

**College of Eastern Idaho
Board of Trustees**

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

Present:

Park Price, Chairman
Stephanie Mickelsen, Vice Chairman
Cal Ozaki, Treasurer
Craig Miller
Carrie Scheid

Guests:

Rick Aman, CEI President
Lori Barber, CEI Vice President of Academic & Student Affairs
Chuck Bohleke, CEI Dean of Career Technical Education (via Zoom)
Amy Brumfield, CEI Accreditation Liaison Officer (via zoom)
John Detwiler, CEI Director of Radiation Safety Program (via Zoom)
Dave Facer, CEI Foundation Executive Director
Ryan Faulkner, CEI Dean of Online Learning (via zoom)
Emma Getliff, CEI Executive Assistant to VP of Finance & Administration
Jake Haeberle, CEI Interim Dean of General Education (via Zoom)
Leslie Jernberg, CEI Marketing & Management Faculty (via Zoom)
Dusty Klenk, CEI Staff Senate President (via Zoom)
Hailey Mack, CEI Associate Dean of Student Affairs
Byron Miles, CEI Vice President of Finance & Administration
Ann Marie Peters, CEI Director of Strategic Partnerships (via Zoom)
Kim Reeves, CEI Counsel
Jeff Sneddon, CEI Workforce & Continuing Education (WTCE) Executive Director
Mary Taylor, CEI Human Resources Executive Director
Todd Wightman, CEI Director of Communications & Marketing

CALL TO ORDER

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

ACTION ITEMS

APPROVAL OF AGENDA

M/S Schied/Ozaki to approve the agenda for the April 28, 2022 Regular Board Meeting. Motion passes unanimously.

APPROVAL OF MINUTES

M/S Ozaki/Mickelsen to approve the minutes of the March 22, 2022 Regular Board Meeting, as amended. Motion passes unanimously.

PUBLIC COMMENT

There was no public comment.

ACTION ITEMS

APPROVAL OF MONTHLY CEI FINANCIALS

Trustee Ozaki reviewed the March 2022 financials with the group. As of the end of March, we have completed 75 percent of the year, received 93 percent of our budgeted revenue, and expensed 60 percent. We will see an increase in spending as we draw closer to the end of the fiscal 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 expensed 51 percent. *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. *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 collected 102 percent of the budgeted revenues and expensed 48 percent of the budgeted expenses. 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 69 percent of their budgeted revenue and only expensed 67 percent of their budget. WTCE continues to be in the black despite everything.

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/Mickelsen to approve the month’s CEI financials as they have been presented. Motion passes unanimously.

APPROVAL OF POLICY 119: ADOPTION AND AMENDMENT OF POLICIES AND PROCEDURES

Mary Taylor, Human Resources Executive Director, explained to the Board that this policy is one up for review for accreditation purposes; nothing has changed since the policy was approved on October 26th, 2018.

M/S Mickelsen/Miller to approve Policy 119: Adoption and Amendment of Policies and Procedures as presented. Motion passes unanimously.

APPROVAL OF POLICY 302: CREDIT HOURS

Taylor moved onto explaining Policy 302: Credit Hours, which is a new policy for the College. This policy is a requirement per accreditation; however, it has always been in place at CEI, we are just solidifying it in policy. Taylor reviewed the process that the College goes through when authorizing, revising, and reviewing new policies and procedures.

M/S Mickelsen/Schied to approve Revised Policy 302: Credit Hours as presented. Motion passes unanimously.

DISCUSSION ITEMS

CAMPUS REPORT

Instructional & Student Affairs Update

Vice President of Academic & Student Affairs, Lori Barber, provided the Trustees with an update on Instruction activities at the College. She let the Board know that CEI was the very first institution to have a successful registration through Online Idaho in the State! Our Summer Bridge program is already full as well! We have a waitlist with five students on it; students are required to attend an orientation before the program to be fully enrolled, so the waitlist students have an opportunity depending on attendance to the orientations.

We are wrapping up the end a very successful semester. We had our Spring Barbeque for students yesterday and it was highly attended and great! We will be hosting commencement on May 10th at The Waterfront in three parts to allow students to bring family and friends.

Barber updated the Trustees on the presentation of the Three-Year Plan to the State; it was received very well. The Colleges enrollment is up year over year by 9.5% for the summer semester and the Fall semester credit enrolled in is up as well!

Health and Human Services held a mock disaster scenario on campus, and it was a successful 'disaster'. We had participants from the high schools, and it was a wonderful experience for everyone. President Aman also noted to the Trustees that we had a test of our RAVE system for a lockdown drill on campus both during the day and night classes. All of the buildings were locked and checked in a quick timeframe. We will work on having more elaborate drills on campus to test the RAVE system and help train everyone. Maxient, a reporting software for managing behavior records at colleges, was launched and we have already received some reports. It is a resource to help our students and staff to catch things before they develop into a larger issue.

Last Friday, we were hosts to the Education Design Lab who has been overseeing the Bridges grant. This grant was only awarded to five community colleges across the nation to help reach out to rural partners. We have focused on Driggs, but are planning to reproduce our efforts in Salmon or Arco. It has been a great way to get the community involved and deliver what is needed for their communities.

Barber excitedly updated the Trustees about a huge success for the College! We are receiving a minimum of \$100,000 from the Lumina Million-Dollar Grant, with a 1 in 10 opportunity to be chosen for \$1,000,000. A huge congratulations to the quick and hard work of Julie McMurtrey, Haily Mack, and Amy Brumfield who helped submit the application for this grant!

Aman updated the Trustees on the visit to Utah State University's Center for Anticipatory Intelligence (CAI). The inaugural I3SC Spring Symposium was a great event celebrating student research projects about taking 21st century challenges from cybersecurity to crop resilience. Three people went from CEI to see how CEI could collaborate with them and hopefully send our students to that program. It was a great experience for everyone and could be an articulation partner for our graduating students.

Update on IT Cybersecurity Efforts

We have been working with Boise State University (BSU) with cybersecurity education with their Cyberdome. The Cyberdome is a basically a Security Operation Center (SOC) that helps ensure our network is monitored and secured. Our use of it would be in a training capacity, offline, where our students who are interning this summer will be able to go to BSU and be educated on how to monitor networks and how to track anomalies.

We have been able to meet with Western Wyoming Community College from Rock Springs, Wyoming. Their area has been selected for the Natrium nuclear reactor that TerraPower and Rocky Mountain Power to be built. They were visiting Idaho National Laboratory (INL) to learn more about reactors and get a tour, so while they were here, they decided it be good to visit us since our relationship with INL. We will be sitting down and talking with them tomorrow about the different training we provide for INL and hopefully they will be able to take some knowledge back with them to Wyoming.

WTCE Updates

Jeff Sneddon, Director of WTCE, updated the Trustees on the successful construction combine events held earlier in April in Driggs and Idaho Falls. It was a great learning experience for our large attendance of students in both locations (30 students in Driggs, 40 students in Idaho Falls). They were able to learn from eleven different training stations that covered different types of construction work. Four kids received job offers from contractors in Driggs! It was great teamwork from both sets of groups, and we were able to build four sheds in Driggs and ten in Idaho Falls which were donated to Veterans of the area.

Future Tech and EIWC Updates

Sneddon continued with an overview from earlier today. The Trustees had the chance earlier in the day to tour the Eastern Idaho Workforce Center (EIWC) building. It was a great visit, and the Trustees are excited for the opportunity that this building has for different programs for our students. Within the next six months, we should be able to start hosting programs.

Ann Marie Peters, Director of Strategic Partnerships, gave the Trustees an update on the Future Tech building. We received a generous donation from Bosie Cascade; they had great things to say about the College, especially about the recent construction combine events from WTCE. We have also received a generous gift from Idaho Central Credit Union! We also have commitments from Ball Ventures LLC and Teton Auto Group. We still have about \$8.8 million left to raise, but good progress is being made!

The event with Battelle Energy Alliance and INL last week was fantastic, including in-person attendance and press coverage. A big congratulations to everyone who worked on the Memoranda of Understanding (MOU) and event; this is a great way to have our relationship with the Lab formalized.

Peters noted that she will be meeting with people who may be able to help spark interest outside of our region in support of Future Tech. Work is continuing with the grant writer and we hope to hear back from some foundations shortly about possible awards. We will also meet the State of Idaho Workforce Director about other opportunities for CEI. We held a brainstorming session for ideas to take the campus to the next level and are now pursuing opportunities to make those dreams a reality.

Draft FY23 Budget Presentation

Byron Miles, Vice President of Finance & Administration, presented a high-level review of the FY23 budget. This preliminary draft is to help update the group on the possible impacts of changes to funding sources for revenue and the need to make changes for a more sustainable budget. Our overall goal is to have a balanced budget; we have planned an increase in credit hours and an increase in State allocation, however, there is an increase in other expenses. Miles noted that tonight was just a presentation of information and a discussion of different recommendations, not an ask for a decision

There was a lengthy discussion on the different recommendations presented, how they would affect the College and our students, and what the perception may be in the community and when some changes should be implemented to help create a sustainable budget. Overall, the Trustees agreed that changes need to be made and further discussion will happen in a future meeting.

TRUSTEE REPORTS

Trustee Scheid updated the Board on the CEI Foundation activities. The endowment currently stands at \$6.5 million, which is down 5 percent, however the market is volatile right now. Schied echoed the notable donations from Boise Cascade for Future Tech. The Foundation hosted the Scholarship Celebration with about 170 people attendance, and it went well. There was a great story from one our students about how receiving a scholarship helped them greatly; very heartwarming. A new board member will be joining soon as well! May 2nd – 5th is Idaho Gives online, Linda Aman is hosting 'Art with Purpose' on May 3rd, Swing for the Green is on June 16th and 17th, and the Lucky 13 Great Race will be on July 15th.

Trustee Miller was able to meet with Elevate Academy in Caldwell, Idaho. If CEI does decided to one day become a charter authorizer, we could have some great opportunities. Elevate Academy is still looking for a location in Idaho Falls and plans to open in Fall 2024. The High School Administration is looking into a reorganization of 'Fast Forward' funds; every student is allocated a pot of money when they enter High School, more and more students are running out of funds while there some students never touch their pot of money. We hope to have one big pot where we can continue to fund the students taking the opportunity.

TRUSTEE REMARKS

Chairman Price noted that CEI has grown a great culture. Creating a culture is a hard thing to do, but CEI has a culture that has great enthusiasm towards its students and towards the future. We have students who are proud of being here and who are also thankful for being here. It is exciting to be part of an institution that is doing this and watching it grow.

EXECUTIVE SESSION

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

The Trustees entered Executive Session at 7:46 PM and exited at 8:00 PM.

ADJOURNMENT

Chairman Price announced that no action was taken during the Executive Session and the meeting was adjourned at 8:00 PM.



Park Price, Chairman

5/24/2022

Date