

**College of Eastern Idaho  
Board of Trustees**

**September 26, 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 September 26, 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 (via Zoom)  
Ethan Huffman

**Guests:**

Rick Aman, CEI President  
Lori Barber, CEI Vice President for Instruction & Student Affairs  
Chuck Bohleke, CEI Dean of Career Technical Education (via zoom)  
Jed Bigelow, CEI Counsel  
Dave Facer, CEI Foundation Executive Director  
Jake Haeberle, CEI Dean Genal Education  
Angela Hays, Interim Director of External Affairs  
Trevor Elordi, Executive Director of CEI Workforce Training & Continuing Education (WTCE)  
Rand Kato, CEI Chief Information Officer (via zoom)  
Emma Getliff, CEI Senior Executive Administrative Assistant & Board Liaison  
Byron Miles, CEI Vice President of Finance & Administration  
Josh Duersch, CEI Cybersecurity and Technology Chair (via Zoom)  
John Detwiler, CEI Health Physics Program Manager (via Zoom)  
Angela Sackett, CEI dean of Health Professions (via Zoom)  
Katie Fannesbeck, CEI Staff Senate President and Early College Program Advisor  
Amy Brumfield, CEI Executive Director of Institutional Research

**CALL TO ORDER**

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

**ACTION ITEMS**

APPROVAL OF AGENDA

**M/S Gardels/Huffman to approve the agenda for the September 26, 2023 Regular Board Meeting. Motion passes unanimously.**

#### APPROVAL OF MEETING MINUTES

**M/S Scheid/Ozaki to approve the minutes of the August 22, 2023 Regular Meeting. Motion passes unanimously.**

#### PUBLIC COMMENT

Connie Hobbs made a comment about Policy 233: Unauthorized Recording.

Thor Hobbs made a comment about Policy 233: Unauthorized Recording and Policy 220: Whistleblower.

#### ACTION ITEMS

##### APPROVAL OF MONTHLY CEI FINANCIALS

Vice Chair and Treasurer Ozaki provided an overview of the August 2023 financial report. Trustee Scheid raised a comment regarding the *General Fund Budget*, expressing an assumption that expenditures would level out as the year progresses. Trustee Gardels inquired about the tuition payment schedule throughout the year, with clarification that Fall tuition is front-loaded and received first. Chairman Price asked about the line item "Workforce contract training" in the WTCE budget, noting the absence of a budget for it. Byron Miles clarified the situation, mentioning ongoing developments regarding the INL contract, indicating that the presented WTCE budget was not final. He assured the group that a finalized WTCE budget for the rest of FY24 would be presented once the INL contract was confirmed, expected in November. Ozaki noted that the Finance Committee had reviewed and approved the financials the previous week.

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

##### APPROVAL OF REVISED POLICY 214: PURCHASING AND PROCUREMENT

Vice President Taylor outlined the policy revisions for the 3-year review of Policy 214: Purchasing and Procurement, emphasizing the key change which clarified items requiring board approval before purchase. CEI Counsel, Jed Bigelow, highlighted the policy's unique origin, born out of a resolution, to address previous confusion. Trustee Scheid suggested that the Finance Committee review their charter to ensure consistency.

**M/S Gardels/Scheid approve revised Policy 214: Purchasing and Procurement, as presented. Motion passes unanimously.**

## APPROVAL OF POLICY 233: UNAUTHORIZED RECORDING

Vice President Taylor introduced the proposed new policy, Policy 233: Unauthorized Recording, detailing the review process and emphasizing feedback from the campus and the Board. Taylor presented a revised version, incorporating suggestions from both campus and Board members. These revisions included exemptions for recordings of classroom instruction determined by instructors, recordings approved for ADA accommodations, and recordings used as evidence of harassment or discrimination under Federal Regulation Title IX (Patsy Mink Equal Opportunity in Education Act).

Bigelow addressed faculty feedback on the policy's legality. He clarified that while Idaho operates on a "one-party rule," that only sets a baseline for the campus, the campus is allowed to set additional limits. This aligns with current Idaho code phrasing.

Trustee Gardels expressed concerns about the scope of recordings, including security cameras, public areas, and teachers' offices. Discussions followed about potential exemptions for specific situations and the possibility of mandatory recordings. Questions were raised about the policy's wording concerning lectures, meetings, and remote instruction, leading to discussions about potential rewording. Bigelow clarified Gardels' queries about notification during recorded meetings. President Aman clarified that security cameras were limited to specific offices and labs, not classrooms.

Trustee Scheid highlighted the confusion between the policy's requirement for notification and the procedure's requirement for consent, sparking further discussion.

The policy was tabled for further revision, considering the points raised during the discussion.

**DISCUSSION ITEMS****CAMPUS REPORT***President's Updates*

President Aman introduced Trevor Elordi as the new Vice President of Workforce Training and Continuing Education (WTCE). Elordi shared his background with the group, expressing his enthusiasm for the role and his commitment to implementing new initiatives to ensure the College's success. Chairman Price welcomed Elordi and expressed gratitude to Angela Hays for her dedicated work in WTCE and her efforts in transitioning the role to Elordi.

*Future Tech Bidding and Naming Progress*

Aman provided an update on the Future Tech bidding process, highlighting the involvement of LCA and Anderson (general contractor) in generating recommendations. The focus now is on determining the cost of the building's rebid. Various cost estimates are being explored through value engineering options, with the aim of staying within a specific cost range, ideally around 45-46 million. The previous rebid amount was 49 million. Efforts are actively underway to secure additional funding; currently, approximately 44 million has been raised, including an additional 1 million recently obtained. Trustee Scheid expressed optimism, suggesting that once construction commences, excitement might attract more funding. She even proposed

the possibility of starting with a core and shell structure initially and filling it in as funds become available, drawing a comparison to a similar approach taken during the construction of the Colonial Theatre downtown Idaho falls. President Aman appreciated her optimism in this regard.

#### *Updates for Legislators*

President Aman discussed his idea of going to the Legislator to ask for a parity increase for our general allocation from the state. The discussion centered on the pressing issue of reaching and maintaining capacity for CEI programs, a concern shared by several attendees. Vice President for Instruction & Student Affairs, Lori Barber, highlighted that many programs, including Surg Tech, were already operating at or over capacity due to high demand from both students and industry partners. This situation extended to WTCE, with waiting lists for numerous programs. Aman emphasized the potential influx of 6,600 graduating seniors in the region, indicating the uncertainty about how many would choose CEI for further education.

Trustee Huffman stressed the importance of data-driven approaches to showcase the College's efforts to legislators, emphasizing the value CEI adds by creating taxpayers and fulfilling industry needs. Chairman Price reinforced this by emphasizing that CEI is contributing significantly to the community and the state's economy. Trustee Scheid echoed the need for data-driven communication, especially regarding Launch funding limitations. The discussion also touched on the possibility of utilizing the EIWTC building for accommodating the welding waitlist, with Aman explaining ongoing plans to expand welding facilities both on campus and at the EWTIC building. The conversation then shifted to a conversation about policy changes related to Launch, with Barber providing updates and Aman detailing CEI's preparations for the program's start, emphasizing the proactive marketing efforts and the upcoming application opening on October 3rd.

#### *Tribal Council Visit*

Amam reported that last week we had a fruitful meeting with the Shoshone Bannock tribe, fostering a valuable dialogue on potential collaborations between CEI and the tribe. We've extended an invitation to host listening sessions at the tribe, aiming to understand their perspectives and needs better. We are committed to building a lasting and mutually beneficial relationship with the tribe.

#### *INL Energy Visit*

Aman noted that he attended an event, "Cleanup for Clean Energy" last Wednesday concerning a significant land area along highway 20 earmarked for energy innovations. The community is beginning to provide input on the potential implications for businesses along this corridor. As the sole representative from higher education, it was evident that INL recognizes our institution's importance, although these discussions are at a very preliminary stage.

Trustee Huffman shared details about the Department of Energy's program, "Clean Up for Clean Energy," which explores leasing their labs' land to clean energy businesses at a low cost. This industry project aims to lease undeveloped land to private businesses, fostering collaboration with industry partners. Community roundtables and industry days are in the pipeline to gather feedback and explore potential collaborations, offering an exciting avenue for exploration.

#### *Sugar Salem Superintendent CTE Building Visit*

Aman reported on a recent visit with Jared Jenks, Superintendent of Sugar-Salem School District, who spoke to us about their plan to construct a CTE building in Sugar Salem. They sought our support as a College, although not financial, to facilitate the construction of this CTE facility. The purpose of this building was to enhance Career and Technical Education, and they were open to collaborating with the College by offering the space for evening courses.

### *Institutional Effectiveness*

Amy Brumfield, Executive Director of Institutional Research, delivered a concise update on the College's enrollments. As of the previous day, there was a notable 4.8% increase compared to the previous year, with 2,212 headcount among credit-seeking students. There is also a 7% growth in credit count, totaling 17,699 credits so far. Brumfield additionally mentioned that the final count for fall enrollment is still in the compilation process.

She highlighted the significance of the Census date, scheduled for October 15, which serves as a crucial "snapshot" capturing all students' enrollment. This data becomes the official enrollment figure used for state reporting and financial aid eligibility determinations.

Brumfield underscored the ongoing data collection efforts across the College, aimed at comprehensively understanding its utilization. For instance, she noted a substantial 50% increase in the utilization of resources provided by the Disability Resources department.

In addition, Brumfield provided clarification on the formatting and data presentation within the enrollment dashboard, particularly concerning Workforce Training Course Count, Headcount, and Hispanic/Latino Early College students.

### *Instruction and Student Affairs*

Barber updated the Trustees on recent Instruction activities at the College. They reached out to over 750 students before the semester began, and Student Affairs deserves immense praise for their proactive efforts in student enrollment. We've submitted our two proposals for our applied baccalaureates in Operations Management and Digital Forensics and Analytics and we are deeply grateful for the support from our Trustees in this regard.

Additionally, a 4-week block task force has been initiated to explore the possibility of offering classes in a condensed format. This approach would create more start dates and allow for a more profound focus on each class. While this idea is still in the exploratory phase, we are actively surveying faculty and students to understand their preferences and needs. During discussions, a question was raised about the 4-week courses, to which Barber clarified that it's an ongoing task force initiative aimed at reimagining course structures. No specific pilot programs have been initiated yet; the College is merely exploring different approaches to course scheduling.

Recently, the Surgical Technology open house was held, which saw a tremendous turnout, including students, industry partners, community members, and families. The program is experiencing significant growth, which is very promising.

Furthermore, our General Education team is diligently working on the Associate of Arts degree, particularly focusing on developing a robust 15-credit general education curriculum.

### *Marketing*

President Aman shared several photos intended for display around the building. These images hold significance and showcase aspects of the College that we should take pride in.

## TRUSTEE REPORTS

Trustee Ozaki provided an update on workforce development, mentioning discussions with Angela Hays during her transition period and his introduction to Elordi to discuss workforce plans. He also met with Miles and Director of Facilities and Operations, Greg Horton, about Facilities and Maintenance operations. The department is utilizing new asset management software to effectively manage maintenance and track performance. A key part of their strategy involves maintaining a 2-year request list submitted to the Department of Public Works (DPW) for additional project funds and delayed maintenance, totaling around 12M. Trustee Ozaki emphasized the need for trustees to consider funding for future facilities, particularly for the EWITC building. Miles explained the fund accounting system, detailing the request process and the allocation of funds for maintenance, highlighting their efficient budgeting, and planning for future needs. The asset tracker enables them to monitor equipment regardless of funding sources, ensuring transparency in fund utilization.

Trustee Scheid called upon Dave Facer, Executive Director of the CEI Foundation, to provide an update on the recent activities of the foundation. The endowment as of yesterday stood at \$6,518,047, showing a 1% decrease since the last Trustee Meeting. Notable donations received included contributions from JR Simplot Company Foundation, William J & Shirley A Maeck Family Foundation, Battelle Energy Alliance (BEA) INL, Mountain View Hospital, Union Pacific Foundation, and several other organizations and individuals. The Foundation board discussed CEI's Future Tech request, leading to positive conversations and approval. Additionally, two board members, Chere Morgan of INL, and another member, joined after necessary paperwork completion. The Foundation worked on funding options for Future Tech and finalized an agreement with Delta Dental for scholarships in Dental Assisting and committed support for Dental Hygiene awards. They are actively preparing for the upcoming "Giving" Magazine release in November and planned events, including an art auction featuring Linda Aman's works and an advancement dinner both in November. The Foundation also engaged in various community events, such as the Idaho Community Foundation Eastern Regional Grants Panel, Chamber events, RizeX, and Rotary. They are collaborating with Financial Aid to distribute unclaimed scholarships and are actively involved in initiatives like the tribal council visit to attract more Shoshone-Bannock students to CEI.

Trustee Gardels shared insights from a meeting with Mary Stephenson about Early College, highlighting the significant effort Early College has invested in building regional relationships. Early College diligently inputs student data manually and anticipates improved efficiency with a new electronic system.

Gardels continued about her recent meeting with Dean Sackett about the Healthcare Professions area, there are concerns regarding expanding the programs. Trustee Gardels noted that Dean Sackett emphasized the challenges such as limited campus space for large classrooms, difficulty in securing clinical rotations, and the need for additional full-time faculty due to current staff being spread thin. The floor was opened to Dean Sackett to elaborate on these concerns.

Trustee Huffman provided an overview of the meeting with Don Williams, Program Director for Information Assurance and Cybersecurity, highlighting the trajectory and breakdown of the program, emphasizing community support. Approximately 50% of students are new, while the other 50% are returning for retraining. Many students are pursuing dual degrees, spending extra time to earn both. Community backing is robust, with INL providing instructors and students finding elevated skillsets, leading to placement at regional industry partners. However, areas for improvement were discussed, particularly regarding Early College students. Trustee Huffman noted that some teachers are not emphasizing necessary certifications in high school, which could streamline coursework.

## TRUSTEE REMARKS

Chairman Price shared his recent reading experience with the book, "The Great Upheaval: Higher Education's Past, Present, and Uncertain Future" by Arthur Levine and Scott Van Pelt, expressing a strong recommendation for other trustees to read it. He highlighted the evolving nature of community colleges, drawing parallels to significant changes witnessed in industries such as newspapers, music, and movies. Chairman Price emphasized that these transformations are now occurring in education, driven by the shifting expectations of digital citizens. He urged the need for a collective discussion about the ongoing upheaval in the education sector.

## ADJOURNMENT

Seeing no further business, Chairman Price adjourned the meeting at 7:46PM.

---

Park Price, Chairman

---

Date