

College of Eastern Idaho
Board of Trustees
December 11, 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
Cal Ozaki

Guests:

Rick Aman, President
Sean Coletti, CEI Attorney
Byron Miles, VPFA
Don Bourne, Controller
Mary Taylor, Executive Director HR
Ann Marie Peters, Director of Strategic Partnerships
Michelle Holt, Executive Director WTCE
Lee Stimpson, Director of Institutional Effectiveness

TRUSTEE WORK

The meeting was called to order at 6:12pm 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 November 13 were presented to the Board. Trustee Scheid had a few edits to the minutes.

M/S Mickelsen/Ozaki to approve the minutes with the requested changes *Motion passes unanimously*

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MONTHLY FINANCIALS

Trustee Scheid reviewed the financial reports with the Board. She noted that with a few new members on the finance committee, these reports were reviewed quite extensively. Scheid added clarification on the few areas that are behind on revenue noting that taxes come in at different intervals and some contracts are billed and invoiced differently than others. Scheid again that the finances were very healthy.

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

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 109 Workplace Violence – no comments

Policy 201 Overtime – no comments

Policy 202 Outside Employment – Trustee Mickelsen asked for clarification that this policy would not discourage instructors, especially those in technical fields, to work in industry. Taylor confirmed that employees were given exceptions when appropriate.

Policy 205 Workplace Attire – Trustee Mickelsen inquired as to the limitations on “leggings as pants” as indicated in the policy. Taylor explained that leggings could be appropriate with certain outfits and that supervisors were aware of the guidelines.

Policy 207 Personnel Files – no comments

Policy 210 Workplace Safety – no comments

Policy 211 Employee and Student Relations – no comments

Policy 213 Fraternalization – no comments

Policy 217 Faculty/Instructor Credential and Qualification Requirements – no comments

Policy 219 Nepotism – no comments

Policy 220 Whistleblower – Trustees discussed the inclusions and limitations of having one policy to cover a variety of issues. The policy was tabled for further review

Policy 223 Compensation – Chairman Price had a few edits to clarify hiring practices and compensation. The policy was tabled for further review.

Policy 226 Employee Identification Badges – no comments

M/S Ozaki/Mickelsen to approve all policies as presented and to table Policies 220 and 223 for further review *Motion passes unanimously*

APPROVAL 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. Aman and Taylor added benefits for adjunct and Dual Credit high school instructors to be allowed three credits of tuition reduction for one family member.

M/S Scheid/Miller to approve the addition of employee education benefits *Motion passes unanimously*

PRESIDENTS REPORT

Aman invited Director of Institutional Effectiveness Lee Stimpson to present on enrollment statistics and trends from the last few years. Stimpson clarified the breakdown of overall enrollments with divisions broken down into categories of general education, CTE, and overall. Stimpson noted that transition of nursing students and ending programs caused what appeared to be a decrease in enrollment in CTE programs. This decrease was seen as an increase in General Education programs to accurately place pre-program students in the right areas for financial aid and reporting. Stimpson noted that while individual areas may appear to decline, overall enrollment is up significantly especially compared to other institutions in Idaho. While EITC, enrollment sat between 600 and 700 students and current enrollments at CEI are above 1600 students. Trustees requested the addition of Early College students and a program by program breakdown within CTE numbers to reflect the growth.

Linda Montgomery gave a presentation on upcoming needs for workers at INL based on projects and expansion plans. Montgomery reviewed the planned expansions coming to the lab and the timeline for each. Montgomery noted that hiring and training could take years in advance of the planned programs and encouraged support from the region.

VP Miles and Director Holt reported that the Yellowstone Building is coming along nicely, and IT and maintenance staff have been working hard to get everything prepared for January and beyond.

Miles reviewed the plans for Phase III of the Colleague expansion and the budgeting processes for the coming year. Miles added that internal staff had been hard at work reviewing cutbacks, holdbacks, and plans to continue support of campus with limited funding.

Director Peters updated the Board on a recent visit to Elevate Academy in Caldwell noting that she and Aman were particularly impressed with the school and students and hoped to be able to learn something from their methods to use at CEI. Peters also reported on a recent discussion with local school districts and legislators regarding CTE partnerships in the region and plans for a technical focused school in the future.

Aman updated the Board on recent ICCC and state level meetings and reviewed his plans for the next weeks to include ICCC meetings with the Governor, state PLC meetings, and State Board of Education meetings.

Aman asked Director Peters to report on the plans for the Future Tech building with regard to the EDA funding process. Peters noted that EDA had changed their application process and the timeline had shifted from previous requirements. Part of the that would require having a match prepared for possible EDA funding to be considered. Aman and Peters assured the Board that they were comfortable with the possibility of matching and were looking into other funding methods to get the ball rolling.

M/S Scheid/Ozaki to approve funding authorization letter to be signed by President Aman *Motion passes unanimously*

REPORTS

Trustee Ozaki reported on the growing endowment funds and that Director Hebard had been hard at work gathering more donations during the last appeal process. He reminded the Board that the deadline for 2020-2021 scholarships was February 14th, 2020 and to encourage students to apply. Ozaki reported that a small group from CEI had traveled to CSI in Twin Falls earlier in the week to review their processes and compare plans for expansion in the future.

Trustee Miller noted that many of the jobs needed for coming economic growth would depend on a strong Workforce presence, he was hopeful that CEI could fulfill that growing demand.

Seeing no other business, the meeting was adjourned at 7:58pm by Chairman Price.

Park Price, Chairman

Date