

**College of Eastern Idaho  
Board of Trustees**

**January 31, 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 January 31, 2023, 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 (via Zoom)  
Amy Gardels  
Carrie Scheid

**Absent:**

Craig Miller

**Guests:**

Rick Aman, CEI President  
Lori Barber, CEI Vice President of Academic & Student Affairs  
Chuck Bohleke, CEI Dean of Career Technical Education (via Zoom)  
Amy Brumfield, Interim CEI Director of Institutional Effectiveness  
Sean Coletti, CEI Counsel  
Dave Facer, CEI Foundation Executive Director  
Angela Hays, Executive Director of CEI Workforce Training & Continuing Education (WTCE)  
Dusty Klenk, CEI Staff Senate President (via Zoom)  
Amanda Logan, CEI Director of External Affairs & Board Executive Secretary  
Penny Lyons, Interim Director of the Eastern Idaho Workforce Training Center (via Zoom)  
Byron Miles, CEI Vice President of Finance & Administration  
Angela Sackett, CEI Dean of Health & Human Services (via Zoom)  
Mary Taylor, CEI Vice President of Human Resources  
Todd Wightman, CEI Director of Marketing & Communications (via Zoom)

**CALL TO ORDER**

The meeting was called to order at 6:06 PM by Chairman Price.

**ACTION ITEMS**

APPROVAL OF AGENDA

**M/S Scheid/Gardels to approve the amended agenda for the January 31, 2023 Regular Board Meeting. Motion passes unanimously.**

APPROVAL OF MEETING MINUTES

**M/S Scheid/Ozaki to approve the minutes of the November 29, 2022 Regular Meeting. Motion passes unanimously.**

**PUBLIC COMMENT**

There was no public comment.

**ACTION ITEMS**

APPROVAL OF MONTHLY CEI FINANCIALS

At Vice Chair/Treasurer Ozaki's request, Byron Miles, CEI Vice President for Finance & Administration, reviewed the December 2022 financial report with the group. As of the end of December, 50 percent of the fiscal year has elapsed. Reviewing *The General Fund* budget, we have received 87 percent of our budgeted revenue, and expensed 48 percent.

The *Other Funds* Budget is made up of four separate funds. *Fund 35 – Grants* consists 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 60 percent of our expected revenue, and have expensed 69 percent. *Fund 36 – Unrestricted* is where the HEERF funds for COVID-19 are located with other one-time funds; we have received 46 percent of our budgeted revenue, and expensed 87 percent. Similar to *Fund 35*, these funds must be spent first, and then we claim the money back.

Miles then reviewed the *WTCE Budget*, which has received 50 percent of its budgeted revenue, and expensed 53 percent of its budget. Discussion about the need to review the WTCE budget to verify the funds in both the revenue and expenses to make sure they are reflecting correctly. 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 January meeting and recommended that they be approved.

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

## APPROVAL OF RECOMMENDED INDEPENDENT AUDITOR AND AUDIT ENGAGEMENT LETTER

Miles explained the process that was followed for the Request for Proposal (RFP) from an auditing firm for the College. He explained which firms submitted their proposals, what items the review team looked for, and the scoring process. It came down to two firms at the end of the review, and it was decided by the review team that the College should continue with Wipfli, LLP. Miles then reviewed the Audit Engagement Letter from WIPFLI, noting some of the specific changes as compared to the previous year.

Vice Chair/Treasurer Ozaki noted that the Finance Committee had reviewed the recommended auditors during their January meeting and recommended that they be approved.

**M/S Ozaki/Scheid to contract with WIPFLI to conduct the fiscal year audit, and approve the Audit Engagement Letter as presented. Motion passes unanimously.**

## DISCUSSION ITEMS

### CAMPUS REPORT

#### *Legislature Updates*

CEI President Rick Aman provided the Trustees an update on the College's visit to the capital during Education Week. He reviewed the information that they were able to share with our different legislators, highlighting how we have continued to increase our enrollment, and what it would take to continue our increase in enrollment. During the Joint Finance Appropriations Committee (JFAC), it was asked what it would take to triple the enrollment for our Cyber programs; Aman has been working with the other three community colleges to learn what it would take to expand the programs and intends to submit the proposal to JFAC.

#### *Instructional & Student Affairs Updates*

Vice President Barber provided the Trustees with an update on Instruction activities at the College. We are currently in the fourth week of the semester, and everything has been running smoothly. We just received our 10<sup>th</sup> day enrollment numbers, and we are up 3.65 percent, with 1,506 students, and an 5.03 percent increase in credits (14,160 credits).

The College is working with the Education Design Lab to receive another grant to help develop micro-credentialing. We are also working on creating a proposal for the State Board of Education to change the general education requirements for an associate degree, moving it from 36 credits to 15 credits. We are in the process of moving the for-credit Cyber Security program back to the main campus from the Yellowstone Training Center by Fall 2023. This will be a great change for our students and faculty, and will allow Workforce Training the additional room they need.

A proposal for a CEI Dental Hygiene program is at the state for review. During this review, the other colleges and universities can comment on any concerns about CEI offering the program; there have not been any concerns so far. The second year for Energy Systems Technology (ESTEC) is also going to the state for review. We have additional program changes in CTE that have gone to the state for review to help make the programs better for our students.

Spring In-Service was very successful in its truncated format. Faculty and Staff from across campus have given feedback that they loved having more time to prepare for classes, enroll students, and all of the other activities that happen during that busy period. We have over thirty professional development sessions scheduled throughout the semester for both Faculty and Staff to attend instead of trying to schedule it all before the start of the semester. We are leveraging the talent we have on campus to help provide these professional development sessions!

Dean of General Education, Jacob Haeberle, and Dean of Online Learning, Ryan Faulkner, are at the state currently attending a statewide Gen Ed conference discussion for all things “general education”. Ryan was just appointed as the online expert for the state by this committee.

We had our first Assessment on Tuesday for the end of the last Fall semester. There was great success in reviewing program outcomes and assessments. The collaboration and discussion that occurred across the campus has been great.

#### *Accreditation Update*

Amy Brumfield, CEI Interim Director of Institutional Effectiveness, reported that the final report for Year 7 is due in February. We have received great feedback so far, and have only had to do minor revisions based on that feedback. We will hold a mock accreditation visit in March to prepare us for the actual visit in April. Brumfield noted some of our targets and data points from the strategic plan that they’ve been able to develop through this process.

#### *WTCE Updates*

Angela Hays, Executive Director of Workforce Training & Continuing Education (WTCE) for CEI, provided an update on WTCE. We are working on several new contract training classes including project management, SQL, database maintenance, managerial writing, CAD, and forklift training. The spring version of the electrical apprenticeship filled quickly! Previously, we only had apprenticeships start in the fall, but now we can offer two sections with one starting in the spring.

The Digital Marketing Specialist Class (DMS) on the credit side have been busy creating marketing content videos for each of the main areas for WTCE: Cyber, apprenticeships, healthcare, trades, and business and community ed. These videos will not only be able to be used on our social media to attract students, but will also give the students real world experience working with a customer and providing a finished product that they can use in their portfolios.

#### *Miscellaneous Updates*

Amanda Logan, CEI Director of External Affairs & Board Executive Secretary, provided an overview of events that will be hosted over the next few weeks at the College. She also provided an overview of the calendar of Trustee tasks for CY 2023, including policies slated to come to the Board for review. Additionally, Logan highlighted some of the College’s recent press releases.

## TRUSTEE REPORTS

Trustee Scheid called on Dave Facer, CEI Foundation Executive Director, to highlight recent CEI Foundation activities. The endowment has gone up five percent since the end of November. There have been several notable donations from Premier Technology, William Randolph Hearst Foundation, Bank of Idaho, Blue Cross of Idaho, Idaho power, US bank, Idaho Environmental Coalition, Teton Toyota, and several others. He went over the results from the ads that the Foundation ran in November and December, and how much engagement they received from them. The scholarship deadline is March 1<sup>st</sup> and they have been busy visiting high schools. Facer also reviewed some grants that he has been able to submit for the College.

## TRUSTEE REMARKS

Chairman Price thanked the College for inviting the CEI Debate Team to the dinner tonight, and remarked how impressed he is with them and their advisor, Jill Kirkham.

Chairman Price noted that January is when the Trustees review the goals they set for the year and how they are performing against them. Discussion followed regarding the areas that the Trustees wanted to focus on, which included the need to increase revenue to support growth and provide a balanced budget, and increasing the relationship that the Trustees have with Workforce and CTE programs.

There was a conversation about what would be needed to support quality programs and have enough resources for a 4,000-person headcount in campus enrollment. There was also discussion on the need for the Foundation to raise \$150,000 for program support and how the Foundation has already raised \$200,000 this year. Trustee Scheid asked David Facer to provide a breakdown of the \$200,000 in program support at the February Trustee meeting.

There is work towards making Teton and/or Bingham county become part of CEI's taxing district. Review is needed regarding the cost of delivering programs in Salmon and Driggs; if in-person programs are not viable, we may only be able to provide remote services. There are concerns about asking our voters to approve returning the property tax levy to a 15 mil rate.

There was discussion about what it would take to develop closer relationships between the Trustees and the Workforce and CTE programs. Trustee Miller assumed the role of Trustee liaison for the CTE/Workforce programs. There was also conversation about what it would take to increase enrollment in the current CTE programs, and what it takes to start/continue programs. It has been difficult to find instructors for CTE/Trade programs. Finally, there was a brief conversation about the Eastern Idaho Workforce Training Center (EIWTC) and its potential for Workforce programs along with a discussion about its business plan and those interested in renting the space and running courses.

**ADJOURNMENT**

Seeing no further business, Chairman Price adjourned the meeting at 7:53 PM.



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Park Price, Chairman

02/28/23

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Date