

College of Eastern Idaho  
Board of Trustees  
November 14, 2018  
College of Eastern Idaho Campus, Healthcare Building 6 – Room 6164  
Idaho Falls, Idaho

A Regular Meeting of the Board of Trustees of the College of Eastern Idaho was held November 14, 2018 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  
Marji Price, Interim Vice President of Instruction  
Byron Miles, Vice President of Finance  
Don Bourne, Controller  
Todd Wightman, Marketing  
Kristina Buchan, Executive Secretary  
Natalie Hebard, Executive Director – CEI Foundation  
Bob Gutzman, Lemhi Education Project

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

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Minutes from the previous meeting held on September 12 were presented to the Board  
**M/S Scheid/Miller To approve the minutes** *Motion passes unanimously*

## TRUSTEE WORK

### RATIFICATION OF ELECTION RESULTS

Trustees examined the official canvassed results of the November 2018 General Election.

**M/S Mickelsen/Scheid to ratify the election results of November 6, 2018** *Motion passes unanimously*  
*Trustees were then sworn in by Executive Secretary Kristina Buchan, a Notary Public for the State of Idaho.*

### ELECTION OF OFFICERS

**M/S Mickelsen/Scheid to elect Park Price as Chairman of the Board for the ensuing term** *Motion passes unanimously*

**M/S Scheid/Miller to elect Stephanie Mickelsen as Vice Chairman of the Board for the ensuing term** *Motion passes unanimously*

**M/S Mickelsen/Miller to elect Carrie Scheid as Treasurer of the Board for the ensuing term** *Motion passes unanimously*

**M/S Miller/Mickelsen to elect Kristina Buchan as Executive Secretary of the Board for the ensuing term** *Motion passes unanimously*

### ENDORSEMENT OF LEMHI COUNTY PETITION

Bob Gutzman, of the Lemhi Education Project, presented to the Board regarding the desire of Lemhi County to join into the CEI Taxing District. Bob added that CEI employees had made a trip to Salmon and made significant progress in discussions with community leaders and citizens. Bob presented signed petitions to the Board and added that collection was surprisingly quick and easy, he hoped that was a great sign of support.

District Election Official Kristina Buchan reported that the petitions were accurate and complete.

**M/S Mickelsen/Scheid to send Lemhi County's Petition to join the College of Eastern Idaho District to the State Board of Education with our recommendation that it be approved.** *Motion passes unanimously*

### APPROVAL OF MONTHLY FINANCIALS

Controller Don Bourne presented the Monthly Financials to the Board. Trustee Scheid noted that the CEI Finance Committee met prior to the meeting to go over the financials and had approved the reports presented to the Board. Bourne added that the new reports include a declining balance that give a percent of budget spent for each area. The Board expressed concern over the presentation of carryover

balances within the other funds portion of the budget and asked the committee to review and correct if necessary.

**M/S Mickelson/Miller to approve the monthly Financials** *Motion passes unanimously*

#### AMENDMENT OF FINANCE COMMITTEE CHARTER

Trustee Scheid explained and proposed an update to the Committee Charter to add more flexibility to purchases made under specific grants and donations. The Board discussed other updates to the charter that have come about as the committee discovers its role and needs.

**M/S Mickelsen/Miller to approve the amended Finance Committee Charter as presented** *Motion passes unanimously*

#### DISCUSSION OF AUDIT RFP

Vice President Miles discussed the steps to move forward with an RFP for a new auditing firm. He added that he used RFP formats from other institutions to cover items that are specific to education entities. The Finance Committee will discuss and recommend the RFP before it is sent to the Board for final approval.

#### REPORTS

Trustee Scheid reported that the Finance Committee Charter had added a new member, Kevin King. Scheid was confident that King would add valuable insight to the committee. Scheid reported that the audit report for EITC had come in and was being discussed by the committee. However, the committee felt it was not within their authority to review the EITC financials since the committee had been created under CEI. The committee will continue to discuss Outcomes Based Funding and the use of reserve funds at future meetings.

Executive Director Natalie Hebard reported, on Trustee Ozaki's behalf, that the Foundation has raised over \$100,000 since July 2018 and over \$300,000 since January 1<sup>st</sup>. Hebard is expecting additional donations to the endowment and is in the process of transferring endowments into CEI from other institutions. Hebard asked the Board to volunteer during the CEI Book Fair at Barnes and Noble on December 18<sup>th</sup>, many slots are still available.

Trustee Miller reported that recent reports from the State have shown that many students are not using all of the Fast Forward funds that are available to them. As such, districts are exploring expanding the approved areas of fund use to include exam fees, training, and all credit related fees.

President Aman began his report with an introduction of Marji Price, Interim Vice President of Instruction. Price introduced herself to the Board and gave a short background on her experiences. Aman then asked Vice President Miles to update the Board on the progress of Outcomes Based Funding. Miles noted that the initiative had been approved by the Board and will now move into Legislature for approval once session begins in January. Aman asked for a marketing update from Director Todd Wightman. Wightman reported that he is continuing the use of geo-fencing to target high school

students and has begun to delve into streaming tv advertisements. Wightman also added that the new monument is located on the busiest intersection in Idaho Falls and does great advertising for the College. Aman continued he report with updates on current initiatives, program building, and hiring processes.

#### **EXECUTIVE SESSION**

**M/S Mickelson/Scheid to enter into Executive Session pursuant to Idaho Code Sec. 74-206(c), to consider the acquisition of an interest in real property. Motion passes unanimously with vote by roll-call**

Entered into Executive Session at 7:51pm and exited at 8:22pm

**M/S Mickelsen/Miller that the College hire an appraiser to conduct an appraisal of the property located at 1515 Ashment Avenue, Idaho Falls, ID, the old "Play-It-Again Sports" building with surrounding real property and authorize an engineering recommendation for the property Motion passes unanimously**

**M/S Mickelsen/Scheid that CEI enter into a 90-day Option to Purchase Real Property on the 1515 Ashment Avenue property, and authorize President Aman to sign that agreement, with no more than \$3,000 down and a purchase price not to exceed \$530,000 Motion passes unanimously**

Seeing no other business, the meeting was adjourned at 8:27pm by Chairman Price.

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Park Price, Chairman

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Date