

**College of Eastern Idaho
Board of Trustees**

March 28, 2022

College of Eastern Idaho Campus, Christofferson Building/Building 3, Boardroom (306)
1600 S. 25th 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 March 28, 2023, on the College of Eastern Idaho campus in Idaho Falls, Idaho, and via Zoom. Chairman Park Price presided.

Present:

Park Price, Chair (via Zoom)
Cal Ozaki, Vice Chair & Treasurer (via Zoom)
Amy Gardels
Carrie Scheid

Guests:

Rick Aman, CEI President
Lori Barber, CEI Vice President of Academic & Student Affairs
Amy Brumfield, CEI Interim Director of Institutional Effectiveness
Chuck Bohleke, CEI Dean of Career Technical Education (via Zoom)
Sean Coletti, CEI Counsel
John Detwiler, CEI Health Physics Program Director
Dave Facer, CEI Foundation Executive Director
Jacob Haeberle, CEI Dean of General Education (via Zoom)
Angela Hays, Executive Director of CEI Workforce Training & Continuing Education
Dusty Klenk, CEI Staff Senate President (via Zoom)
Amanda Logan, CEI Director of External Affairs & Board Executive Secretary
Julie McMurtrey, CEI Interim Associate Dean of Student Affairs
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 6:03 PM by Chairman Price.

ACTION ITEMS

APPROVAL OF AGENDA

M/S Scheid/Ozaki to approve the agenda for the March 28, 2023 Regular Board Meeting. Motion passes unanimously.

APPROVAL OF MEETING MINUTES

M/S Ozaki/Gardels to approve the minutes of the February 28, 2023 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 presented the February 2023 financial report to the group. As of the end of February, 67 percent of the fiscal year had passed. Ozaki reviewed the *General Fund budget*, indicating that CEI had received 93 percent of the budgeted revenue and expensed 65 percent.

The *Other Funds Budget* consists of four separate funds. *Fund 35 - Grants* comprises State and Federal Grants (CCR, Job Corps, CTE); CEI must spend money first, then claim the money back, which includes several personnel costs. CEI has received 94 percent of the expected revenue and expensed 108 percent for this fund. *Fund 36 - Unrestricted* is where the HEERF funds for COVID-19 are located with other one-time funds. CEI has received 145 percent of the budgeted revenue and expensed 151 percent. Like Fund 35, these funds must be spent first before being claimed back. A new report is being generated to show each grant individually to facilitate better comprehension and interpretation of each grant the College has, in response to the Trustees and the Finance Committee's feedback.

The *WTCE Budget* has received 74 percent of its budgeted revenue and expensed 76 percent of its budget. The WTCE leadership inherited the budget and is focusing on improving the tracking of items to create a more cohesive budget for the next fiscal year. Regarding the *EIWTC Budget*, this budget was not anticipated when the budget was first created, and CEI inherited funds leftover from the RDA grant. Not all of the RDA grant funds are displayed under revenues for the EIWTC Budget; some of the money will be moved over to help cover the expenses.

Lastly, Ozaki reviewed the traditional *Bank Balance Report* of where the College currently has its funds and the *Cash Availability Report*. The LGIP yield has gone up significantly, which is a pleasant surprise for the College. Chairman Price brought up a concern the Finance Committee had regarding securing the funds the College has; however, the Finance Committee is comfortable banking with Zions Bank and placing its investments in the LGIP account, as they recommended during their March meeting.

Vice Chair & Treasurer Ozaki noted that the Finance Committee reviewed the financials during their March meeting 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 REVISED POLICY 108: HARASSMENT, SEXUAL HARASSMENT, & UNLAWFUL DISCRIMINATION

CEI's Vice President of Human Resources, Mary Taylor, presented a revised version of Policy 108: Harassment, Sexual Harassment, & Unlawful Discrimination. She provided an overview of the policy and explained the significant changes made to the wording. Taylor also shared the sources of the policy and procedure information and how they are developed. Trustee Gardels recommended adding the phrase "nonverbal harassment" at the beginning of the procedure to include it alongside verbal harassment. CEI Counsel Sean Coletti supported this suggestion and further proposed that the Trustees undergo CEI's training on harassment.

M/S Ozaki/Gardels to approve revised Policy 108: Harassment, Sexual Harassment, & Unlawful Discrimination, as amended. Motion passes unanimously.

APPROVAL OF POLICY 109: WORKPLACE VIOLENCE

Vice President Taylor presented Policy 109 on Workplace Violence. She noted that the policy had undergone its three-year review for accreditation purposes and that there were no changes except for a modification in the title of the procedure section.

M/S Scheid/Gardels to approve revised Policy 109: Workplace Violence, as presented. Motion passes unanimously.

APPROVAL OF POLICY 204: CODE OF CONDUCT & ETHICS

Vice President Taylor presented Policy 204: Code of Conduct & Ethics, which was up for the three-year review for accreditation purposes. Although there were no substantial changes made to the policy, Trustee Scheid proposed adding clarifying language to specify the context for when an employee cannot accept a gift, as the current language implies a complete ban on gift acceptance. Additionally, Vice Chair & Treasurer Ozaki suggested including language to confirm that beverages and meals are part of the \$50 limit. Both suggestions were agreed upon by Taylor and Coletti, who confirmed that they would work on the necessary revisions and present a new draft of the policy for the Trustees to review and approve. As a result, the policy was tabled until the revised draft is presented to the Board.

APPROVAL OF POLICY 403: DEBT MANAGEMENT

Vice Presidents Taylor and Miles presented Policy 403: Debt Management, a policy that was recently introduced for the College. However, Chair Price asked for the procedure section to be revisited and for the language to be refined further.

M/S Ozaki/Gardels to approve Policy 403: Debt Management, with the provision that the Finance language be improved in the Procedures. Motion passes unanimously.

APPROVAL OF POLICY 404: RISK MANAGEMENT

Vice Presidents Taylor and Miles presented Policy 404: Risk Management, a new policy for the College. Trustee Scheid noticed an error in the procedures that included an employee's name and suggested that it be removed. Chairman Price stressed the significance of risk management and proposed that the College provide quarterly reports in the form of charts that focus on five or six critical risk areas, including explanations of why they are important and how the College is managing them. Price also recommended that the College consult with auditors on creating these reports since risks can evolve over time. Miles assured the Trustees that the College would revise the procedures to incorporate these suggestions. The discussion then turned to the role of policies and risk management, as well as the Trustees' responsibilities in managing risk. Logan also suggested that the word "the" be removed before "College of Eastern Idaho" in the policy's opening line to adhere to CEI's style guide.

M/S Ozaki/Gardels to approve Policy 404: Risk Management, as amended. Motion passes unanimously.

APPROVAL OF RESOLUTION 2023-01: RESOLUTION HONORING CRAIG MILLER FOR DISTINGUISHED SERVICE AS A COLLEGE OF EASTERN IDAHO TRUSTEE FROM 2017 TO 2023

Amanda Logan, the Director of External Affairs and Board Executive Secretary, introduced Resolution 2023-01, which aims to commend Craig Miller for his exceptional service as a College of Eastern Idaho Trustee between 2017 and 2023. The Resolution is set to be officially read at a informal dinner that will be held in Miller's honor at a later date.

M/S Ozaki/Scheid to approve Resolution 2023-01, a "Resolution Honoring Craig Miller for Distinguished Service as a College of Eastern Idaho Trustee From 2017 To 2023," as presented. Motion passes unanimously.

DISCUSSION ITEMS

CAMPUS REPORT

Legislature Updates

CEI President Rick Aman and Director of External Affairs & Board Executive Secretary, Amanda Logan, gave an update to the Trustees on the latest legislative developments. Aman started by discussing House Bill 24, which will provide \$8,000 for community college attendance or workforce training, and the College is preparing for an influx of new students. The College is confident in receiving the \$8 million allocated for Future Tech, which will allow the College to start construction, with a possible start date in June. The College will still need to raise funds for expenses such as furniture, fixtures, and equipment (FF&E) and landscaping and to pay back the Reserves.

CEI's General Fund allocation is expected to be just below \$7 million. The enrollment workload adjustment was awarded, providing more funding for the College, while the change in employee compensation (CEC) is estimated to be around 4 percent. The legislature is likely to approve language that will allow funding for 300 and 400 level courses to offer applied baccalaureate degrees at community colleges, with the State Board as the approver. Logan provided a brief overview of other bills that may affect community colleges and may require policy and procedure changes.

Instructional & Student Affairs Updates

Vice President Lori Barber updated the Trustees on recent Instruction activities at the College. She began with an overview of the three-year plan that the College is required to submit annually to the State. Barber highlighted the programs the College is considering bringing on board, emphasizing that inclusion in the three-year plan does not guarantee program implementation. Barber explained that the College is collaborating with industry partners such as the Idaho Falls Police Department and Teton Toyota to meet the needs of the local community. The Trustees discussed the potential sizes of different programs and the feasibility of offering them under the Idaho Launch program.

Strategic Plans Updates

CEI's Interim Director of Institutional Effectiveness, Amy Brumfield, provided an overview of the three-year plan and the strategic plan, which are submitted to the State and developed internally, respectively. Brumfield explained the differences between these plans and the roles they play in demonstrating the College's commitment to both the State and the institution. The conversation then turned to the development and improvement of certifications and micro-credentialing, as well as how the College defines completion for certification and degrees.

WTCE Updates

Angela Hays, Executive Director of Workforce Training & Continuing Education (WTCE) for CEI, updated the trustees on the latest developments at WTCE. Enrollment for CEI's Summer Camps will open in mid-April, featuring science, technology, cooking classes, and the Cyber Corp camp for kids aged 6-18. Vocational Rehab is offering funding and scholarships to help run the summer camps, including Animal Adventures and 3-D modeling and printing courses. Additionally, new classes are starting at the Eastern Idaho Workforce Training Center (EIWTC) building, including Build Your Own Greenhouse and construction skill set courses, which are in high demand.

Hays also discussed the healthcare courses and their plans to offer a phlebotomy class this summer, a course that has been requested by healthcare partners. The Director of Grants, Michell Shropshire, is working on a grant application through Lowes that could potentially provide up to \$400,000 to create and market training for entry-level workers in various trades in the area.

Hays updated the trustees on the progress of hiring a Chief Partnership Officer (CPO) for the EIWTC facility. They have received applications and are currently processing them, with interviews for potential candidates scheduled for the following week.

Accreditation

Interim Director Brumfield delivered an update on Accreditation, informing the Trustees that the evaluation team will visit the campus from April 12th to 14th. The Trustee group will be represented by Chairman Price and Trustee Scheid. She expressed confidence that the campus has been thoroughly prepared and is ready for evaluation.

Miscellaneous Updates

President Aman is relaunching his Friday Forums this week, starting with a conversation about ChatGPT. The forums will continue to cover various topics such as Idaho Launch, Accreditation, and other relevant matters to the campus. On April 21st, Vice President Barber will host Wendi Secrist, Executive Director of the Idaho Workforce Development Council (WFDC), to discuss Idaho Launch and how WFDC can support high-demand jobs.

Logan presented a summary of the Trustee calendar for CY 2023, which includes policies that will be reviewed by the Board. She also announced that she is now officially in charge of CEI Communications and provided an overview of recent press coverage and upcoming press releases related to college events. Notably, Logan mentioned a special meeting for the Trustees to fill a vacant Board position.

TRUSTEE REPORTS

Trustee Scheid called upon Dave Facer, Executive Director of the CEI Foundation, to provide an update on the recent activities of the foundation. Facer reported that the endowment decreased by 0.8 percent compared to the end of February. However, several notable donations were received since the last Trustee meeting, including contributions from Idaho Community Foundation, Mountain View Charity, Idaho Environmental Coalition, CHC Foundation, Inc., and others. Scholarships were a primary focus this month, with 219 applications received for the 246 available scholarships, totaling \$272,000 to be given to students, in addition to those offered by Recruiting and the Mayor's Scholarship Fund, which are \$10,000 each. There are expected to be leftover funds that can be given to Financial Aid in August. Currently, Facer is working with Trustee Scheid and President Aman to finalize sponsorship to cover the costs of Graduation. He also reminded the Trustees of various upcoming Foundation events, including the Scholarship Celebration on April 27th at the Westbank, Bank of Idaho's Swing for the Green on June 22nd and 23rd at the Idaho Falls Country Club, and The Great Race for Education, Espionage Edition, on July 21st at the Waterfront.


EXECUTIVE SESSION

M/S Ozaki/Scheid to go into executive session, pursuant to Idaho Code Sections 74- 206(1)(b) (public officer evaluation). *Motion passes unanimously by roll call.*

The Trustees entered Executive Session at 7:59 PM and exited at 9:01 PM.

ADJOURNMENT

Chairman Price announced that no action was taken during the Executive Session and the meeting was adjourned at 9:02 PM.



Park Price, Chairman

00000000/25/23

Date