

College of Eastern Idaho
Board of Trustees
November 13, 2019
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 November 13, 2019 at the College of Eastern campus in Idaho Falls, Idaho. Chairman Park Price presided.

Present:

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

Absent:

Cal Ozaki

Guests:

Rick Aman, President
Sean Coletti, CEI Attorney
Byron Miles, VPFA
Don Bourne, Controller
Lori Barber, VPASA
Mary Taylor, Executive Director HR
Ann Marie Peters, Director of Strategic Partnerships
Judy Brower, WIPFLI Auditors

TRUSTEE WORK

The meeting was called to order at 6:01pm by Chairman Park Price

APPROVAL OF AGENDA

M/S Scheid/Miller to approve the agenda as presented *Motion passes unanimously*

APPROVAL OF MINUTES

Minutes from the previous meeting held on October 9 were presented to the Board
M/S Scheid/Miller to approve the minutes *Motion passes unanimously*

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MONTHLY FINANCIALS

Trustee Scheid invited WIPFLI representative Judy Brower to assist in reviewing the monthly financials with the Board. Scheid reviewed each of the budgets – General, Other, and WTCE. Of note, Brower explained the presence of “OPEB” line items, obligations that exist even after an employee has left.

The Trustees also discussed the possibility of budget holdbacks and the impact on operations. President Aman felt a 1% reduction would not adversely affect operations this year. However, additional reductions in baseline budgets in future would impact the ability of CEI to meet the needs of a growing enrollment.

M/S Mickelsen/Miller to approve the monthly financials *Motion passes unanimously*

ACCEPTANCE OF FY19 AUDIT REPORT

Brower presented the final audit report to the Board. Trustee Scheid noted that the audit had been reviewed by the Finance Committee on two occasions and the committee had no further questions. Brower noted that there were no material findings in the report and only a few recommendations for improvements. Brower also explained that, because the College is new, the College is no longer considered “low risk” from a scholarship administration standpoint because it has not been through two audits. It should return to a low risk rating in just a few years.

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

APPROVAL OF NEW FINANCE COMMITTEE MEMBERS

Trustee Scheid provided short resumes for each of the proposed new members, Lindsay Good and Becky Holzemer. Scheid added that one position is replacing Kevin King who had recently resigned and the second was a longstanding open position.

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

ACKNOWLEDGEMENT OF CASH BASIS RECOMMENDATION

Trustee Scheid explained the current process of keeping all budgets on a cash basis for eleven months and switch to an accrual basis for all year-end financials. Scheid explained that this is the current method used by the budgeting office and advised that this method will continue. The Board was supportive.

APPROVAL OF CAMPUS POLICIES

The Board reviewed thirteen 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 106 GRIEVANCES – no comments

POLICY 107 DISCIPLINARY ACTIONS – no comments

POLICY 108 HARASSMENT AND DISCRIMINATION – no comments

POLICY 113 PROBATIONARY PERIOD – There was a concern expressed over limits on employees who were recently promoted from immediately seeking another position. Aman and Taylor explained that it helps keep perpetual understaffing in check and allows departments to correctly train employees instead of trying to replace them.

POLICY 120 DRUGS AND ALCOHOL – A trustee suggested that the College ought to drug test all employees rather than just those set out in the outlined procedure. Coletti and Taylor will look into the legality of the change. **Policy tabled for further review*

POLICY 122 EQUAL OPPORTUNITY EMPLOYMENT – no comments

POLICY 123 DISABILITY AND ACCESSIBILITY – no comments

POLICY 200 STANDARD WORK WEEK AND ATTENDANCE – no comments

POLICY 203 EMPLOYEE BENEFITS – ED Taylor explained that employees receiving healthcare coverage after retirement were using earned sick leave to cover the cost and added that there is no additional cost to the college in offering this benefit.

POLICY 204 CODE OF CONDUCT AND ETHICS – no comments

POLICY 222 ON-CALL – no comments

POLICY 225 BACKGROUND CHECKS – no comments

POLICY 206 TELECOMMUTING – no comments

M/S Miller/Scheid to approve all policies as presented and to table Policy 120 for further review

Motion passes unanimously

DISCUSSION OF EMPLOYEE EDUCATION BENEFITS

Aman and Taylor presented a proposal to extend employee education benefits to one employee dependent for Board discussion. Taylor detailed that current policy allows employees to receive tuition reduction for up to three credits a semester. The proposal would extend the benefit one dependent and

up to six credits per semester. All applicable fees would still be the responsibility of the student. Trustees asked that a proposal be submitted for approval at the next meeting.

REPORTS

Trustee Scheid had no further reports from the Finance Committee and thanked the Board for their time spent reviewing the variety of items presented.

Due to the absence Trustee Ozaki, President Aman gave a brief Foundation update. He added that the endowment account has nearly reached the five million mark and that allocation of internal and pass-through scholarships are at all-time highs. He reminded the Board that the next deadline for application is in February with review happening in March. Aman added that Foundation was included in the audit presented at this meeting. There were no audit findings for the Foundation.

Trustee Miller reported on the annual School Board Association meetings and detailed a few items that will go forward for lobbying during the upcoming legislative term. Miller added that there was quite a bit of discussion about high schools running internal GED programs for students struggling with graduation requirements, Aman and Miller agreed that programs would be a great way for CEI to partner with local high schools that have seen a higher need. CEI will look into further support.

Director Peters updated the Board on the status of the Future Tech project, a planned visit to Elevate Academy in Boise, Donor Thanksgiving, and visits with legislators and Lt. Governor McGeachin.

VP Miles reported that the Yellowstone Building is coming along nicely, and most furniture has been moved into the new location. Miles reviewed the proposed holdbacks coming for the State explaining that all entities, excluding K12, have been asked to plan for a 1% budget reduction but have not been asked to return any existing funding.

VP Barber discussed the implications of the recent failed Lemhi County vote to join into the taxing district. Barber will continue courses in the region for this year, but the number and type of classes offered will depend on community demand in the future. She also reported that CEI will now be offering 36 credits through Idaho Digital Learning Academy for students to take online. She hopes that as this partnership continues, students will be able to receive a full degree online through the academy.

Aman then updated the Board on recent campus activities and visits with local legislators and educators including travel to Denver for WICHE meetings and trips to BYU-I to continue discussions of partnership and student transitions.

REMARKS

Chairman Price remarked that the failed vote in Lemhi should not be seen as a reflection on the College and that the institution. He expressed pride in the growth, quality, and innovation the staff has achieved since inception.

Trustee Scheid commended Todd Wightman for his good work in the continued positive media focus. Scheid also asked for clarification on enrollment numbers presented and asked that the College provide

a brief explanation of the shift of CTE students into General Education and non-credit programs. She added that the way the numbers are currently shown, it looks like our career & technical program enrollments have decreased when, in fact, they have actually increased.

Seeing no other business, the meeting was adjourned at 7:48pm by Chairman Price.

Park Price, Chairman

Date