

**College of Eastern Idaho
Board of Trustees**

November 11, 2020

College of Eastern Idaho Campus, John E. 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 November 11, 2020 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, Treasurer
Craig Miller
Cal Ozaki

Guests:

Rick Aman, CEI President
Lori Barber, CEI Vice President of Academics and Student Affairs
Chuck Bohleke, CEI Dean of Career Technical Education
Sean Coletti, CEI Attorney
John Detwiler, CEI Radiation Safety Program Director
Josh Duersch, Interim CEI ITS/CSEC Department Chair
Dave Facer, CEI Foundation Executive Director
Ryan Faulkner, CEI Director of Online Learning Services
Michelle Holt, Executive Director of CEI WTCE
Amanda Logan, CEI Executive Liaison
Byron Miles, CEI Vice President of Finance and Administration
Jacinda Moreau, Executive Assistant to CEI's Vice President of Academics and Student Affairs
Clint Reading, CEI Dean of Health and Human Services

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

APPROVAL OF AGENDA

M/S Scheid/Miller to approve the agenda for the November 11, 2020 as amended. Motion passes unanimously.

RATIFICATION OF ELECTION RESULTS

M/S Miller/Ozaki to approve the results of the November 3, 2020 election as presented. *Motion passes unanimously. The Trustees were then sworn in by Sean Coletti, a Notary Public for the State of Idaho.*

APPROVAL OF MINUTES

Minutes from the previous meeting held on October 14, 2020 were presented to the Board.

M/S Scheid/Mickelson to approve the October 14, 2020 meeting minutes as amended. *Motion passes unanimously.*

PUBLIC COMMENT

There was no public comment.

ELECTION OF OFFICERS

M/S to Scheid/Mickelson to approve Park Price as Chair, Stephanie Mickelson as Vice Chair, and Cal Ozaki as Treasurer of the Board of Trustees, the latter to take effect in January 2021. *Motion passes unanimously.*

APPOINTMENT OF LIAISON

Scheid was appointed to serve as the Liaison to the CEI Foundation, to take effect in January 2021. Miller remained the Liaison to K-12 schools in the area.

APPROVAL OF MONTHLY FINANCIALS

Trustee Scheid highlighted the monthly financial reports with the Board. Scheid noted that the College is on track for the year, as it had received 77% of the budgeted revenue and had spent 24% of budgeted expenses.

Scheid commented that Workforce Training's budget is looking great, especially considering the difficulties they have encountered with the pandemic. They are ahead in their revenues, with 34% in, and on target with expenditures, at 23%, while we are 25% through the year.

Scheid also provided an overview of the balance sheet, as September was the end of the quarter, noting that the College is currently ahead on assets compared to FY20, due to having more cash on hand at the start of the year. This will be spent as the year progresses.

Finally, Scheid provided an overview of the bank balance report, and noted that there was a little over \$6 million in reserves as of the end of the October.

Chairman Price noted that Vice President Miles' team is working on a projection of how much the College will have in our fund balance at the end of the year.

Trustee Miller asked if the College is aware of any discussion about the State returning funds to higher education institutions given the current projected State surplus. Miles and President Aman commented that the College has not heard any indication of that to date.

M/S Miller/Scheid to approve the month's CEI financials as they were presented. *Motion passes unanimously.*

APPROVAL OF AMENDED PURCHASING AND PROCUREMENT POLICY

Scheid noted that as discussed at the previous Trustees Meeting, CEI Attorney Coletti and the Finance Committee revised sections D and E of the Amended Purchasing and Procurement Policy. The major change is that the Trustees will approve all real property purchases and all expenditures that exceed the approved annual budget while other changes can be handled by the Finance Committee or designated CEI staff. Scheid also explained that these revisions were acceptable to CEI staff and approved by the Finance Committee.

M/S Scheid/Ozaki to approve Resolution 2020-01: Amended Purchasing and Procurement Policy, as presented. *Motion passes unanimously.*

CAMPUS REPORT

Aman introduced Chuck Bohleke, CEI's new Dean of CTE, to the Board.

Afterwards, Coletti briefly described how the population of Bonneville County will be examined and adjusted among the Trustee zones once the 2020 Census data is available, We will work with Bonneville County GIS staff to balance out the population in the five Trustee zones.

Continuing the Campus report, Aman noted that enrollments for the spring semester are looking good. He highlighted plans for various course offerings, including a new HyFlex offering which will mean 12 students in face-to-face instruction in a classroom and 18 students attending via live Zoom for each, synchronous section. Dean Sackett noted that the College has been holding committee meetings regularly to plan for HyFlex and practice as we get closer to the spring semester.

In response to a question from Chairman Price, Sackett noted that the College feels very good about how online courses have gone, applauding the work of Ryan Faulkner, CEI's Director of Online Learning Services. Sackett noted that student evaluations have been positive for the Fall 2020 semester.

Logan provided the COVID-19 update, noting that there has been an upward trend in positive cases in the area and at CEI. She also explained that the College has established a partnership with Express Labs for testing students and employees with COVID-19 symptoms. Additionally, the College will host an asymptomatic testing clinic for students and employees on campus on Monday, November 16, 2020.

Aman updated the Trustees on his work with University of Idaho's Michael Haney, the other Idaho community colleges and Lewis and Clark State College to develop a cyber security operations center (SOC) at each college with the Idaho National Laboratory (INL) and the State. He noted that CEI is ahead of the curve in terms of setting up its SOC, and is on track to have it up and running in the Yellowstone Training Center by the end of calendar year 2020.

Aman highlighted recent work to offer a Cyber Operations and Resilience Baccalaureate degree with Boise State University (BSU). Students would start with CEI, take their AS or AAS to BSU, and then continue on to complete their Masters in one year after that. The entire program would be online.

Aman detailed to the Trustees that the Economic Development Administration (EDA) awarded \$1.2 million to CEI for the planned Future Tech Building, matching College funds to total \$2.4 million. College staff are now working with the EDA to create the "RFW" (Ready for Work) that will be open for bids for several weeks before a five-person review party determines the successful candidate. The total price of the building is estimated to be \$35 million. The College has a pending request with the State for \$10 million, Ann Marie Peters is running a silent campaign, and the College is also exploring New Market Tax Credits.

Aman briefly described an update on plans for a Regional Skilled Labor Center.

Vice President Barber announced that the College has signed a co-admit agreement with Lewis and Clark State College that is identical with that offered with the University of Idaho. She also noted that we are working on co-admits with Boise State University and Idaho State University.

Barber additionally told the Trustees about CEI's plans for spring in-service, which will be held virtually and will include keynote remarks from Tony Wagner, an expert in innovative education.

Finally, Aman walked the Trustees through how the College leadership is thinking about how CEI ought to grow over the next three years/six semesters, including specific positions that are necessary for that growth and their impact on student headcount by area. Aman noted that CEI currently does not have the money in its budget to hire for the described positions.

In response to a question, Barber noted that the College is coordinating with the INL, University of Idaho, and other higher education institutions to make sure that we are not duplicating efforts or being repetitive but rather growing and providing courses and programs that make sense for the students and employers in the area. Barber also explained why hiring of adjuncts exclusively limits growth outside of General Education.

Ozaki commented that this looks like ambitious growth and asked about potential revenue projections.

In response to a question, Executive Director Holt commented that WTCE could add trainings such as those potentially needed for incoming construction for the INL once they have a location for the courses as instructors are not a barrier.

Mickelson commented that managed growth is a good idea but that growth for the sake of growth is not always a great idea.

Miller noted that he loves growth and making things like this happen, but worries about how to fit that may students on CEI's campus. Aman noted that a fair share of the growth could be online. Miller suggested using K-12 facilities at night.

Scheid thanked the College for the specifics on desired growth. Aman noted that the list of desired positions was not prioritized other than that a Grant Writer would be the highest priority.

Price requested that the Trustees and College leadership gather for a Retreat to discuss this further. Aman suggested that this happen in March so that there is time to have an idea as to what the State Legislature might do this session.

COMMITTEE REPORTS

Scheid noted that the Financial Audit is complete, has no findings, and should be presented to the Board during next month's meeting. She also applauded and thanked Miles and his team for the great work they have done while Scheid served as the Chair of the Finance Committee.

Ozaki applauded and thanked Dave Facer for his work since joining the Foundation earlier this year. He also noted that the Foundation and CEI Student Senate, in conjunction with a number of community sponsors, held a drive thru style Trunk or Treat on October 29th in CEI's parking lot. An estimated 1,500 to 1,800 vehicles and 5,000 community members came through during the event.


Miller commented that the College has been wonderful with its outreach, recruitment, and training at the K-12 schools this year and he hopes to see it continue.

TRUSTEE REMARKS

Mickelson applauded Scheid and College staff for their work in establishing the Finance Committee.

Chairman Price noted that the College is truly changing lives and thanked employees for their work.

Seeing no other business, Chairman Price adjourned the meeting at 7:45pm.



Park Price, Chairman

2/10/2021

Date