

College of Eastern Idaho
Board of Trustees
February 12, 2020
College of Eastern Idaho Campus, John E Christofferson, Building 3 – Room 306
Idaho Falls, Idaho

A Regular Meeting of the Board of Trustees of the College of Eastern Idaho was held December 11, 2019 at the College of Eastern campus in Idaho Falls, Idaho. Chairman Park Price presided.

Present:

Park Price, Chairman
Carrie Scheid, Treasurer
Cal Ozaki

Absent:

Stephanie Mickelsen, Vice Chairman
Craig Miller

Guests:

Rick Aman, President
Sean Coletti, CEI Attorney
Jed Bigelow, CEI Attorney
Mary Taylor, Executive Director HR
Jerry Meyers, Myers-Anderson Architects
Ann Marie Peters, Director of Strategic Partnerships
Natalie Heberd, CEIF Executive Director
Krisi Staten, CEIF Board Chair

TRUSTEE WORK

The meeting was called to order at 6:08pm by Chairman Park Price

APPROVAL OF AGENDA

M/S Scheid/Ozaki to approve the agenda with amendment to add Policy 220 Whistleblower. Motion passes unanimously.

APPROVAL OF MINUTES

Minutes from the previous meeting held on December 11, 2019 were presented to the Board. Trustee Scheid had a few edits to the minutes.

M/S Ozaki/Scheid to approve the minutes with the requested changes *Motion passes unanimously*

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MONTHLY FINANCIALS

Trustee Scheid reviewed the financial reports with the Board. She reviewed the balance sheet that is presented to the Trustees every 3 months. Provided an overview of the initial money given to the college as 'start up' funds from the state as we started as a community college; she covered how we have spent the money and the plans on how we are going to spend the rest of the money. Scheid again noted that the finances were very healthy.

M/S Ozaki/Scheid to approve the monthly financials *Motion passes unanimously*

APPROVAL OF WIPFLI LLP ENGAGEMENT LETTER

Trustee Scheid reviewed the Engagement letter from Wipfli LLP to CEI. The letter covers the terms and conditions of serving CEI as our independent auditors. Everything was found in order in the letter.

M/S Scheid/Ozaki to approve the Engagement Letter for Chairman Price to sign.

APPROVAL OF CAMPUS POLICIES

The Board reviewed eleven policies brought forth by the Human Resources department. ED Mary Taylor was present to clarify and answer any questions. Each of the proposed policies had been through the on-campus steps for review – Board approval is the final step to implementation. Trustees reviewed each document with comments noted as follows:

Policy 112 Staff Performance Evaluations – no comment

Policy 120 Drugs and Alcohol – Amendments made from last meeting were reviewed.

Policy 208 Working Titles – Clarification provided between a "Title" and "Working Title", Mary explained that a "Working Title" is a description of where you work and not a temporary title.

Policy 218 Electronic Communication – Trustee Ozaki commented that he really liked the line from the policy, "CEI Employees are responsible for the consequences of not reading college related communications sent to their official CEI email address."

Policy 220 Whistleblower- Amendments made from last meeting were reviewed.

Policy 223 Compensation – no comment

Policy 228 Recruitment and Hire – Clarification was provided that all positions are posted internally as well.

Policy 229 Out of State Hiring – Clarification was provided regarding contract employees; they are not actual CEI employees so we are not responsible for paying taxes for them. Further clarification was provided regarding if job postings state whether or not it is a requirement for employees to move to Idaho if they are hired from out of state; it is not explicitly said in the job posting but HR communicates to them that they would have to move and telecommuting isn't an option.

Policy 313 Minors on Campus – Amendments made from last meeting were reviewed; further clarification provided regarding how CEI helps make a safe environment for programs for minors.

Policy 118 Title IX – Policy was tabled for further campus review.

Policy 601 Equity Resolution Process – Policy was tabled for further campus review.

M/S Ozaki/Scheid to approve all policies as presented and to table Policies 118 and 601 for further review *Motion passes unanimously*

PRESIDENTS REPORT

Aman invited Jerry Meyers from Myers-Anderson Architects to present to the Board the Campus Master Plan that was presented to the Permanent Building Fund Committee earlier in the month. Meyers went through the process that they went through for the presentation and then gave an overview of the presentation of the Campus Master Plan; this included possible renovations, future buildings, green space, parking and overall campus circulation and traffic flow. Discussion about program expansion and growth, programs to put into new possible buildings, renovations/repurposing and usage of current buildings. We are waiting to hear from the Department of Public Works (DPW) regarding the plans.

Ann Marie Peters continued the discussion of the Campus Master Plan; she has been working with Flad Architects who have been providing their services pro bono to develop basic designs and plans for the future building. A request has been made from the Permanent Building Fund Committee and is going through JFAC for final approval and endorsement for 1.2 million dollars to start the process for a bid and then selection for an architect to design and plan the building. Director Peters expressed that the community is supporting of a new building and there is a strong need as jobs continue to grow in the future tech fields.

Chairman Price provided an update on a report he asked the Department of Labor to put together on the education of the current workforce and the forecasted growth of the job market. Currently we are forecasted to fall short of the ability to fill the prospective job market. 55-65% of the jobs will require some sort of certificate or degree and there is a large gap in the workforce for what will be needed. In the next several years 57,400 jobs will be opened mainly due to the current workforce retiring and those jobs will require a certificate or degree. There is a huge need in the community to help fill this requirement for these jobs and this Community College will be essential with that need.

Aman updated the Board that CEI has invited the four Community Colleges, College of Technology, and INL Cyber Directors to a Cyber Security Forum for this coming Monday to discuss the growing needs of communities. Aman also updated the Board on his trip to Plant Vogtle in Georgia; it was an eye opening experience for him and others on the trip to see how a community college connected to a lab and how they can support each other. He recommended to the Board that it would be a good experience for them to delve into seeing how their Board works and how they can continue to support the college.

Aman let the Board know that we will be hosting Trade Meetings in March on campus which will open the discussion about how we can work with the local labor unions and how we can fit in their models, it will be a good opportunity to open the discussion. Aman reviewed with the Board the expectations for the Board that the college has regarding the master plan, system efficiency, focus of college, strategic plan, and communication between the Board, CEI faculty and Staff, the community, and the CEI leadership.

REPORTS

Trustee Ozaki updated the Board on the Foundations annual retreat the previous month and then invited CEIF Board Chair, Krisi Staten and CEIF Executive Director, Natalie Hebard to speak to the Board about the Foundation and where it is headed.

Foundation Chairman Staten discussed the upcoming charity events coming up for the Foundation, Idaho Gives on May 7th and Swing for the Green this summer. Scholarship Deadline is at the end of this week and they'll be working on reviewing all the applications that will be presented at the Scholarship Celebration in April. Staten provided an updated on what they learned from their visit to CSI and how they'll be applying that knowledge to CEI.

Staten wanted to express gratitude for Director Hebard and her hard work who will be leaving CEIF for a position at the INL. Hebard expressed her gratitude for the college and is going to continue to support us in her last weeks at CEI by hopefully finalizing three gifts to the school. Chairman Park and Aman both expressed their appreciation for Hebard and the network she helped build and all her hard work.

Seeing no other business, the meeting was adjourned at 7:50pm by Chairman Price.



Park Price, Chairman

4/8/2020

Date