified for the semifinals tomorrow night in Super Smash Bros. They have competed on two national platforms for collegiate E-Sports; our students are playing with other 2-year institutions, as well as 4-year institutions, in the National Junior College Athletic Association for E-Sports (NJCAA)! We are looking at competing in more difficult divisions, not only for difficulty, but because it would also offer additional scholarship opportunities from external sources for our students, and would increase our visibility and marketing. We are looking at hosting some summer events and competitions for high school students to help recruit students. There are GPA requirements for the students to be on the team, but they can get stipends based on performance on the team. We also have financial backing from Lookout Credit Union to help support the team!

#### *Accreditation Update*

Amy Brumfield, CEI Interim Director of Institutional Effectiveness stated that December is the final month to really get things together for the accreditation report. She was able to attend a conference, and received great feedback to incorporate into the report, and new ways to conduct assessments. We will be finishing the draft, and will have it to our liaison for review in early January. It will then be provided to PAC, and then the Trustees before final submission. The accreditation evaluation team will be on campus in April, and they will provide a summation of what the evaluators think; we will not get the official findings until June. Year 7 has had a lot of pressure, but we are in good shape, and this process will continue to strengthen the College. Chairman Price noted that he appreciated Brumfield and her approach to accreditation, and that this an opportunity to help the College and not just box to check.

#### *WTCE and EIWTC Updates*

Angela Hays, Executive Director of Workforce Training & Continuing Education (WTCE) for CEI, provided an update on WTCE. They just finished the Winter/Spring catalog, which has a lot of changes reflecting pricing, offerings, and adding a forecast for each job (salary, etc.). This will be the last printed catalog; they are working on being more cost-effective, and doing more targeted marketing moving forward. Regarding the community education classes, it has been scrutinized a bit more about what classes have outgrown their usefulness, and incorporating community feedback on what they would like offered. We are really looking for what we can do regarding marketing to reach the appropriate audiences.

EIWTC and WTCE are doing joint marketing together; this marketing strategy makes sense, since a lot of the classes overlap / can be hosted in the EIWTC building. They are putting together some 'Meet and Greet' meetings that will be hosted in the bays of the EIWTC building to show the industry partners the possibilities for the building. We will also have a booth at INL's Industry Days in January. There will be a strategic planning day in January for EIWTC with the EIWTC Advisory Council as well.

#### *Miscellaneous Updates*

Amanda Logan, CEI Director of External Affairs & Board Executive Secretary, provided an overview of the different events that will be hosted over the next few weeks at the College. She noted that we have to move the January 2023 Trustee meeting due to Education Week in Boise; it will be moved to January 31, 2023. She provided an overview of the calendar of tasks for CY 2023, including policies slated to come to the Board for review.

TRUSTEE REPORTS

Chairman Price remarked that the College is in very good hands, from the outgoing and continuing leadership, and noted his gratitude for everyone's work.

Trustee Scheid called on Dave Facer, CEI Foundation Executive Director, to briefly highlight recent CEI Foundation Board activities. The endowment has gone up 8% since the end of October! There have been several notable donations including Sue Rope, Carol Mascarenas, Premier Technology, Trish Crockett, and Rusty Townsend of B&T Hospitality Management. In the last month we have sent out the Giving Magazine physically, and digitally over e-mail; the student highlight in the magazine was amazing. We have had some videos going out on YouTube and Facebook for advertising, and they have garnered many views. Facer noted some changes in the Foundation Board since the Chair had to stepdown; some recognition has happened, and we're pleased with how things have settled.

Trustee Miller met with Mary Stephenson, Director of Early College, to talk about what she is doing. It would be good for the Trustees to look at what she is doing, and see what we can do to help. We could increase the dual credit opportunities in this region.

TRUSTEE REMARKS

Chairman Price note that the Trustees will be reviewing, in January, the goals that were set by themselves for the year, and how they are performing against them.

Price reiterated that he is very happy with the quality of programs at the College; they are focused on helping students and preparing them for their next step. He expressed his thanks to the College, and those who presented about the College during the meeting. He noted that we have had great challenges, but the College has a great attitude for overcoming those challenges.

**ADJOURNMENT**

Seeing no further business, Chairman Price adjourned the meeting at 7:47 PM.



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Park Price, Chairman

01/31/23

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Date