

**College of Eastern Idaho
Board of Trustees**

October 25, 2022

College of Eastern Idaho Campus, Christofferson Building/Building 3, Boardroom (306)
1600 S. 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 October 25, 2022 on the College of Eastern Idaho campus in Idaho Falls, Idaho and via Zoom. Chairman Park Price presided.

Present:

Park Price, Chair
Amy Gardels
Cal Ozaki, Vice Chair & Treasurer (via Zoom)
Carrie Scheid

Absent:

Craig Miller

Guests:

Frankie Adams, CEI Workforce Training & Continuing Education (WTCE) Program Manager
Rick Aman, CEI President
Lori Barber, CEI Vice President of Academic & Student Affairs (via Zoom)
Chuck Bohleke, CEI Dean of Career Technical Education (via Zoom)
Amy Brumfield, CEI Interim Director of Institutional Effectiveness
Sean Coletti, CEI Counsel
Jake Haeberle, CEI Interim Dean of General Education (via Zoom)
Angela Hays, Executive Director of CEI WTCE
Dusty Klenk, CEI Staff Senate President (via Zoom)
Amanda Logan, CEI Director of External Affairs & Board Executive Secretary
Penny Lyons, CEI Interim Director of the Eastern Idaho Workforce Training Center
Byron Miles, CEI Vice President of Finance & Administration
Linda Montgomery, CEI Executive Liaison
Ann Marie Peters, CEI Director of Strategic Partnerships (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 & Communications (via Zoom)

CALL TO ORDER

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

ACTION ITEMS

APPROVAL OF AGENDA

M/S Scheid/Ozaki to approve the agenda for the October 25, 2022 Regular Board Meeting. Motion passes unanimously.

APPROVAL OF MINUTES

M/S Gardels/Scheid to approve the minutes of the September 27, 2022 Regular Meeting, as amended. Motion passes unanimously.

PUBLIC COMMENT

There was no public comment.

ACTION ITEMS

APPROVAL OF MONTHLY CEI FINANCIALS

Vice Chair/Treasurer Ozaki, reviewed the September 2022 financial report with the group. As of the end of September, 25 percent of the fiscal year has elapsed. Reviewing *The General Fund* budget, we have received 75 percent of our budgeted revenue, and expensed 25 percent. Revenues tend to be front loaded due to when we receive the bulk of the state allocations and tuition; this is typical due to how our funding is set up.

The *Other Funds* Budget is made up of four separate funds. *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. We have received 23 percent of our expected revenue and have expensed 36 percent. *Fund 36 – Unrestricted* is where the HEERF funds for COVID-19 are located with other one-time funds; we have received 19 percent of our budgeted revenue and expensed 32 percent.

Vice Chair/Treasurer Ozaki then reviewed the *WTCE Budget*, which has received 33 percent of its budgeted revenue and expensed 25 percent of its budget. He 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 addition of information . Vice Chair/Treasurer Ozaki noted that the Finance Committee had reviewed the financials during their meeting the previous week and recommended that they be approved

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

ACCEPTANCE OF FY 2022 CEI AUDIT REPORT

After brief introductions from Byron Miles, Vice President of Finance & Administration, Theresa Flannery of Wipfli, LLP presented the final FY 2022 audit report to the Board. She provided a high-level summary of the financials year over year, noting some of the bigger changes and the notes in the statement that tie to them such as GASB, OPEB, and reporting of funds from Federal sources. There was a brief discussion about some of the recommendations from the auditors to improve policy, procedure, and controls in the College. Flannery noted that she was impressed with the work of the CEI financial team and the progress the College has made in its growth.

Trustee Scheid commended CEI staff for their work and diligence in putting together the audit report. She noted that she particularly liked seeing the *Performance Indicators*, which show the growth of the College over the last three fiscal years.

Vice Chair/Treasurer Ozaki noted that the Finance Committee had reviewed the audit report and was happy with the outcome. He also expressed his gratitude to Wipfli and the CEI Business Office staff.

M/S Scheid/Gardels to accept the Fiscal Year 2022 CEI Audit Report as presented. Motion passes unanimously.

APPROVAL OF POLICY 111: USE OF LEGAL NAME ON OFFICIAL FILES AND RECORDS

Mary Taylor, CEI Vice President of Human Resources, presented Policy 111: Use of Legal Name on Official Files and Records. She explained that this policy is to ensure that CEI uses legal names on records rather than a “preferred name” which is what may be used in some instances on campus.

It was explained that legal names are verified on the employee side when they present government documentation showing their identity and on the student side, when students first enroll and their official transcripts and other documentation are received.

M/S Scheid/Ozaki to approve Policy 111: Use of Legal Name on Official Files and Records as presented. Motion passes unanimously.

APPROVAL OF REVISED POLICY 417: WEAPONS ON CAMPUS

Vice President Taylor then presented revised Policy 417: Weapons on Campus. She noted to the group that we are revising this policy to reflect changes aligned with CEI Security and to allow for specific individuals to open carry on campus. She also explained that the related policies have been updated in the document as well.

M/S Gardels/Scheid to approve Policy 417: Weapons on Campus as presented. Motion passes unanimously.

DISCUSSION ITEMS

CAMPUS REPORT

Mid-year Review

President Aman provided the Trustees with a mid-year update on the agreed upon goals and objectives for the current academic year. One of the action items identified was the College's enrollment; we are up 8.1 percent in headcount year over year and credits are up 1.3 percent. Notably, this is higher than that of other Idaho institutions that have announced their enrollment in recent press releases. The College plans to release their own press release regarding our continued growth.

Aman then covered the "Three Fs" for CEI: Focus, Favor, and Follow Through. Focus is the concept of agreeing to advancing priorities and initiatives that advance the mission of the College. Favor is the concept CEI will present a cohesive and cooperative persona to the outside whether to legislators, business and industry, foundations, civic organizations, or a variety of regional and national organizations. We attempt for common messaging expressing that CEI is nimble, flexible, strives to partner, provide value to students and employers, understands the principles of an emerging community college's role in higher education. Follow Through is our agreement with our partners, recognizing the importance of following through on promises. As a college we are careful with our promises and do our best to honor our commitments.

Instructional & Student Affairs Updates

Vice President Barber provided the Trustees an update on Instruction activities at the College, first discussing recruitment and retention strategies. The Strategic Enrollment Management (SEM) Committee is working on three things this year: 1) removing barriers for student success, 2) becoming a Hispanic-Serving Institution (HSI), and 3) developing a comprehensive marketing plan. Barber expanded on the plans regarding each of the three areas.

Importantly, student retention is increasing. Recruitment staff in Student Affairs has largely focused on attending more external events, such as farmer's markets, parades, and community events. Taking the newly branded Jeep and attending these additional events where we can be seen is working.

We are working on different strategies to increase the number of credits students are taking as this not only helps the student graduate/complete faster, but also increases the tuition revenue per student without impacting capacity. It is a balancing act between encouraging students to take more credits and acknowledging that they are taking as many credits as possible with their life circumstances. We are seeing what different scheduling options we may be able to offer to help with this.

A significant opportunity has presented itself with our emerging connection with the Education Design Lab. They asked us to present at their conference in Sun Valley in early October. They noted that they see CEI as a forward-looking institution and they are very excited to work with us regarding micro credentialing and X-credit, which could significantly increase credits for students.

Another important outreach we are doing is with our Native American Communities. We have been meeting with the Shoshone-Bannock tribal leadership and their staff to see how we can better serve this community.

Future Tech Updates

Ann Marie Peters, CEI Director of Strategic Partnerships, gave the Trustees an update on fundraising for the Future Tech building. To date we have raised \$34.4 million towards Future Tech. We are anxious to get started on this building to serve the workforce demands in our region. We are putting some pressure on pledge asks to commit to those ahead of our legislators' meetings we will be hosting in early December. During the legislator meetings we will be able to showcase CEI's accomplishments and well as address the needs of the College.

Peters went on to discuss different funding options for Future Tech and when we may be able to implement them. Chairman Park noted that CEI is much larger than a 3,000-student institution, which is just our credit seeking population; we served over 21,000 students last year when we include Workforce Training & Continuing Education students, which account for over 196,000 contact hours of training during FY22.

Revenue Update

Vice President Miles gave an overview of the College's three primary sources of revenue – tuition and fees, property taxes, and state allocations – and how we continue to examine the opportunities relative to each. Tuition has a cap per credit hour that is regulated by the legislature, fees are something we can change, but there is only so much that can be done there too. Property taxes are currently a long-term objective. State allocations are determined by the Governor, for instance, we will be limited to a three percent increase this next fiscal year, which will help cover change of employee compensation (CEC), increases in costs of employee benefits, and if anything is left over after that, line items. It will essentially be a flat budget with these parameters in place.

Grants and other philanthropic funds are one-time funds, so they are helpful for causes like building Future Tech. We continue to pursue them and other donations, although increasing fundraising efforts does take time and work to achieve.

Miles noted the importance of having adequate cash reserves for the College's fiscal resilience. It is important to add to the reserves annually to build them up; however, this is hard to do with a tight budget, such as the one we currently have. We would like to include a 'Facilities Escrow Account' to help address deferred facilities maintenance needs.

WTCE and EIWTC Updates

Angela Hays, Executive Director of Workforce Training & Continuing Education (WTCE) for CEI provided an update on WTCE and the Eastern Idaho Workforce Training Center. ETCE is expanding their healthcare course offerings. The Pathways project is up and running to help map out students' potential careers when they take courses through WTCE. Classes for CASE Construction will be starting at the Eastern Idaho Workforce Training Center in November. We have started some jobsite readiness classes inside of one of the bays and one of the students in the class has already received a job offer. Ty's Tiny Homes will also be starting some courses on building tiny homes in November, which will include electrical, plumbing, and construction training. We are working towards offering 911 communication apprenticeships, having law enforcement use one of the bays for training, setting up a welding bay, and a CAD design class.

Accreditation Update

Amy Brumfield, CEI Interim Director of Institutional Effectiveness expressed that the data included in the Trustee's book and what had already been discussed covered her updates.

Early College Data by Region

President Aman reviewed the unique dilemma that Region Six – CEI's area – has regarding dual credit participation by institutions outside of Region Six. He noted that he brought this situation up to the other institutional presidents during the State Board of Education last week. CEI has not been able to regionalize since there is a heavy footprint of other institutions. Chairman Price noted our standards for high school instructors teaching dual credit are higher than others'. We should work with the other institutions to have similar standards but not lower ours. There was some discussion around tactics to address this while maintaining our good relationships with the other higher education institutions.

CEI Desired New Positions

President Aman presented a list of positions of additional faculty and staff that the College could use in the immediate future to both increase student headcount and support the student experience toward recruitment, retention, and completion. This list included thirteen faculty and six support staff position. This could lead to an additional \$1.1 million in annual revenue, assuming that the faculty teach five courses at three credits each. Assuming a student takes three courses per semester (nine credits), this would be an additional 1,700 annual increase in headcount for students. Hiring all of these positions would cost over \$2 million. As a community college, we rely on state funding to subsidize the cost of faculty since our tuition and fees do not fully cover that cost.

CEI Proclamations

President Aman noted that he has recently signed two proclamations, one for Hispanic Heritage Month and another one for Indigenous People Day. He was seeking guidance from the Trustees as to how often, when, and even if he should continue to make these types of proclamations.

Chairman Price noted that this seems to be within the purview of the President's role. Trustee Gardels cautioned that we need to maintain a proper balance with these types of proclamations. Sean Coletti, CEI Council, noted his experience in proclamations as the Mayor of Ammon and recommended that any proclamation that is consistent with furthering the mission of the College is a good thing. Vice Chair/Treasurer Ozaki relayed his confidence in the decisions of President Aman.

Commencement

President Aman updated the Trustees on the negotiation process that is happening regarding the location for commencement for the next couple years. We have outgrown the Civic Center and other venues and we are looking at Mountain American Center for the next commencement location; however it is more expensive than the other venues we have used. We are negotiating a rate, but it will still be more than other locations. We are working with the Foundation to help secure a donation to help cover the costs.

TRUSTEE REPORTS

Trustee Scheid briefly highlighted changes in leadership on the CEI Foundation Board. Travis Evans from Eastern Idaho Regional Medical Center (EIRMC) is taking over as the Chair of the board since the previous Chair had to step down due to his work responsibilities. Tyson Daniels from Grease Monkey is now the Vice Chair, and David Frew from Bank of Idaho is now the Treasurer/Foundation Finance Committee Chair.

TRUSTEE REMARKS

Chairman Price expressed his thanks to the College and employees for their presentations. He noted that we have great challenges but the College has a great attitude for overcoming those challenges.

ADJOURNMENT

Seeing no further business, Chairman Price adjourned the meeting at 8:11 PM.



Park Price, Chairman

11/29/2022

Date