

**College of Eastern Idaho
Board of Trustees**

May 25, 2021

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 May 25, 2021 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
Chuck Bohleke, CEI Dean of Career Technical Education
Sean Coletti, CEI Counsel
Ryan Faulkner, CEI Dean of Online Learning
Christy Haack, CEI Workforce Training & Continuing Education (WTCE) Operations Director
Amanda Logan, CEI Executive Liaison
Byron Miles, CEI Vice President of Finance & Administration
Ann Marie Peters, CEI Director of Strategic Partnerships
Angela Sackett, CEI Dean of General Education
Jeff Sneddon, CEI WTCE Executive Director
Mary Taylor, CEI Human Resources Executive Director
Todd Wightman, CEI Marketing & Communications Director

CALL TO ORDER

The meeting was called to order at 6:20pm by Chairman Price.

APPROVAL OF AGENDA

M/S Mickelsen/Ozaki to approve the agenda for the May 25, 2021 Regular Board Meeting. *Motion passes unanimously.*

APPROVAL OF MINUTES

M/S Scheid/Mickelsen to approve the minutes of the May 14, 2020 Special Board Meeting. *Motion passes unanimously*

M/S Mickelsen/Scheid to approve the minutes of the April 27, 2020 Regular Board Meeting. *Motion passes unanimously.*

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MONTHLY FINANCIALS

Trustee Ozaki provided an overview of the April Financials, noting that as of April 30th, we are 83% through the fiscal year. The College has received 97% of our General Fund budgeted revenue, with the remaining percentage left to be fulfilled by the State Liquor funds and property tax revenue. CEI has expended 81% of the *General Fund Budget*, so everything is on track for this time of the year.

Ozaki explained that in regards to the *Other Fund Revenues*; it will continue to look a bit odd due to receiving funds due to COVID as that money came as grants. This is not all the funding we have been granted, it only shows what we have received so far.

Lastly, Ozaki noted that WTCE is on track despite impacts from COVID-19 regarding their revenues, but they are over budget on their expenses. Everything considered, they are in good shape after they receive their Accounts Receivable.

M/S Mickelson/Miller to approve the month's CEI financials, as they have been presented. *Motion passes unanimously.*

APPROVAL OF CEI POLICIES

The Board reviewed five finance and facilities-related policies brought forth by the Human Resources department. Discussion followed about approving policies without seeing the related procedures. Members of the offices of the College that implement the policies and procedures were there to clarify and answer questions that arose.

M/S Mickelson/Ozaki to approve Policy 405: Financial Planning, Policy 406: Transparency of Financial Resource Management, Policy 407: Financial Reporting, Policy 408: Audits, and Policy 502: Hazardous Substances, as presented, with the understanding that the Trustees will see the Procedures for Policies 405, 406, and 407. *Motion passes unanimously.*

CAMPUS REPORT

President Aman officially introduced Jeff Sneddon, CEI's new Executive Director of Workforce & Continuing Education (WTCE) to the Trustees.

Update on Future Tech and Projects

Ann Marie Peters, Director of Strategic Partnerships, provided the Trustees an update on the latest work on the College's planned Future Tech building. Peters explained that they have deliberately been inclusive in conversations about the design of building with subject matter experts, stakeholders on campus, and those off campus in community and around the state (e.g., meetings with legislators, students, faculty, staff, on Facebook, on the President's forum). The team is working on a timeline for construction.

Peters also told the Trustees that it looks like the College will have access to a yet to be named building with 32,000 square feet for our Regional Skilled Labor Center by September of 2022 and is hopeful that there will be limited costs associated with the building. The Regional Skilled Labor Center will initially be for non-credit programs, however, there is an opportunity to expand into credit programs with CTE. The College is also exploring an opportunity for smaller scale, temporary space from January 2022 through August 2022 and will likely use existing, smaller scale space in Building 2 this fall for related courses.

Instructional and Student Affairs Updates

Vice President Barber provided the Trustees with an update on Instruction activities at the College. Currently we are down in enrollment for Summer but we expect to be up by the tenth day of attendance. Enrollments for Fall are up year-over-year and we are attributing that to the Strategic Enrollment Management (SEM) Committee and their plan to bring more enrollment onto campus. More processes in the overall enrollment processes are being automated now which will streamline enrollment for students across the board.

We continue to build HyFlex classrooms and work with the HyFlex Pedagogy Committee and HyFlex Technology Committee regarding this. We are working on developing a Medical Technology Certificate that would eventually turn into an Associate's degree, however, it will start off with an apprenticeship program with Mountain View Hospital. Early College we had a 47% increase in the last year and it continues to go up. Dean Bohleke is working with the Early College department on adding technical dual credit in the CTE programs. The Master's Degree incentive program has done well to encourage more teachers to join the Early College program; we are currently working to onboard fifteen teachers.

COVID-19 Updates

Logan provided a brief update on COVID-19 cases at the College, noting that so far in May, we have not had anyone self-identify as having tested positive. We have had people who have said they have household members test positive and then they self-quarantined not to bring it onto campus.

Byron Miles, Vice President of Finance & Administration, provided an update on COVID-19 spending, via CARE and HEERF 1, 2, 3 funds. CEI has roughly \$3,000,000 available to spend according to the provided guidelines. Our "Virtual Campus," and website overhaul proposal seem to fit the requirements the best.

Miscellaneous Updates

Aman provided an overview of the agenda for the upcoming Trustee Work Session/Retreat which will take place on June 7th and 8th at CEI's Teton Valley Outreach Center in Driggs, ID.

Finally, Logan briefly presented the May 2021 calendar of upcoming Board tasks.

TRUSTEE REPORTS

Ozaki noted that the Finance Committee reviewed the proposed FY 2022 Budget and said that the Committee recommend the Budget move forth and be approved by the Trustees.

Trustee Scheid updated the Board on recent and upcoming CEI Foundation activities, including Swing for the Green on June 24th and 25th and the Great Race for Education on July 16th.

Trustee Miller updated the Board on K-12 activities, noting that the Master's program incentive offered by CEI has been really well received and that Early College Director Mary Stephenson has a good vision for swaying more teachers to come to CEI so we can offer Dual Credit and high school Associates degrees.

TRUSTEE REMARKS

Chairman Price remarked that CEI set high standards for our degrees and we are benefiting from those high standards. Coming from a technical college, we have kept that heritage while growing our academic side. All of this keeps us in good stead with our community.

EXECUTIVE SESSION

M/S Mickelsen/Scheid to go into Executive Session, pursuant to Idaho Code Sections 74-206(1)(b), for the purpose of public officer evaluation. Motion passes unanimously by roll call.

The Trustees entered Executive Session at 7:35pm and exited at 8:52pm.

ADJOURNMENT

Chairman Price announced that no action was taken during the Executive Session and the meeting was adjourned at 8:52pm.



Park Price, Chairman

6/22/21

Date