

**College of Eastern Idaho  
Board of Trustees**

**June 28, 2022**

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 June 28, 2022 at the College of Eastern Idaho campus in Idaho Falls, Idaho and via Zoom. Chairman Park Price presided.

**Present:**

Park Price, Chairman  
Cal Ozaki, Treasurer  
Craig Miller  
Carrie Scheid

**Absent:**

Stephanie Mickelsen, Vice Chairman

**Guests:**

Rick Aman, CEI President  
Lori Barber, CEI Vice President of Academic & Student Affairs  
Chuck Bohleke, CEI Dean of Career Technical Education  
Amy Brumfield, CEI Interim Director of Institutional Effectiveness  
Sean Coletti, CEI Counsel  
John Detwiler, CEI Director of Radiation Safety Program (via Zoom)  
Dave Facer, CEI Foundation Executive Director  
Amy Gardels  
Jake Haerberle, CEI Interim Dean of General Education (via Zoom)  
Dusty Klenk, CEI Staff Senate President (via Zoom)  
Jeannine Larsen  
Kirk Larsen  
Amanda Logan, CEI Executive Liaison & Board Executive Secretary  
Mary Taylor, CEI Vice President of Human Resources  
Byron Miles, CEI Vice President of Finance & Administration  
Ann Marie Peters, CEI Director of Strategic Partnerships (via Zoom)  
Penny Lyon, CEI Interim Director of Eastern Idaho Workforce Center (EIWC)  
Kole Bowman, CEI Chair of Biological Sciences  
Heidi Moore, CEI Director of Procurement Services  
Larry Suartes, CEI Director of Academic Support  
Todd Wightman, CEI Marketing & Communications Director

**CALL TO ORDER**

The meeting was called to order at 6:03 PM by Chairman Price.

**ACTION ITEMS**

APPROVAL OF AGENDA

**M/S Scheid/Miller to approve the amended agenda for the June 28, 2022 Regular Board Meeting.**  
*Motion passes unanimously.*

APPROVAL OF MINUTES

**M/S Scheid/Ozaki to approve the minutes of the May 24, 2022 Work Session, the May 24, 2022 Regular Meeting, the June 3, 2022 Special Meeting, and the June 20, 2022 Special Meeting, as amended.** *Motion passes unanimously.*

**PUBLIC COMMENT**

There was no public comment.

**ACTION ITEMS**

APPOINTMENT OF ZONE 1 TRUSTEE

The Trustees expressed gratitude for all the candidates for their application and interest in the College. Discussion followed of which candidate each one of the Trustees would choose as their selection, the reasons behind their selection, and their recommendation to the rest of the group.

**M/S Ozaki/Miller to appoint Amy Gardels as the Zone 1 Trustee, to fill the existing vacancy until the next Trustee election.** *Motion passes unanimously.*

APPROVAL OF MONTHLY CEI FINANCIALS

Trustee Ozaki reviewed the May 2022 financials with the group. As of the end of May, we have completed 92 percent of the year, received 97 percent of our budgeted revenue, and expensed 83 percent. We will be receiving funds from the State Liquor Fund and property taxes before the end of the fiscal year. Overall, we are in a really good position for this time of the year.

The *Other Funds* Budget is made up of four separate funds. *Fund 15 – Course Fees*, which is funded by the fees students pay when they register for specific courses, has brought in 78 percent of its budgeted revenues, and has expended 56 percent; we continue to remind staff to expense these funds before the end of the year. Any unspent funds from this area will be available next year. *Fund 35 – Grants* is made up State and Federal Grants (CCR, Job Corps, CTE); for these funds we must first incur the cost and then submit a claim for reimbursement. *Fund 36 – Unrestricted* is where the HEERF funds for COVID are located with other one-time funds. *Fund 92- Allocated Student Fees*; these are the ‘fees’ part of ‘Tuition and Fees’ for our students and are allocated to different activities on campus such as IT, student government, scholarships, and facilities. We have brought in 93% of its budgeted revenue and have expended 55%; it is not unusual for funds to carry over to the next year in this account.

Ozaki then reviewed the *WTCE Budget*, which has brought in 87 percent of their budgeted revenue and only expended 85 percent of their budget. WTCE continues to be in the black.

Ozaki then reviewed the traditional *Bank Balance Report* of where the College currently has its funds and the *Cash Availability Report*. After some minor discussion and clarification regarding some questions, Ozaki closed noting that the Finance Committee reviewed the financials during their meeting the previous week and recommend that the Trustees approve them.

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

#### APPROVAL OF FY 2023 CEI BUDGET

Vice President of Finance & Administration Byron Miles presented the updated FY 2023 Budget materials to the group noting changes that were made from the recommendations from the Finance Committee and the Board. Miles reviewed the changes with the group, pointing out specific areas where modifications have been made due to their recommendations; he particularly noted the ‘Restricted Fees’ and ‘Indirect Charges from Other Funds’ in the General Fund Budget that has been included. He also explained the extensive measures that were taken to reduce the amount of expenses for FY 2023. The FY 2023 General Fund budget totals \$21.61 million, the FY 2023 WTCE budget totals \$2.66 million, the Grants Funds budget totals \$3.45 million, although this last amount is a placeholder using last year’s budget while the Business Office totals the individual grants expected for the upcoming year. There was a brief discussion about the budget for EIWC and the EIWC building including likely renters and contracts that will help with the revenue for EIWC. There was also discussion around how the grants projections should be represented in the budget, including one-time grants vs. ongoing grants that continue from year to year.

**M/S Ozaki/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 Miller/Ozaki, on its second and final reading, to approve the FY 2023 Budget as presented. Motion passes unanimously on a roll call vote.**

## APPROVAL OF FY 2023 CEI BOARD OF TRUSTEES REGULAR MEETING SCHEDULE

**M/S Scheid/Ozaki to approve the FY 2023 CEI Board of Trustees Regular Meeting Schedule as presented. Motion passes unanimously.**

**DISCUSSION ITEMS**

## CAMPUS REPORT

*Future Tech*

Ann Marie Peters, Director of Strategic Partnerships, gave the Trustees an update on the Future Tech building. We are nearing out total fundraising goal: \$34,117,600 raised / pledged and roughly \$8.6 million to go. We have met with over 35 employers and have sent proposals and / or presented to over 120 corporate and family foundations and are waiting on a number of responses. Additionally, we will be submitting National Science Foundation grant initial proposals as a part of three different teams this week. We are working on a proposal to submit to the National Endowment for the Humanities related to the Conference Center in Future Tech and should hear if we will receive funds as a part of the New Market Tax Credit in September. The Maeck Foundation is supporting ongoing replacement of manikin replacements for our healthcare programs and expansion of our science laboratories and programs!

*Instructional & Student Affairs Update*

Vice President of Academic & Student Affairs, Lori Barber, provided the Trustees with an update on Instruction activities at the College, referencing a PowerPoint presentation she prepared. We are currently up 5% in our headcount and 3.9% in out enrollments for Fall 2022. The Find Frankie program has been monumental this year on our social media along with other advertising and marketing efforts. Our online / hybrid programs made up 65% of our total enrollments for summer! They are exploring different efforts for increasing credits and enrollment rates including target marketing, expanding online options, and more flexible CTE programs.

The Summer Bridge program has 26 students participating, which is more than last year. Students have been able to hear from well-connected speakers from across the community and engage with them about career exploration. Separately, there have been 922 students in our summer camps, with a total of 120 separate camps serving from elementary to middle school age students.

Barber participated in the Compete College America (CCA) summit in Louisville, KY and reported that they are shifting their focus of how we can support the whole student, not just academically, through college. CCA has Four Pillars of Success: Purpose, Structure, Momentum, and support; these are focusing on retention and removing barriers for student success. We need to think about how our policies effect our students and are currently actively examining our current policies.

President Aman noted under the topic of online education that CEI continues to be insistent for pressing forward with expansion of online courses. We are exploring Western Undergraduate Exchange (WUE), which is part of WICHE, to make our courses available to the 16 states a part of WICHE.

*EIWC updates*

President Aman updated the group that we will receive the keys for EIWC this week. As INL moves out of the building in the coming months we will have more space available. We currently have two bays available for our use. The EIWC Industry Advisory Committee (IAC) members met this last week, with Aaron Johnson agreeing to be the Chair of the Committee. This building must be used for workforce development. Explanation of different sources of revenue that this building would be able to provide through CTE training, rental space, and open enrollment training that would be available when there are excess seats open. The main trade programs that are planned for this building include welding, apprenticeship programs (HVAC, electrical, plumbing), construction, heavy equipment, and advanced manufacturing.

*Update on President's Leadership Council Retreat*

The eight College presidents recently met as the President's Leadership Council and decided on three areas of budget to prioritize and bring to the Governor's office together. These areas are cyber, health, and student retention. The community colleges are going to request for two cyber faculty members for each college, annual collaboration for bootcamps, two cyber classrooms for each college, and a cyber liaison for each college. Under both the health area and the student retention area, the request is for \$250,000 for each community college. This amount includes funding for several positions such as special populations advisor (underserved populations), admissions coordinator, financial aid coordinator, and mental health counselor.

North Idaho College has a new president, Dr. Nick Swanye, who is joining the college from Virginia; we are looking forward to collaborating with him in his new role. Aman also updated the group on the new title for Mary Taylor who is now the Vice President of Human Resources and Amanda Logan has been promoted to be the Director of External Affairs; Logan will continue to be the Board of Trustee Liaison as her role expands to have more interaction with external entities.

*Finance & Administration Updates*

Vice President Miles gave an update on the Single Audit, which is in addition to our usual audit that was finished last October. This Single Audit was delayed due to waiting for instructions from the federal government as this had to do with federal awards. The audit report was good overall with one issue regarding a late submission in HEERF reporting which has already been remedied.

Aman and Miles brought up the discussion on Policy 417: Weapons on Campus. We are seeking guidance from the Trustees about allowing our security officers on campus to be able to open carry on campus. Due to events that have happened nationally, we want to look what we can do to prepare for emergency situations. We have full support from the Idaho Falls Police Department and Bonneville County Sheriff's Office Department; our ICMP (insurance) policy would also cover this change. Our current security officers are fully trained and are supportive of this change. No decisions are needed immediately, as the College will continue to work towards this change and will ultimately ask the Trustees to make the decision to revise Policy 417 to allow our security officers to open carry.

*Trustee Retreat and Calendar of Tasks*

Aman noted several topics that will be covered in the Trustee Retreat (Work Session) to be held in late July. Topics will include the Complete College America four pillars, metrics, branding, an overview of last year, and accountability. There was also discussion concerning when and where the retreat will take place.

TRUSTEE REPORTS

Trustee Scheid updated the Board on the CEI Foundation activities. The endowment is down about 3.4%. We received multiple large gifts including Mountain View Hospital and Rocky Mountain Power Foundation. There are a few new foundation board members too. Dave Facer added to her report that scholarship celebration went well, the Aman Art auction went great with 48 pieces being sold for approximately \$10,000, the Swing for the Green went even better than last year, and the Great Race for Education is scheduled for July 15<sup>th</sup>. We have fundraised \$1.9 million this year, the highest amount fundraised so far, with a million of that being allotted for Future Tech. The Foundation is currently working with Financial Aid to provide scholarships for students in need. The Foundation approved \$33,000 in grants to campus programs that requested support this year. Projects varied from printed materials for the Counseling Center to sponsoring STEAM summer camps in WTCE.

Trustee Miller commented on an article he read about K-12 Boards and how they are similar to CEI's Board. He suggested that the CEI Board meet with the local School Boards and invite their Superintendents, too.

TRUSTEE REMARKS

Chairman Price thanked the Trustees and College staff on the work to appoint our new Trustee.

**ADJOURNMENT**

Seeing no further business, Chairman Price adjourned the meeting at 8:01 PM.



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Park Price, Chairman

7/27/22

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Date