

**College of Eastern Idaho
Board of Trustees**

February 28, 2022

College of Eastern Idaho Campus, Christofferson Building/Building 3, Boardroom (306)
1600 S. 25th E., Idaho Falls, ID 83404 and remotely via Zoom

A Regular Meeting of the Board of Trustees of the College of Eastern Idaho was held on February 28, 2023, on the College of Eastern Idaho campus in Idaho Falls, Idaho, and via Zoom. Chairman Park Price presided.

Present:

Park Price, Chair (via Zoom)
Cal Ozaki, Vice Chair & Treasurer (via Zoom)
Amy Gardels
Carrie Scheid
Craig Miller

Guests:

Rick Aman, CEI President (via Zoom)
Lori Barber, CEI Vice President of Academic & Student Affairs
Byron Miles, CEI Vice President of Finance & Administration
Chuck Bohleke, CEI Dean of Career Technical Education (via Zoom)
Jacob Haeberle, CEI Dean of General Education (via Zoom)
Sean Coletti, CEI Counsel
Dave Facer, CEI Foundation Executive Director
Angela Hays, Executive Director of CEI Workforce Training & Continuing Education (WTCE)
Dusty Klenk, CEI Staff Senate President (via Zoom)
John Detwiler, CEI Radiation Safety Program Director (via Zoom)
Amanda Logan, CEI Director of External Affairs & Board Executive Secretary
Angela Sackett, CEI Dean of Health & Human Services (via Zoom)
Mary Stephenson, CEI Early College Director
Mary Taylor, CEI Vice President of Human Resources (via Zoom)
Todd Wightman, CEI Director of Marketing & Communications (via Zoom)

CALL TO ORDER

The meeting was called to order at 6:06 PM by Chairman Price.

ACTION ITEMS

APPROVAL OF AGENDA

M/S Ozaki/Scheid to approve the agenda for the February 28, 2023 Regular Board Meeting. Motion passes unanimously.

APPROVAL OF MEETING MINUTES

M/S Scheid/Ozaki to approve the minutes of the January 31, 2023 Regular Meeting, as amended. Motion passes unanimously.

PUBLIC COMMENT

There was no public comment.

ACTION ITEMS

APPROVAL OF MONTHLY CEI FINANCIALS

Vice Chair and Treasurer Ozaki reviewed the January 2023 financial report with the group. As of the end of January, 58 percent of the fiscal year has elapsed. Reviewing *The General Fund* budget, CEI has received 92 percent of our budgeted revenue, and expensed 57 percent.

The *Other Funds* Budget is made up of four separate funds. *Fund 35 – Grants* consists of State and Federal Grants (CCR, Job Corps, CTE); for these funds CEI must spend money first, then claim the money back, and this includes several personnel costs. CEI has received 86 percent of our expected revenue and have expensed 88 percent. *Fund 36 – Unrestricted* is where the HEERF funds for COVID-19 are located with other one-time funds; CEI has received 74 percent of our budgeted revenue and expensed 112 percent. Similar to *Fund 35*, these funds must be spent first, and then CEI claims the money back. The increase to *Fund 36's* expenses is waiting for funds to be transferred to the revenue to help cover the balance.

Ozaki then reviewed the *WTCE Budget*; he noted that last month, a discussion was had to separate the Eastern Idaho Workforce Training Center (EIWTC) funds from the WTCE budget. The report now reflects a separate report showing the *EIWTC Budget*; by making these adjustments, it reflects the balance more accurately for the WTCE department. The *WTCE Budget* has received 61 percent of its budgeted revenue, and expensed 56 percent of its budget. CEI is anticipating additional revenues as we move into the summer. Another thing to take into consideration is that the current budget was prepared by a previous director, and it is now apparent that they did not prepare it accurately. CEI and WTCE are working on managing the actual numbers for what they are, and developing a budget that should reflect better in the future based on the data they are now gathering. Vice President Byron Miles noted that CEI did have a significant turnover of employees in the WTCE department at the beginning of the fiscal year, so some of the momentum was lost regarding programming. We should expect to see a dip in numbers in the near future, but it is predicted that it will eventually go back up.

Moving on to reviewing the *EIWTC Budget*; when the building was transferred to CEI, CEI also received funds that were left over from a RDA grant. The College is using those funds to help cover expenses while use of this building is ramping up. There is also some rental income from the INL since they are using most of the bays. The budget currently shows EIWTC in the negative, but funds will be moved over from the RDA grant to make up the difference; these funds are also being used to help with deferred maintenance. It is expected that the overall numbers will improve upon next review. To note, the entire reserve account from the RDA grant is not shown on the budget report. President Aman let the Trustees know that the College is in the process of hiring a Chief Partnerships Officer (CPO) for the EIWTC building who will help manage the building and bring in revenues to cover the budget. Further discussion about the EIWTC building and expectations for the CPO position.

Next, Ozaki reviewed the traditional *Bank Balance Report* of where the College currently has its funds, and the *Cash Availability Report*.

Vice Chair/Treasurer Ozaki noted that the Finance Committee had reviewed the financials during their February meeting and recommended that they be approved.

M/S Ozaki/Gardels to approve the month's CEI financials as they have been presented. Motion passes unanimously.

APPROVAL OF REVISED POLICY 106: GRIEVANCES

Mary Taylor, CEI Vice President of Human Resources, presented revised Policy 106: Grievances. She provided an outline of policy, and the minor changes to wording that were made.

M/S Scheid/Miller to approve revised Policy 106: Grievances, as presented. Motion passes unanimously.

APPROVAL OF POLICY 112: PERFORMANCE REVIEWS

Vice President Taylor presented Policy 112: Performance Reviews. This policy has no changes, it is up for the three-year review for accreditation purposes.

M/S Ozaki/Gardels to approve Policy 112: Performance Reviews, as presented. Motion passes unanimously.

APPROVAL OF POLICY 113: PROBATIONARY PERIOD

Vice President Taylor presented Policy 113: Probationary Period. This policy has no changes, it is up for the three-year review for accreditation purposes.

M/S Miller/Ozaki to approve Policy 113: Probationary Period, as presented. Motion passes unanimously.

APPROVAL OF REVISED POLICY 206: TELECOMMUTING

Vice President Taylor presented revised Policy 206: Telecommuting. She provided a summary of the changes made under proposed modifications to have hybrid positions, complete telecommuting positions, and temporary telecommuting positions. There was minor discussion about the qualifications for the different telecommuting positions.

M/S Scheid/Gardels to approve Policy 206: Telecommuting, as presented. Motion passes unanimously.

DISCUSSION ITEMS

CAMPUS REPORT

Instructional & Student Affairs Updates

Vice President Barber provided the Trustees with an update on Instruction activities at the College. Some of the biggest news of the month is that the Dental Hygiene Program has been approved by the State. CEI will start offering the prerequisite part of this program this coming fall, and the professional part of the program will begin in fall 2024. The College is still waiting on approval from the State for our Associate in Business and our second year Energy Systems program. CEI is looking to submit paperwork to the State towards a Bachelor of Applied Science in Operations Management, too. There was some discussion about what this degree may be able to do, and what potential career paths are available.

Dean Bohleke and our new engineering Technology Faculty, Gary Holyoak, went to Boise to attend the Semiconductor Education Advisory Forum. Officials from Micron and other higher education institutions were also in attendance. Bohleke asked someone from Micron to be a member of CEI's new Engineering Technology Program Technical Advisory Committee (TAC). There is a lot of potential for Micron to bring some money to this side of the state.

The College is moving forward with the Education Design Lab in their third cohort of the Community College Growth Engine Fund. CEI has a committee established, which is led by Frankie Adams from WTCE. The College will be developing micro-credentials in conjunction with our industry partners for beginning jobs. CEI is considering Cyber, inductor healthcare office jobs, and advanced manufacturing. President Aman is coming back from a conference in Texas with even more ideas for additional micro-credentialing, too.

Mary Stephenson, Director of Early College, gave a presentation about Early College Programs at the College. She provided an overview of the programs, what the focus has been on since she took over the program, and the different pathways high school students can take regarding their education. CEI is on track to be up 24 percent year-over-year in unduplicated headcount compared to last fall, and on track to have approximately 10,000 enrolled credits. There are challenges with the manual registration process, but CEI is hoping to have a registration management system next year, aiming at automating a lot of the processes. Another challenge is the State requirements for CNA instructors; the current interpretation of the requirements makes it difficult to find fully qualified instructors. The College is

continuing to work on this issue and finding other ways to provide students the necessary training to get into the other healthcare programs. There was discussion about dual credit programming and the different courses available.

WTCE Updates

Angela Hays, Executive Director of Workforce Training & Continuing Education (WTCE) for CEI, provided an update on WTCE. The team is working diligently to streamline and document their processes. This includes training on standardizing our course outlines and learning outcomes in preparation for moving students from workforce training to credit.

WTCE is working with the credit side to fulfill a market need for phlebotomists. The College has found an instructor, and WTCE is working with the National Health Care Association to certify them.

The Construction Combine events will be held in all three locations— Idaho Falls, Driggs, and Salmon— this spring and fall. WTCE has received support from the Idaho Falls Leadership group who will be using the Idaho Falls Construction Combine as their service project this year. There are also new companies planning to sponsor the events this year.

WTCE is working closely with Vocational Rehab to create summer and fall classes that will prepare or retain their clients for the workforce. Those courses should be online this summer.

Legislature Updates

CEI President Rick Aman provided the Trustees an update on his visit to Texas for the 1Ed Tech Conference. He has been finding out what the different institutions are doing towards micro-credentials and visited and connected with people regarding micro-credentialing and potential applied baccalaureate degrees.

President Aman turned the time over to Amanda Logan, CEI Director of External Affairs & Board Executive secretary, to provide an update on the Legislature. House Bill 24 – the Idaho Launch program – narrowly passed out of the House and is currently with the Senate Commerce. House Bill 181 has moved out of House Education, and could possibly get a vote in the full House by the end of the week; this would increase the amount of funds that would be available for advanced opportunity students. House Bill 217 was introduced, which could help define pathways for community colleges to be able to provide up to three applied baccalaureate degrees. House Bill 226 was also introduced, which addresses several community college issues, such as remedies for when a community college trustee no longer lives in their designated zone, or an emergency authority of the State Board of Education if they feel like the college is in danger of losing their accreditation; this is in response to events happening at North Idaho College. She provided a brief overview of other bills we are keeping an eye on that will likely not gain any traction or do not directly apply to the College.

Miscellaneous Updates

Logan provided an overview of events that will be hosted over the next few weeks at the College. She also provided an overview of the calendar of Trustee tasks for CY 2023, including policies slated to come to the Board for review. Additionally, Logan highlighted some of the College's recent press releases.

TRUSTEE REPORTS

Trustee Scheid called on Dave Facer, CEI Foundation Executive Director, to highlight recent CEI Foundation activities. The endowment has gone down 2.5 percent over the last month as of yesterday. There have been many notable donations from EICAP, the Toyota Dealer Match Program, Mountain View Auxiliary, and several others. He highlighted different events that Foundation staff were able to attend recently. The Foundation’s Board of Directors met this last month, including their Finance Committee, and discovered the money market return was lower than other banks are offering. Dave was asked to talk to Citizens Community Bank (CCB) and request that they raise it. If CCB was not amenable to this, Dave was authorized to shop around to get a better rate. There are three new board members who were able to attend training with the Idaho Nonprofit Center and they came back with several ideas on how to improve the board experience for the Foundation.

Partnering with recruitment for CEI, visits have been made to high schools to inform students on how to apply for scholarships. The Foundation had its first annual Scholarship Application Assistance Night at the beginning of February, where different people were available from Student Affairs, IT, and the Foundation to answer questions and help people apply for scholarships. There was a steady stream of people throughout the event. The scholarship celebration is scheduled for Thursday, April 27th. The planning for Bank of Idaho Swing for the Green is in full swing, and the event is planned for June 22nd and 23rd at the Idaho Falls Country Club. The Great Race for Education, ‘Espionage Edition’, will be on July 21st at the Waterfront.

Facer also provided an overview of the Foundation’s commitment towards program support for different departments across the College.


TRUSTEE REMARKS

Trustee Miller gave his resignation as a member of the CEI Board of Trustees. He noted his appreciation for his time served on the Board, but he cannot dedicate the time necessary anymore while attending to other responsibilities. His resignation will be effective as of March 1, 2023.

Chairman Price thanked Miller for his time on the Board, the perspective he brought to the group from the K-12 sector, his help in shaping where the College is today, and being one of the inaugural trustees. President Aman gave his personal thanks to Miller for his service, too, and well wishes for his next endeavors. Trustee Ozaki echoed his thanks towards Miller as well.

ADJOURNMENT

Seeing no further business, Chairman Price adjourned the meeting at 8:06 PM.



Park Price, Chairman

03/28/23

Date