

**College of Eastern Idaho
Board of Trustees**

August 23, 2022

College of Eastern Idaho Campus, Christofferson Building/Building 3, Boardroom (306)
1600S. 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 August 23, 2022 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
Craig Miller
Carrie Scheid

Guests:

Rick Aman, CEI President (via Zoom)
Lori Barber, CEI Vice President of Academic & Student Affairs
Chuck Bohleke, CEI Dean of Career Technical Education (via Zoom)
Amy Brumfield, CEI Interim Director of Institutional Effectiveness
Sean Coletti, CEI Counsel
John Detwiler, CEI Director of Radiation Safety Program (via Zoom)
Ryan Faulkner, CEI Dean of Online Learning (via Zoom)
Dave Facer, CEI Foundation Executive Director
Jake Haeberle, CEI Interim Dean of General Education (via Zoom)
Mickinzie Johnson, CEI and Idaho State Board of Education Senior Instructional Designer (via Zoom)
Dusty Klenk, CEI Staff Senate President (via Zoom)
Amanda Logan, CEI Director of External Affairs & Board Executive Secretary
Penny Lyon, CEI Interim Director of Eastern Idaho Workforce Center (EIWC)
Byron Miles, CEI Vice President of Finance & Administration
Linda Montgomery, Interim Executive Director of CEI Workforce Training & Continuing Education (WTCE)
Ann Marie Peters, CEI Director of Strategic Partnerships (via Zoom)
Angela Sackett, CEI Interim Dean of Health & Human Services (via Zoom)
Mary Stephenson, CEI Director of Early College
Ruby Taylor, CEI Senior Human Resources Generalist
Todd Wightman, CEI Director of Marketing & Communications (via Zoom)

CALL TO ORDER

The meeting was called to order at 6:00 PM by Chairman Price.

ACTION ITEMS

APPROVAL OF AGENDA

M/S Scheid/Miller to approve the agenda for the August 23, 2022 Regular Board Meeting. Motion passes unanimously.

APPROVAL OF MINUTES

M/S Miller/Scheid to approve the minutes of the July 26, 2022 Regular Meeting and July 26, 2022 Work Session (Retreat), as amended. Motion passes unanimously.

PUBLIC COMMENT

There was no public comment.

ACTION ITEM

APPROVAL OF MONTHLY CEI FINANCIALS

Trustee Ozaki reviewed the June 2022 financials with the group, which is a year-end look at financials. As of the end of June, we have completed the fiscal year, received 100 percent of our budgeted revenue, and expensed 93 percent. We did have some surplus due to salary savings, however these are only one-time funds since we must budget for those positions to be filled. Overall, we completed the end in good shape, and we are wrapping up the fiscal year well.

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 expensed 67 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 spend money first and then claim the money back and includes several personnel costs. Overall, it did end up exceeding budget due to receiving more grants than when the budget was originally created. *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 percent of its budgeted revenue and have expensed 64 percent; it is not unusual for funds to carry over to the next year in this account.

Ozaki next reviewed the *WTCE Budget*, which ended the year with just over \$112,000 in the black. Ozaki then reviewed the traditional *Bank Balance Report* of where the College currently has its funds and the *Cash Availability Report*. There was a brief discussion about the fees listed on the Cash

Availability Report. 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.

DISCUSSION ITEMS

CAMPUS REPORT

Trustee Retreat Action Items

Lori Barber, Vice President of Academic & Student Affairs, provided a list of items that CEI leadership has identified as the action items coming out of the July Trustee Retreat to confirm that we understood the Trustees' direction. The items included "recruitment, retention, completion", review of our three major funding sources, College "branding", and how to differentiate CEI from other Higher Ed institutions.

The Trustees confirmed that the list covers what they would like the College to focus on this year. Trustee Miller noted that he had a concern that the College might be focusing on too many things such that we may be spread too thin rather than having the ability to excel in two or three areas. Trustee Scheid expressed that she was optimistic in the College's ability to achieve across all of the identified areas since there are a number of employees working on the various areas. Chairman Price noted that everything CEI does comes down to "recruitment, retention, completion" and the rest flows out of these three activities. He also requested that CEI leadership create an Action Plan around these items.

Future Tech Updates

Ann Marie Peters, CEI Director of Strategic Partnerships, gave the Trustees an update on the Future Tech building. We are nearing out total fundraising goal: \$34,387,600 raised / pledged and roughly \$8.3 million to go. Peters highlighted recent substantial gifts from BlueCross of Idaho Corporation, Laura Cunningham Moore Foundation, and Idaho Power. She also noted that the College is continuing to work with our architects on value engineering. Peters also commented on how the College continues to watch for federal funding / grant opportunities that may work for Future Tech capital or programming. We are moving forward as a part of three National Science Foundation grant proposals and should hear if we will receive funds as a part of the New Market Tax Credit this fall.

Peters closed by thanking the Maeck Foundation for committing \$129,000 to funding the start of CEI's Organic Chemistry program as well as renovations for the physics laboratory.

There was a brief discussion about the possibility of utilizing a bridge loan or line of credit to close the current gap in funding for Future Tech and / or cover funds that have been pledged by donors but not come in yet. Coletti noted that the ability of public institutions to take on debt outside of bonds and certificates of participation is very limited for legal reasons. Miles expressed that taking on debt would be a last resort for the project and it would be short-term debt. Price expressed that the current gap amount is larger than what he would approve of for a loan / debt amount and he continues to be impressed with the fundraising and grants that the College succeeds with for this project.

Pilot – Hybrid Work Schedule Overview

Ruby Taylor, CEI Senior Human Resources Generalist, provided the Trustees with an overview of the Staff Forward Focus Task Force and pilot hybrid work schedule. Taylor explained the background of the task force and its creation to address information that came out of a campus-wide employee survey that was conducted in February 2022. The main goal of the task force was to identify nonmonetary ways to address four areas of concern that came from the survey. She presented an overview of the pilot hybrid work schedule program which came out of the task force and the implementation of the program. There are 129 staff members with about 105 of those employees who could have been eligible to participate in the program; supervisors indicated that they thought about 38 percent of their employees could be eligible. There was a brief conversation around ensuring there isn't an impact on productivity for the College and what measurements CEI has in place to gauge the success of the pilot. Trustee Miller also mentioned the success he has seen in K-12 education with investing time in employee development and set aside regular time for shared learnings by discipline.

Instructional & Student Affairs Updates

Vice President Barber provided the Trustees an update on Instruction activities at the College. She focused on how the College is looking at caring for employees in the light of possible burn out after COVID and emerging evidence of "quiet quitting" that has been happening across the nation. She has been studying the benefits of organizational mindfulness and how it can be an easy and cost-effective way to reduce stress in employees. She noted that from her own research that helping employees have time to disconnect from work in a real sense leads to better productivity and reduce stress in employees. When people operate within a system become more mindful, they cope with external events because of the inner calm and sense of self they have cultivated.

Barber then provided an update on the Fall 2022 In-service. This was the first in-service in person since spring 2020. Juan Alvarez, Deputy Laboratory Director for Management and Operations and Chief Operations Officer of Idaho National Laboratory was the keynote speaker; he spoke on how CEI's and INL's mission are intertwined in many respects since we both want to improve the community.

The enrollment for the Fall semester are currently up by 2.1 percent in headcount and 0.7 percent in credits compared to last year. We received the final Summer 2022 enrollments; we were up 10.2 percent in headcount and 7.4 percent in credits compared to last Summer. The campus is abuzz, and the advising office is staying busy, they had 78 visits yesterday since they can enroll students up till Friday.

Barber updated the Trustees about Dual Credit and the enrollment across the region; dual credit is not regionalized. CEI has and ISU is currently hiring a Dual Credit Coordinator for Early College in Bonneville County School District 93. Other institutions are continuing to try to recruit and grow enrollment in our region. Mary Stephenson, Director of Early College, noted that the information provided currently only reflect the 2020-2021 school year. CEI is continuing to increase the amount of instructors, focus on student care, and we are selective in our choice of instructors to make sure they meet certain requirements to be a dual credit instructor. Last year we had 14 high students who graduated high school with their associates degree. We're building our Dual Credit program and enrollment numbers, but it continues to take effort to make headway when the other institutions have already established a foothold in our region.

Accreditation Update

Amy Brumfield, CEI Interim Director of Institutional Effectiveness gave the Trustees. Accreditation moving forward, should have a preliminary draft of our year seven report on September 2nd. Everyone has their assignments and is working on them. We'll have a couple months to work towards the final draft before it is due.

Finance & Administration Updates

Byron Miles, Vice President for Finance & Administration, provided an updated on the progress of the FY2024 budget. We have been given the guidelines by the Governors Office to only plan for a maximum of three percent for our State Allocations. Of that three percent we have to include health insurance increases, Change in Employee Compensation (CEC), and other variable benefits; this consumes the 3 percent increase and makes an essentially flat budget.

The Presidents Leadership Council was given instructions by the State Board of Education to create some requests which they have prioritized into Cyber, Healthcare, and Student Success. This has been presented to the State Board; up to \$500,000 in Healthcare, \$500,000 in Cyber, and \$250,000 for each of the community colleges and multiple millions for each of the universities. This has been asked but we do not know what will happen once it goes in front of the Governor's Office.

Brief update on the annual audit; it is progressing well, and we are now preparing the annual financial reports. Everything should be ready for the October Trustee meeting.

WTCE Updates

Linda Montgomery, Interim Executive Director for WTCE, gave an updated on the enrollments in WTCE. For FY22 there were 17,494 students that came through WTCE training; 61.8 percent of that being INL employees, 16.6 percent under healthcare, and we had over 700 students that came through our summer camps. To note, there has immense changes in employees in the department and almost have a brand-new staff in the department. Montgomery said that she would like to see the College invest in an additional couple of positions to support the programs of WTCE. They are starting a pharmacy tech program this October and have eyes on several more promising programs. President Aman commended Montgomery for the brilliance that she has delivered in her interim role.

EIWTC updates

Penny Lyon, Interim EIWTC Director, provided a brief update on the Eastern Idaho Workforce Training Center. We are working on putting a Tiny Home building company into one of the available bays and CASE Construction has committed to our heavy equipment bay for 20 weeks; we will have the ability to use their equipment for the other 32 weeks. It is likely that the equipment will be in by the end of the year. We are also looking at putting welding in another bay. A meeting was held recently, and it was decided the tagline of the building is "Industry Led. Community Supported." The Industry Advisory Committee (IAC) continues to grow, with Idaho Steel recently joining. The council has expressed that they want just in time classes, which is a very hard business model, but we are working on it and have a path forward. The ribbon cutting will be held on September 21st at noon.

TRUSTEE REPORTS

At Trustee Scheid’s request, Dave Facer, CEI Foundation Executive Director updated the Board on the CEI Foundation activities. The endowment is up! We received multiple large gifts including, from Laura Cunningham Moore Foundation for Future Tech, a grant from the Student Loan Fund of Idaho for emergency student aid, the North Fremont Education Foundation, and funding from the Great Race. Facer thanked the Trustee Team for their involvement in the Great Race, which netted \$60,000 this year. Recent Foundation Board meetings have had discussions on social media advertising, budget improvements, plans in the event of a recession, and replacement of outgoing Board members and committee chairs. We are in the process of updating our donor wall for the first time in two-plus years. Connected with Dean Mortimer about his idea to form a small group with influential couples in the area. Drive through style Trunk-or-Treat on October 27th; trunks and sponsorships are being pursued.

Trustee Miller noted that Mary Stephenson and the Early College team has done great work. He remarked on an article he recently read in Idaho Education news with the headline “Worst Education in the Nation”. It indicated that due to Idaho not having preschool funding and other funding for education. It reminded him that we need to focus on message and telling our story in the community.

TRUSTEE REMARKS

Chairman Price expressed his thanks to the College for all the work going on around campus and maintaining their infectious enthusiasm.

ADJOURNMENT

Seeing no further business, Chairman Price adjourned the meeting at 8:17 PM.

Park Price, Chairman

Date