

**College of Eastern Idaho  
Board of Trustees**

**June 27, 2023**

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 June 27, 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  
Amy Gardels  
Carrie Scheid (via Zoom)  
Ethan Huffman

**Guests:**

Rick Aman, CEI President  
Lori Barber, CEI Vice President for Instruction & Student Affairs (via Zoom)  
Chuck Bohleke, CEI Dean of Career Technical Education (via Zoom)  
Amy Brumfield, CEI Executive Director of Institutional Effectiveness  
Sean Coletti, CEI Counsel  
Dave Facer, CEI Foundation Executive Director  
Jake Haerberle, CEI Dean Genal Education (via Zoom)  
Angela Hays, Executive Director of CEI Workforce Training & Continuing Education  
Rand Kato, CEI Chief Information Officer  
Dusty Klenk, CEI Staff Senate President (via Zoom)  
Emma Getliff, CEI Senior Executive Administrative Assistant & Board Liaison  
Hailey Mack, CEI Interim Director of Student Affairs (via Zoom)  
Byron Miles, CEI Vice President of Finance & Administration  
Dustin Nielson, CEI Budget Director (via Zoom)  
Angela Sackett, CEI Dean of Health & Human Services (via Zoom)  
Mary Taylor, CEI Vice President of Human Resources  
Todd Wightman, CEI Director of Marketing (via Zoom)  
Penny Lyon, CEI Interim Director of the Eastern Idaho Workforce Training Center (EIWTC)

**CALL TO ORDER**

The meeting was called to order at 6:01 PM by Chairman Price.

**ACTION ITEMS**

APPROVAL OF AGENDA

**M/S Gardels/Huffman to approve the agenda for the June 27, 2023 Regular Board Meeting. Motion passes unanimously.**

#### APPROVAL OF MEETING MINUTES

**M/S Ozaki/Scheid to approve the minutes of the May 23, 2023 Work Session, as amended. Motion passes unanimously.**

**M/S Ozaki/Gardels to approve the minutes of the May 23, 2023 Regular Meeting, as amended. Motion passes unanimously.**

#### PUBLIC COMMENT

Tyler Hobbs offered comment on the public records request process.

#### ACTION ITEMS

##### APPROVAL OF MONTHLY CEI FINANCIALS

Vice Chair & Treasurer Ozaki presented the financial report for May 2023 to the group. With 92 percent of the fiscal year passed as of the end of May, he reviewed the *General Fund Budget*, highlighting that CEI received 98 percent of the budgeted revenue and expended 88 percent. Interest on investments is performing well. In the *Other Funds Budget*, which encompasses four separate funds, Fund 35 - Grants includes State and Federal Grants (CCR, Job Corps, CTE); CEI has received 139 percent of the anticipated revenue and expended 155 percent. Fund 36 - Unrestricted, where HEERF funds for COVID-19 are located, saw CEI receiving 190 percent of the budgeted revenue and expending 212 percent. Ozaki noted that a comprehensive report is being prepared to succinctly summarize the financial reporting of grants for the Trustees.

The *WTCE Budget* experienced 122 percent of its budgeted revenue and expended 114 percent, with increased revenues and careful expense management. Angela Hays, Executive Director of WTCE, during her remarks, praised her team. As for the *EIWTC Budget*, it was important to clarify that it wasn't specifically devised for the building at the fiscal year's commencement. Funding for this budget comes from unused RDA grant funds, some of which aren't reflected in the *EIWTC Budget's* revenue section, as they're moved from the grant as needed for the building. Rental income is coming in from the INL, and more space for college use will be available starting July 1st.

Ozaki proceeded to review the traditional *Bank Balance Report*, detailing where the College's funds are held, and the *Cash Availability Report*. He explained some adjustments in the breakout of line items under reserves. There was discussion about certain funds not being reflected in 'Less Restricted Funds' – the EIWTC reserve balance and the billing reserve for the INL contract (WFT billings reserve). These additions were made to ensure the accurate representation of dedicated funds. Chairman Price requested a more in-depth review to ensure the precise representation of these funds. The net adjusted cash balance represents funds not allocated elsewhere. Further explanation followed in response to questions, and discussion centered on whether the WFT billings reserve should be allocated differently. An inquiry about the time taken to identify billing issues led to a detailed explanation by Vice President of Finance and Administration,

Byron Miles. He explained how changes occurred during turnover in the WTCE department, causing the error. Corrective measures were put in place, and the INL collaborated to resolve the issue.

Ozaki noted that the Finance Committee reviewed the financials during their June meeting and recommended their approval.

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

#### APPROVAL OF CEI FY 2024 BUDGET

Vice President Miles, in preparation for the new FY 2024 budget, a new report was introduced to enhance the comprehension of grants. This adjustment is necessary as budgeting for grants involves continuous changes due to the pursuit of new grants. The report aims to provide better clarity on the allocation of funds for fund 35 and fund 36. Notably, grants are not reflected in the FY 2024 budget; the presentation solely serves as an improved explanatory tool for these funds.

Miles presented a high-level overview of the budget to the trustees, briefly explaining each item under revenue and expenses, and directing attention to relevant footnotes for further details. The goal remains a balanced budget. A new line item, 'indirect cost recovery-contracts,' sourced from the INL contract, was introduced. Discussion followed, including footnote 11 clarification, questions about capital expenditure, and clarification of some of the responsibilities of the Finance Committee. The WTCE budget discussion touched on the short-term INL contract, potential reopening of the budget, and eventual incorporation of EIWTC. Byron presented a grant report, summarizing active grants, awarded funds, actual revenue and expenses, net amounts, and remaining grant totals. The report aimed to offer transparency, with detailed explanations provided for each section. Questions and discussions addressed specific expenses and potential adjustments to policies regarding procurement and purchasing.

**M/S Ozaki/Scheid regarding the CEI FY 2024 budget, that the Board of Trustees dispense with the rule requiring two separate readings, and that the two readings be waived. Motion passes unanimously. Roll call vote, all ayes.**

**M/S Ozaki/Gardels on its second and final reading, approve the CEI FY 2024 budget, as amended. Motion passes unanimously. Roll call vote, all ayes.**

#### APPROVAL TO BEGIN UTILITIES SITEWORK FOR THE FUTURE TECH BUILDING

President Aman provided an update on the Future Tech building construction process. The general contractor recently solicited bids for technology needs, revealing significant cost discrepancies. HVAC bids were \$4 million higher, and electrical bids exceeded expectations by \$1 million, resulting in an overall \$6 million increase. Some areas received only one bid, raising concerns about competitiveness. The reasons for this situation are complex, with project intricacies and subcontractor preferences affecting bid numbers. Plans for value engineering are in motion, maintaining the building's footprint while reevaluating elements

like generators, solar installations, textures, and ceiling designs to reduce costs. The goal is a \$2 million reduction. A decision to bid in the fall or delay until next year will follow this value engineering effort.

President Aman moved onto a proposed recommendation to hire a contractor for the prework of burying utilities and stubbing them out at the location where the Future Tech building will be constructed. The cost for this prework is estimated to be around \$1.2M. The purpose is to prepare for the possibility of the building's construction, even though the plans are still in the fluid stage of working with contractors and bidding. The request was for authorization to spend this amount if deemed appropriate. Discussions ensued regarding the rationale, timing, and concerns about committing funds before having a clearer understanding of Future Tech plans. Given these uncertainties, the decision was made to table the matter for now. Both Trustee Ozaki and Trustee Huffman supported tabling the discussion until more relevant information is available.

#### APPROVAL OF FY 2024 CEI BOARD OF TRUSTEES REGULAR MEETING SCHEDULE

**M/S Gardels/Huffman approve the FY 2024 CEI Board of Trustees regular meeting schedule, as presented. Motion passes unanimously.**

#### DISCUSSION ITEMS

##### CAMPUS REPORT

###### *President's Updates*

President Aman proposed a Trustee retreat in July at the EIWTC building, suggesting July 25th from 9 am to 3 pm; proposed agenda for the meeting was discussed.

Aman reminded the Trustees that the Association of Community College Trustees (ACCT) conference is being hosted from August 2-4 in Washington, DC; Trustee Gardels and Trustee Huffman were recommended to attend, although timing may not be ideal.

CEI events and press releases were briefly covered, including the GED graduation and efforts to fill the Director of External Affairs role.

We recently completed our seven-year debrief visit with Northwest Commission on Colleges and Universities (NWCCU). The process and purpose of the visit were explained. Vice President Lori Barber provided insights on the recommendations that were addressed. The topic was further discussed, including the positive feedback received. We anticipate receiving the approval within the next 30 days, as we expect the recommendations to be approved as presented.

Aman praised the college's culture and discussed interactions with Shoshone-Bannock leadership.

###### *Instruction & Student Affairs Updates*

Vice President Barber provided an update to the Trustees about recent Instructional activities at the College, highlighting the collective exceptional effort across campus that has led to increased enrollment

numbers. She expressed gratitude to Dean Faulkner for compiling uplifting comments from student evaluations at the end of the semester, underscoring the positive sentiment. A specific mention was made of Jessica Sargent's assignment on CEI Culture, where a student's response reflected the tangible presence of our college's culture.

An update was given on the Launch initiative, mentioning trips to Boise to contribute to defining "in-demand careers," which entails careers with a 10% job growth over a decade and 100 job openings annually. This definition is expected to evolve and include various trades and healthcare disciplines.

#### *Spring, Summer, and Fall 2023 Enrollment Data*

Executive Director of Institutional Effectiveness, Amy Brumfield, provided an overview of the preliminary FY 2023 enrollment data and the class of 2023, emphasizing that official figures will be available in July.

#### *WTCE Updates*

Angela Hays, Executive Director of WTCE for CEI, updated the trustees on the latest developments at WTCE and EIWTC. At the Eastern Idaho Workforce Training Center (EIWTC), new bays and classrooms are becoming available as the INL has vacated some of these spaces. These areas will be fully prepared for new tenants and training activities starting in July. CEI has engaged with Jeremiah Clever, the president of the local Communications Workers of America (CWA), to explore an apprenticeship program focused on broadband infrastructure in Idaho. A letter of intent has been signed, marking CEI's commitment to collaborate with CWA on securing a grant for this initiative, along with providing in-kind training space.

In the health care domain, positive progress has been observed with the launch of the first Phlebotomy class two weeks ago, along with full enrollment in July's CNA classes. Racheal Green's implemented processes for gathering prerequisites have greatly streamlined registration for health care classes.

The iSTEM Summer Institute at the College of Eastern Idaho drew in 85 educators for a four-day event focused on enhancing STEM education. Themed "STEP up to STEM", this initiative aimed to empower teachers to share their knowledge and enthusiasm within their schools and communities. The keynote speech by Heidi Sloan, the acclaimed 2018 Iditarod Teacher on the Trail, provided insights on integrating the Iditarod Race into education. The sessions included topics such as Biotechnology, STREAM, Earth's Place in the Universe, and more, fostering engagement and integrating STEM concepts.

Vocational rehab camps have received positive feedback, with plans for more camps next summer, aligning with CEI's teachings. Discussions are ongoing with Vocational Rehab to send instructors into high schools for presentations on careers and hands-on demonstrations, with instructors being compensated for their efforts.

Hanna Wallis's remarkable work with summer camps has yielded impressive results, with 920 registered campers and 81 scholarships awarded. Fall classes are being finalized for mid-August catalog distribution, including an advertisement on the back page highlighting the benefits of CEI's new Idaho Launch program for high school seniors and their parents.

#### 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 highlighted various financial aspects, including an endowment

of \$6,588,490 and recent notable donations, such as \$250,000 from Mickelsen LLC and \$25,000 from Blue Cross of Idaho Foundation. The Foundation's activities encompassed the successful Swing for the Green event and preparations for The Great Race – Espionage Edition. The board welcomed new director Travis Zmak and aimed to recruit more candidates this year. The Foundation engaged in financial audits, ran social media ads with significant reach, and initiated student thank you letters to donors. Dave and Jordan Buys represented the Foundation in various meetings and events, including those with the Chamber of Commerce and Rotary Club. Upcoming events include The Great Race for Education – Espionage Edition on July 21 at Waterfront at Snake River Landing.

TRUSTEE REMARKS

Chairman Price emphasized the necessity of bolstering the General Fund for significant advancement, highlighting the need to address this matter during the Trustee Retreat. He underscored the importance of establishing a continuous stream of funding akin to that of sister institutions to effectively fulfill the college's mission and cultivate proficient individuals for the workforce.

EXECUTIVE SESSION

**Chairman Price moved to go into executive session, pursuant to Idaho Code Sections 74- 206(1)(b), for public officer evaluation. Motion passes unanimously by roll call.**

The Trustees entered Executive Session at 8:10 PM and exited at 9:11 PM.

ADJOURNMENT

Seeing no further business, Chairman Price adjourned the meeting at 9:12PM.

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Park Price, Chairman

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Date