

College of Eastern Idaho
Board of Trustees

April 8, 2020

College of Eastern Idaho Campus, John E Christofferson, Building 3 – Room 306
and remotely via Zoom
Idaho Falls, Idaho

A Regular Meeting of the Board of Trustees of the College of Eastern Idaho was held April 8, 2020 at the College of Eastern campus in Idaho Falls, Idaho and via Zoom. Chairman Park Price presided.

Present:

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

Guests:

Rick Aman, President
Lori Barber, VP of Academics and Student Affairs
Jed Bigelow, CEI Attorney
Sean Coletti, CEI Attorney
Michelle Holt, Executive Director of WTCE
Byron Miles, VP of Administration and Finance
Dustin Nielson, Budget Director
Ann Marie Peters, Director of Strategic Partnerships
Clint Reading, Dean of CTE
Angela Sackett, Interim Dean of General Education
Mary Taylor, Executive Director of HR
Mike Walker, Dean of Student Affairs
Todd Wightman, Communications and Marketing Director
Van Davis, Staff Senate President
Christy Haack, WTCE

The meeting was called to order at 6:02pm by Chairman Park Price

APPROVAL OF AGENDA

M/S Ozaki/Scheid to approve the agenda. Motion passes unanimously.

APPROVAL OF MINUTES

Minutes from the previous meeting held on February 12, 2020 were presented to the Board. Chairman Park had one minor edit to the minutes.

M/S Scheid/Ozaki 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 through the end of February. Scheid noted that the finances were healthy and that she and the Finance Committee feel that CEI is in a pretty good place given the COVID-19 situation that is developing in the nation this spring and the financial implications that it may have on higher education institutions.

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

APPROVAL OF INVESTMENT POLICY RECOMMENDATION

Trustee Scheid summarized that after looking at a number of different scenarios with College staff, the Financial Committee unanimously recommends that the College invest in the State LGIP Fund, a solid, conservative fund that is giving us a pretty good rate of return. The Finance Committee further recommended that the College invest our funds, with the exception of about \$2 million, which would be kept in our checking account to manage our day-to-day expenses. Trustee Scheid noted that this is actually what the College has been doing, but would now like to formalize this and make it our investment policy.

M/S Scheid/Ozaki to support the Finance Committee's recommendation that all funds beyond the \$2 million that we keep in our checking account for our day-to-day operations should be invested in the State LGIP fund and that CEI use the State LGIP as its primary investment fund *Motion passes unanimously*

APPROVAL OF CAMPUS POLICIES

The Board reviewed eight policies brought forth by the Human Resources department. ED Mary Taylor was present to clarify and answer questions. Each of the proposed policies had been through the on-campus steps for review – Board approval is the final step to implementation. Chairman Park requested that the College examine the proposed Policies truly have a purpose that Trustees can measure and are actually a Policy or whether they are something that is wrapped up in the operation of the College and should not be called out as a separate policy. President Aman clarified that the College is required to have policies such as those presented at this meeting under requirements for accreditation.

The Trustees reviewed each document with comments noted as follows:

Policy 101 Academic Standards – Amended the first two sentences to express the purpose of the policy and move the rest of the language to the procedures.

M/S Ozaki/Scheid to approve policy 101 as amended 101 *Motion passes unanimously as amended*

Policy 105 Instructional Program Advisory Committee – Tabled for further review

Policy 117 Public Relations – Determined to be an operations matter that can be handled internally without Board approval. Tabled.

Policy 231 Employee Relocation Assistance – Determined to be part of the benefits policy. Tabled.

Policy 301 Academic Freedom – Determined to be a stand-alone policy.

M/S Scheid/Miller to approve policy 301 *Motion passes unanimously*

Policy 422 Electronic Message Center Policy – Determined to be an operations matter that can be handled internally without Board approval. Tabled.

Policy 601 Equity Resolution Process (Title IX) – Amended to remove mentions of housing

Policy 602 Equal Opportunities, Harassment, and Non-Discrimination (Title IX) – Amended to remove mentions of housing

M/S Scheid/Miller to approve policies 601 and 602 as amended *Motion passes unanimously*

PRESIDENTS REPORT

Aman updated the Board on where the College with enrollment in various categories, year to date, compared to last year. He also described what CEI has done to move delivery and support services online since Governor Little's Stay at Home Order due to COVID-19 has taken effect. Aman invited leaders across the College to update the Trustees on steps the college had taken over the past several weeks to address the COVID-19 situation. Dean Reading described how the College is handling students enrolled in clinicals and other hands on courses in CTE and healthcare programs. Interim Dean Sackett discussed how CEI moved all Gen Ed courses and labs online, with help from instructors who have prior experience teaching online mentoring those who did not have that experience. Vice President Barber explained how CEI's instructional design team has been incredibly helpful and detailed several measures that the College has taken to help students try to adjust to this new, online environment. Executive Director Holt described how WCTE has cancelled planned spring events, is expanding knowledge of and access to their online class offerings, and is working with the INL to continue their course offerings online, where possible. Dean Walker described how all Student Affairs services have moved online and included an expansion of some services, including the establishment of Student.Concern@cei.edu, which is replied to within 24 hours, loaner laptops, weekly Facebook Live sessions, and calling every enrolled student to see how they are doing.

Aman highlighted the results of a survey sent to College employees last week, which demonstrated that the majority feel they are adapting well to working remotely and feel that they are getting the support, communications, and equipment that they need to telework during this COVID-19 situation. He also noted that students are being surveyed about the College's response this week.

Vice President Miles provided the Trustees with a summary of the steps the College is taking due to the FY2020 two percent budget takeback and the anticipated FY2021 budget cut of two to seven percent.

Director Wightman provided an update on how he has started to adapt the College's messaging and advertising in light of the pivot to 100% online General Education delivery due to COVID-19. He also highlighted the College's push into additional social media platforms, which has been enabled by the hire of a new part-time staff member.

Executive Director Peters discussed recent Zoom meetings that she and senior college leadership have held with area elected officials, businesses, and other stakeholders about CEI's role in the eventual economic recovery that will follow the current COVID-19-related downturn. She also provided an update on FutureTech.

The Trustees complimented the College on the job it has done in rising to the challenge of serving CEI's students amidst the difficulties of COVID-19.

COMMITTEE REPORTS

Trustee Ozaki reported that CEI Foundation activities are going well and thanked CEIF Board Chair, Krisi Staten and Foundation Coordinator, Bailey Winn for handling the CEIF Executive Director duties while the College works to hire a replacement for the position. Second round interviews are happening in the coming days. Trustee Ozaki also reported that the Foundation recently awarded \$223,000 in scholarships to 228 students and \$75,000 in internal campus improvement grants.

Trustee Miller reported that the State Board of Education has indicated that K-12 schools will likely remain online, with physical schools closed, through the end of the year and that they have requested a 1% budget takeback so far of K-12 education in Idaho. Additionally, the local districts have relaxed the number of credits required for graduation to the State minimum, which may increase the number of current seniors and juniors enrolling in community college in the upcoming term.

Chairman Price noted that he will call an Executive Session to discuss personnel issues.

Seeing no other business, the meeting was adjourned at 8:06pm by Chairman Price.



Park Price, Chairman

5/13/2020

Date