

**College of Eastern Idaho  
Board of Trustees**

**December 9, 2020**

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 December 9, 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  
Lori Barber, CEI Vice President of Academics and Student Affairs  
Chuck Bohleke, CEI Dean of Career Technical Education  
Judy Brower, Wipfli, LLP  
Sean Coletti, CEI Attorney  
Dave Facer, CEI Foundation Executive Director  
Theresa Flannery, Wipfli, LLP  
Michelle Holt, Executive Director of CEI WTCE  
Amanda Logan, CEI Executive Liaison  
Byron Miles, CEI Vice President of Finance and Administration  
Clint Reading, CEI Dean of Health and Human Services

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

**APPROVAL OF AGENDA**

**M/S Mickelson/Miller to approve the agenda for the December 9, 2020 meeting. Motion passes unanimously.**

**DISCUSSION OF MINUTES**

It was decided that meetings from the November 11, 2020 will be presented to the Board at the next meeting so that several transcription errors in the draft minutes can be corrected.

## PUBLIC COMMENT

There was no public comment.

## APPROVAL OF MONTHLY FINANCIALS

Trustee Scheid reviewed the monthly financials and the balance sheet through the end of October 2020, highlighting relevant information to the Board. With this report it marks a third (33%) through the fiscal year for CEI.

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

## ACCEPTANCE OF FY2020 AUDIT REPORT

Judy Brower of Wipfli, LLC presented the final audit report to the Board. Scheid noted that the Finance Committee had reviewed the audit and the committee were happy with the outcome. Brower pointed out the report is now comparative – you can compare this year related to the previous year – and the financial position of the College has improved overall. Brower noted that there were no material findings in the report and only a few recommendations for improvements in the areas of improving financial reporting and financial processes. Brower also explained that CEI is not considered “low-risk” purely because the College needs to have two completed audits where there have not been any findings. Since there were no findings this year, next year the College should be in that category assuming that nothing is found in the next year's audit.

**M/S Scheid/Mickelsen to accept the FY2020 Audit Report as presented.** *Motion passes unanimously.*

## APPROVAL TO EARMARK COLLEGE FUNDS

Aman presented to the Trustees the request for earmarking \$2 million of CEI reserves for the Future Tech building construction. He indicated it is important for the College to have stakes in this project by allocating these funds for the project.

Peters reiterated that it is important for the College to invest the funds for the building and would demonstrate CEI's commitment to the project when seeking other donors. She also confirmed that we have \$1.2 million from the Idaho Department of Public Works (DPW) and \$1.2 million from the Economic Development Administration (EDA); these funds are for the planning and designing. Peters is working on securing funding for the next phase which would be construction of the building, which the money for the College would go towards.

Scheid noted to the Trustees that the Finance Committee were enthusiastically in favor of the Board reserving the funds and the project overall.

**M/S Ozaki/Mickelsen to approve the earmarking of \$2 million in CEI fund balance for the Future Tech building to a building construction fund. Motion passes unanimously.**

#### REVIEW OF BOARD OF TRUSTEE GOVERNANCE POLICIES

After a brief discussion, it was decided Ozaki, Logan, Coletti, and Aman will prepare draft revisions to the Board of Trustee Governance Policies so that they reflect current by the next Board meeting.

#### CAMPUS REPORT

Aman and Barber highlighted the successful conclusion of the Fall 2020 semester for the Trustees, which officially ends Friday, December 11, 2020. Aman emphasized how well the trials of having HyFlex classrooms have been well received and the College is looking forward to continuing these types of classes in future semesters. Online courses have been significant and we are looking for more delivery options for online learning.

Aman displayed the current charts tracking enrollments for the Spring semester; overall, enrollments are looking good, all things considered, with COVID-19. We are only about 5% down year over year, which is comparable to the other Idaho community colleges. Aman highlighted plans for various course offerings, including a new HyFlex offering which will mean 12 students in face-to-face instruction in a classroom and 18 students attending via live Zoom for each, synchronous section. In response to a Trustee question, it was noted that the Registered Nursing program currently shows 145 students registered, but we expect to see the registrations hit the 200 capacity as we draw closer to the start of the Spring semester.

Aman noted that the current plan is for the May 2021 graduation to be held virtually once again due the uncertainty of COVID-19.

Peters spoke to the Board regarding her progress on the Regional Skills Labor Center project which will focus on students 16-years and older and construction type programs. This center will be focused on jobs that are in the highest demand and it is forecasted that thousands of jobs coming to this area with a peak in 2024. With these programs, these students wouldn't need a high school diploma to start with Workforce training. Once we can get them on a career path and possibly steer them towards other programs CEI has to offer (CCR, ESL, GED, etc.).

Peters and Holt are confident that they can get these programs up and running quickly with trades, however they do not have a building ready to move into. We are in talks with the City of Idaho Falls about the parcel of land across the canal but they are on the lookout for a building ready to move in with a low-cost lease. Holt explained that the College is actively working towards launching elements of these programs this coming Fall even without a building and planning on having a multi-trade apprenticeship readiness program, which will be an introduction to trades and apprenticeship. This program will be available to high school students and direct to employment into union trade programs. We are continuing to expand on the safety programs, adding classes that will help lead to a certificate for safety and health. Also

have been working with local employer's to work on a 'construction site supervisor' program which will basically help train someone how to be a site supervisor.

Chairman Price complimented the WTCE program on their efforts on working with the community to develop these programs. Holt noted in response to a question that we have been able to provide classes such that the area unions are more confident in CEI and it has created a connection from high school students to these employers. We are not competitors with the unions but helping fulfill different parts of the market and economy. Holt also noted that they would be contacting Trustee Miller for assistance in locating who has equipment/space available to use for trainings, as we are limited currently to nights and weekends for scheduling due to availability.

Logan provided an update on COVID-19 activity throughout Idaho and the College community. There has an upward trend in positive cases in both the community and the College; with the end of the semester near, faculty have been very accommodating with students who may be out sick and/or quarantining for their finals. With the end of December near, parts of the CARES act are coming to an end unless Congress acts before then. We are preparing changings for in the light of that for employees due to the fact that emergency sick leave will no longer be available. We continue to follow guidance from Eastern Idaho Public Health (EIPH). We continue to work to have clear, updated guidance as some things will change at the end of the calendar year due to the expiration of items under the CARES Act.

Vice President Miles provided an overview of the College's spending of the COVID-19-related funds provided by various government agencies. He explained the limitations for the funds and the specific deadlines for submitting documentation for explanation of spending/reimbursement for funds. Miles is currently working on submitting documentation for this Friday (December 11<sup>th</sup>) for the Coronavirus Financial Advisory Committee (CFAC) funding which is federal funding that Idaho received to fight the COVID-19 pandemic.

Miles summarized to the Trustees that due to the economy doing well in Idaho, the State has conceded to some items that the College thought they would have to pay for and/or would have to go without. The State is now covering the approximately \$320 thousand increase in health insurance premiums for employees in FY22. Additionally, we were told not to anticipate any funds for 'Change in Employee in Compensation' (CEC) this fiscal year, but now it is highly probably that we will at least receive a one to two percent increase for employees. Finally Miles commented about the 5 percent that was held back from our budget for FY21 has now been restored for FY22. Miles ended with a note that nothing is certain until after the State Legislature meets next year.

Aman and Barber outlined CEI leadership's plans for Futuring this spring and what the process would consist of at a high level. Approximately twenty senior CEI staff worked together to help mind map what their ideas are for Futuring; we have plans for an environmental scan to find out the demands of the region on December 15<sup>th</sup> where we will talk to employer's and the State with what they see for future. Then plans for a day-long Futuring Retreat on December 31<sup>st</sup> with the CEI Staff to overview 1) the environmental scan from the 15<sup>th</sup> 2) the CEI responses to the environments scan 3) future programing 4) unintended consequences and 5) innovative initiatives. Barber continued that we are looking what are the drivers of change in education and what are the disruptors in education over the next three years. We will have breakout

sessions at the January In-Service on Futuring too. Later, after we have an idea on budget from the State Legislators, we hope to have a retreat with the Trustees regarding this to get guidance on where to go from there.

The Trustees commented that they were pleased the College was forward thinking and not focused just on building buildings but being innovative and looking to the future. Chairman Price also noted that it would be good to build on what we are already known for.

Finally, Aman updated the Trustees on his work with University of Idaho's Michael Haney, 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 noted that CEI is ahead of the curve in terms of setting up its SOC, and is on track to have it up and running in the Yellowstone Training Center by January 2021.

Barber continued that working with the other community colleges and four year colleges to make those pathways for our Associate of Applied Science and Cyber and apply it to their baccalaureate and even master's degrees. We are beginning to be recognized as the leader in the community colleges regarding Cyber programming.

Aman also noted that he visited with David Merrill, who works in data analytics, who partners with BYU-I and business in the area by placing students into internships. He wants to work with us for placing our students into internships and see what partnerships that can be created.

## TRUSTEE REPORTS

Scheid commented that she was pleased to turn over the Finance Committee to Trustee Ozaki in January.

Ozaki remarked that the Foundation has seen an early, positive response to the appeal for donations in the annual CEI Giving report that was sent out last month, including from people who haven't given in years. We have already scheduled the Swing for the Green, June 25<sup>th</sup>, 2021 with the Bank of Idaho. Endowment has increased by over \$98 thousand in last 30 days, \$50 thousand of which was from a Maeck Foundation grant to the nursing program. Over the last quarter, our Endowment has increased by \$400 thousand, most through market growth. With that, passing the baton to Trustee Scheid as she take over as the Foundation Liaison in January.


Miller noted that some of the other districts are struggling with ways to get students to take college courses because the area high schools are on a trimester schedule versus a college semester schedule. It was a great to communicate together about how courses are handled here on campus and shared Mary Stephenson's, Director of Early College Programs, phone number.

TRUSTEE REMARKS

Mickelson commented that she appreciates everyone’s work during this really challenging time, especially the ability to be flexible. She also noted that she find it very interesting that CEI is becoming a leader in Cyber. Scheid echoed Mickelson’s comments. Ozaki remarked that in spite of the very challenging year, the College has found ways to excel. Miller also noted that the College has taken these challenges and turned them into opportunities.

Chairman Price remarked that CEI is doing very well, and noted that it is beneficial to not have to deal with turnover among trustees. He also expressed appreciation for the service that CEI Trustees and employees provide. Aman echoed Price’s praise of having a stable group of Trustees who are committed to the College.

Seeing no other business, Chairman Price adjourned the meeting at 7:43 pm.

  
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2/10/2021  
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Park Price, Chairman

Date