

**College of Eastern Idaho  
Board of Trustees**

**September 28, 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 September 28, 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  
Carrie Scheid

**Absent:**

Cal Ozaki, Treasurer  
Craig Miller

**Guests:**

Austin Allen, CEI Counsel  
Rick Aman, CEI President  
Lori Barber, CEI Vice President of Academic & Student Affairs  
Chuck Bohleke, CEI Dean of Career Technical Education (CTE) (via Zoom)  
Dave Facer, CEI Foundation Executive Director (via Zoom)  
Katlynn Gabara, CEI Early College Student  
Jacob Haeberle, CEI Interim Dean of General Education  
Dusty Klenk, CEI Staff Senate President (via Zoom)  
Amanda Logan, CEI Executive Liaison  
Hailey Mack, CEI Interim Associate Dean of Enrollment Management (via Zoom)  
Julie McMurtrey, CEI Sr. Coordinator, Center for New Directions, (via Zoom)  
Byron Miles, CEI Vice President of Finance & Administration  
Ann Marie Peters, CEI Director of Strategic Partnerships (via Zoom)  
Angela Sackett, CEI Interim Dean of Health & Human Services (via Zoom)  
Jeff Sneddon, CEI Workforce & Continuing Education (WTCE) Executive Director (via Zoom)  
Mary Stephenson, CEI Director of Early College  
Lee Stimpson, Director of Intuitional Effectiveness  
Mary Taylor, CEI Human Resources Executive Director  
Mike Walker, CEI Dean of Student Affairs  
Todd Wightman, CEI Marketing & Communications Director (via Zoom)

**CALL TO ORDER**

The meeting was called to order at 6:00 PM by Chairman Price.

**ACTION ITEMS**

APPROVAL OF AGENDA

**M/S Mickelsen/Scheid to approve the agenda for the September 28, 2021 Regular Board Meeting.** *Motion passes unanimously.*

APPROVAL OF MINUTES

**M/S Scheid/Mickelsen to approve the minutes of the August 24, 2021 Regular Board Meeting as amended.** *Motion passes unanimously.*

**PUBLIC COMMENT**

There was no public comment.

**ACTION ITEMS**

APPROVAL OF MONTHLY CEI FINANCIALS

In Trustee Ozaki's absence, Vice President Miles highlighted the August Financials to the group. We have received 43 percent of our General Fund Revenues. Miles noted that we have received the State Appropriation for CTE funding since the report was created. Moving onto Other Funds, Miles explained the updates to the formatting of the different sections: Course Fees, Grants, Unrestricted, and Allocated Student Fees. Explanations were provided about the differences between the different funds and where the funds come from and how they are spent. Miles presented the WTCE budget next, explaining the updated format with this budget as well. Clarification was also provided on the revenue sources for WTCE.

Miles then presented the new Cash Availability Report that was created at the request of Chairman Price. He explained how the report calculations were made and how all the different funds tie into it. Finally, Miles provided an overview of the Bank Balance Report.

**M/S Mickelsen/Scheid to approve the month's CEI financials.** *Motion passes unanimously.*

## APPROVAL OF CEI POLICY 231: PROFESSIONAL DEVELOPMENT

Executive Director Taylor provided an overview of the proposed, new CEI Policy 231: Professional Development, which provides guidelines regarding professional development for employees; emphasizing sending one employee to a conference, seminar, or workshop, with the expectation that on return, the employee will train others on the information that they learned.

**M/S Mickelsen/Scheid to approve CEI POLICY: 231 Professional Development. Motion passes unanimously.**

## DISCUSSION ITEMS

### CAMPUS REPORT

#### *Annual Performance Measures*

Lee Stimpson, Director of Institutional Effectiveness, presented CEI's Annual Performance Measures. Stimpson covered some of the highlights of the report, such as the Degrees and Certificates Awarded, where we saw a 24.5 percent increase from 2020 to 2021. Discussion followed about effects of COVID on different measurements and the goals of the College. Explanations were provided on some of the metrics and how they are calculated. Stimpson went through a presentation of different graphs of data gathered around the College. There was a discussion about the different data presented, how it relates to the College, and how the data was collected.

#### *Instructional and Student Affairs Updates*

Vice President Barber provided the Trustees with an update on Instruction activities at the College. Fall Enrollment for Early College counts are up, with initial preliminary estimates around 1,200. For context, last year we had 755 Early College students. Barber visited with Superintendent Monte Woolstenhulme in Driggs with Director Stephenson and President Aman to discuss how we can partner with Teton County. Aman expanded on that noting they have been working with ISU already with dual credit, but we think we can expand on these opportunities for them.

CEI was one of the five institutions chosen for the Bridges Grant, which will help with outreach to our rural partners. Stephenson and Heather Nunamaker went to the Driggs Farmers Market to spread awareness about the upcoming survey that CEI will be sending out to their community; lots of positive response and there ended up being a news article written about the grant and CEI.

Barber described the success of CEI's Math Plus Class, which is a co-requisite class to help students who may have been in a remedial course be able to take a regular college algebra course but with the Plus class as an additional resource. We have over 50 students attending the Plus class, helping students get through their required courses while working through their other course work.

Barber mentioned that we have had wonderful compliance on campus with masks and noted that we had 50 people attend the COVID vaccine clinic held on campus today. She also highlighted that the COVID vaccine incentive program is underway. Relatedly, we had a doctor from Utah address vaccines via Zoom for some of our healthcare students. The presentation was great and we have since pushed the video out to all students.

In CTE, we have received full approval as a cybersecurity center of Academic Excellence from the National Security Administration. We are the second community college in Idaho to receive this designation. We have just signed a MOU to work with the other three Community Colleges to build a Zero Cost Textbook degree of a 'Z-Degree'. The Governor allocated \$1 million dollars for us to develop this degree, with each college receiving a quarter of it.

Student Affairs is doing creative things and continues to refine their processes to reach, recruit, enroll, and retain more students. We have hired a new Student Life Senior Coordinator, Bailey Winn, to help serve more students. The Diversity Committee through Center for New Directions is hosting the Clothesline project in mid-October; it is an interactive exhibit and raises awareness on assault, abuse, and honoring survivors. CEI also helped plan and will be participating in the Hispanic Youth Leadership Summit (HYLS) with ISU. E-Sports is growing and we have varsity teams and are able to host several tournaments.

Barber finished with introducing Jacob Haberlee, who is serving as interim Dean of General Education.

#### *Governor's Cybersecurity Taskforce Update*

President Aman has been asked to join the Workforce Subcommittee with Director Tom Kealey and Zach Tudor which is a great opportunity for CEI. We are headed in the right direction with Cyber, as mentioned by Barber with the approval from NSA. We will be having a ribbon cutting at the Yellowstone Training Center (YTC) on Thursday to officially open the cybersecurity center and the whole center in general. We gave Director Kealey a tour of the YTC building and had a great visit about what the College can do for technical skills.

#### *Future Tech Update*

Ann Marie Peters, CEI Director of Strategic Partnerships, provided an update in regards to Future Tech. We are aiming for construction to start in May or June of 2022 and completing the whole project in May of 2024, with a ribbon cutting in Fall of 2024. Peters went over options for funding, an overview of the budget, and plans for the building. We are actively working on an EDA application. Additionally, we are actively working on different grant applications and submitting them various foundations and organizations.

#### *2022 – 2023 Tuition and Fees Review*

There was a lengthy discussion about the possibility of raising the current rate of tuition and fees. Overall, it was indicated that the Board would like to put this discussion on hold for now and does not foresee raising tuition in the near term.

*COVID Updates*

Amanda Logan, CEI Executive Liaison and Executive Secretary to the Board of Trustees, provided a brief update on recent COVID-19 cases at the College, noting that in August, CEI had a total of 10 self-reported, cases and far so far in September, the CEI has had 16 cases.

Vice President Miles briefly explained a report showing the funds received relating to the COVID pandemic. The HEERF Dashboard shows the amounts received and what has been expended; the majority of the funds being spent to establish a virtual campus. The remainder currently is left to cover any remaining unexpected expenses related to COVID.

**TRUSTEE REPORTS**

In Trustee Ozaki's absence, Chairman Price briefly reported that the Finance Committee met the prior week.

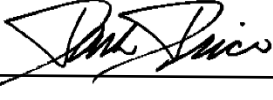
Trustee Scheid updated the Board on CEI Foundation activities, noting that the Foundation's endowment stood at \$7.3 million. Bailey Winn's last day with the Foundation was this month, a loss for the Foundation but a great addition to the College. The Foundation audit is complete and it went well. Trunk or Treat is scheduled for Thursday, October 28<sup>th</sup>.

**TRUSTEE REMARKS**

Chairman Price noted that he would not be here for the October meeting. Vice Chair Mickelsen also noted that she would miss the October meeting; both have been invited to the Finance Committee to review the College Annual Financial Statement if they wish to do so. Logan will confirm that there will be a quorum for the October meeting for the vote on the Annual Financial Statement.

**ADJOURNMENT**

Seeing no further business, the meeting was adjourned by Chairman Price at 7:49 PM.

  
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Park Price, Chairman

10/28/21  
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Date