

**College of Eastern Idaho
Board of Trustees**

April 25, 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 April 25, 2023, on the College of Eastern Idaho campus in Idaho Falls, Idaho, and via Zoom. Chairman Park Price presided.

Present:

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

Guests:

Rick Aman, CEI President
Amy Brumfield, CEI Interim Director of Institutional Effectiveness
Sean Coletti, CEI Counsel
Josh Duersch, CEI Cybersecurity and Technology Chair (via Zoom)
Dave Facer, CEI Foundation Executive Director
Ryan Faulkner, Director of Online Learning
Angela Hays, Executive Director of CEI Workforce Training & Continuing Education
Jill Huffman
Byron Miles, CEI Vice President of Finance & Administration
Michell Shropshire, CEI Director of Grants (via Zoom)
Mary Taylor, CEI Vice President of Human Resources
Todd Wightman, CEI Director of Marketing & Communications (via Zoom)

CALL TO ORDER

The meeting was called to order at 6:05 PM by Chairman Price.

ACTION ITEMS

APPROVAL OF AGENDA

M/S Ozaki/Scheid to approve the agenda for the April 25, 2023 Regular Board Meeting. Motion passes unanimously.

SWEARING IN OF ZONE 4 TRUSTEE

Ethan Huffman was sworn in as a Board of Trustee member for College of Eastern Idaho by CEI Counsel Sean Coletti who is a Notary Public. He took the oath of office, pledging to fulfill his duties diligently. Trustee Ozaki and Chair Price welcomed Trustee Huffman to the board, while Huffman expressed gratitude for his wife's educational journey as a driving force behind his decision to serve as a trustee. The attendees congratulated Trustee Huffman and expressed their enthusiasm for collaborating on the college's progress.

APPROVAL OF MEETING MINUTES

M/S Ozaki/Gardels to approve the minutes of the March 28, 2023 Regular Meeting. Motion passes unanimously.

M/S Ozaki/Gardels to approve the minutes of the March 30, 2023 Special Meeting. Motion passes unanimously.

M/S Ozaki/Gardels to approve the minutes of the April 10, 2023 Special Meeting. Motion passes unanimously.

PUBLIC COMMENT

There was no public comment.

ACTION ITEMS

APPROVAL OF MONTHLY CEI FINANCIALS

Vice Chair & Treasurer Ozaki presented the March 2023 financial report to the group. As of the end of March, 75 percent of the fiscal year had passed. Ozaki reviewed the *General Fund budget*, indicating that CEI had received 96 percent of the budgeted revenue and expensed 72 percent. Ozaki acknowledged the fortuitousness of our current situation, highlighting the unexpected abundance of *Interest on Investments*.

The *Other Funds Budget* consists of four separate funds. *Fund 35 - Grants* comprises State and Federal Grants (CCR, Job Corps, CTE); CEI must spend money first, then claim the money back, which includes several personnel costs. CEI has received 113 percent of the expected revenue and expensed 121 percent for this fund. *Fund 36 - Unrestricted* is where the HEERF funds for COVID-19 are located with other one-time funds. CEI has received 164 percent of the budgeted revenue and expensed 180 percent. Like Fund 35, these funds must be spent first before being claimed back. Vice President Miles noted that a comprehensive report is being prepared to provide a detailed breakdown of each individual grant for the Finance Committee, along with a summarized version specifically designed for the Trustees' review. The Trustees expressed their appreciation for the substantial number of grants that have been invested in the College outside the expected budget.

The *WTCE Budget* has received 98 percent of its budgeted revenue and expended 93 percent of its budget. It is important to note that WTCE is currently undergoing a transition phase, including changes in staff and a refocusing of priorities. Despite inheriting the existing budget, WTCE Executive Director Angela Hays noted that improved organization and payment processing have allowed them to maintain a positive financial balance. Regarding the *EIWTC Budget*, it is important that this budget was not specifically created for this building at the beginning of the fiscal year. Instead, the funding for the *EIWTC Budget* comes from unused funds from the RDA grant. However, not all of the RDA grant funds are reflected in the revenues section for the EIWTC Budget; a discussion followed regarding reserves specifically allocated for the EIWTC building and their impact on the balance sheet.

Lastly, 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 reviewed the financials during their April meeting and recommended that they be approved.

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

APPROVAL OF REVISED POLICY 122: EQUAL OPPORTUNITY EMPLOYMENT

CEI's Vice President of Human Resources, Mary Taylor, presented a revised version of Policy 122: Equal Opportunity Employment. She noted that the policy had undergone its three-year review for accreditation purposes and that there were only minor edits including an employee title change.

M/S Scheid/Ozaki to approve revised Policy 122: Equal Opportunity Employment, as presented. Motion passes unanimously.

APPROVAL OF REVISED POLICY 123: DISABILITY & ACCESSIBILITY

Vice President Taylor presented Policy 123: Disability and Accessibility. She noted that the policy had undergone its three-year review for accreditation purposes and that there were only minor changes including a modification of an employee title-change, some minor formatting, and some clarification about only the College only recognizing accommodations from a licensed professional.

M/S Scheid/Ozaki to approve revised Policy 123: Disability & Accessibility, as presented. Motion passes unanimously.

APPROVAL OF POLICY 200: STANDARD WORK WEEK & ATTENDANCE

Vice President Taylor presented Policy 200: Standard Work Week and Attendance. She noted that the policy had undergone its three-year review for accreditation purposes and that there were no changes. Taylor provided clarification about an inquiry about absenteeism, accountability for attendance, and equitable treatment.

M/S Scheid/Ozaki to approve Policy 200: Standard Work Week & Attendance. *Motion passes unanimously.*

APPROVAL OF REVISED POLICY 204: CODE OF CONDUCT & ETHICS

Vice Presidents Taylor and Miles presented Policy 204: Code of Conduct & Ethics. Based on conversations held during the last Trustee meeting, Taylor revised the policy to include information regarding information gifts and gratuities and other language pertaining to Idaho law. There was a recommendation to strike language that restricted perishable gifts to be specifically on school premises. There was also a discussion about fair dealing about conflicts of interest in regard to employment in and outside of the school and recommendations to reword for clarification within the procedure.

M/S Scheid/Ozaki to approve revised Policy 204: Code of Conduct & Ethics, as presented. *Motion passes unanimously.*

APPROVAL OF POLICY 232: GRANT ADMINISTRATION

Vice President Taylor presented Policy 232: Grant Administration, which is a new policy for the College. This policy was collaboratively drafted by CEI's Director of Grants, Michell Shropshire, and Vice President Miles with the aim of providing clear guidance on expectations related to grants.

M/S Scheid/Ozaki to approve Policy 232: Grant Administration, as presented. *Motion passes unanimously.*

DISCUSSION ITEMS

CAMPUS REPORT

President's Updates

Vice President Miles formally introduced Michell Shropshire as CEI's new Director of Grants to the Trustees. It was noted that Shropshire brings prior experience in grants from her time at Bannock County. Despite her short tenure, she has already demonstrated exceptional performance. Michell expressed her enthusiasm for the opportunity to work at CEI.

President Aman stepped in to provide an update on the campus activities in the absence of Vice President Lori Barber, who was representing the College at the State Board of Education meeting. Currently, both headcount and credit count for the fall 2023 semester are up 15 percent year over year. This growth can be attributed to successful marketing efforts and strong relationships with high schools, which have helped us attract more students.

The Health and Human Services department recently organized a mock disaster drill that received active participation from both students and the community. This practical exercise provided valuable hands-on experience for our students, and the use of realistic makeup added to the authenticity of the drill. Additionally, the College held an “Experience CEI” Open House, where the campus was opened to the community. Student Affairs and faculty did an exceptional job in facilitating the event and showcasing the various opportunities and offerings available at CEI.

Two members of CEI’s debate team and their advisor, CEI Instructor Dr. Jill Kirkham, recently traveled to Washington, DC to participate in a national tournament, competing against over fifty community colleges from across the nation. The students performed remarkably well, receiving individual awards, specifically a bronze award and a silver award. Moreover, CEI's debate team received the gold award in the Hindman Division for Debate Sweepstakes, earning the college its first national title in debate.

CEI’s 2023 Nurse Pinning and Commencement ceremony will be held on May 9. It is worth noting CEI has a record 28 dual credit students who have completed their associate degree while simultaneously working towards their high school diploma. This represents a significant increase compared to the previous year, demonstrating the success and growth of our dual credit program.

Student Affairs recently organized a Behavior Intervention event to address the needs of our students who may be facing challenges. The focus was on providing support and assistance to help these students overcome their difficulties. As part of ongoing efforts, the College is exploring ways to expand this program, particularly in the online sector, to ensure that all students, regardless of their mode of learning, receive the necessary support and resources. Dean Ryan Faulkner emphasized that the topic of providing comparable support to online students as to those attending face-to-face classes was discussed during the accreditation visit. Significant progress has been made in this area in recent semesters. Currently, the difference between the pass/fail rate of online courses and that of in-person courses stands at 2.24 percent, indicating a high level of consistency in course quality across different delivery methods. Asynchronous courses, which form the majority of our offerings, ensure a similar educational experience for students regardless of the mode of delivery. Faulkner credited the dedicated faculty members for their exceptional work in making this option viable for students. Approximately one-third of our students enroll in at least one online course each semester.

The College is currently in the bid collection phase for the construction of the Future Tech building, with bids expected in mid-May, and by June, recommendations on the preferred bid should be provided. If all goes according to plan, construction of the building could commence during the summer. The goal is to have the Future Tech building fully operational and open by fall 2025. Vice President Miles mentioned that the contractors' comments indicate a positive alignment between the bids received and the estimated costs, based on their experiences with similar projects. This suggests that the bids are likely to be in line with expectations and bodes well for the project's progress.

President Aman provided an update on the feedback received regarding the idea of making the campus smoke/tobacco-free based on the guidance of the Trustees. The responses from staff, faculty, and students were mostly ambivalent, lacking strong opinions on either side of the issue. While the topic will continue to be explored, it was noted that there is no clear consensus at this stage. Further discussions and assessments may be needed to gather more perspectives and insights before any decisions are made.

President Aman also mentioned the recent informal visit by the State Board of Education and highlighted that the Board members were highly impressed during their visit. The Board members had the opportunity to engage with various groups, including students, staff, faculty, and administration and expressed their satisfaction with the insights and knowledge they gained from these interactions. The positive feedback received from the State Board of Education reflects the College's strong performance, teamwork, and the positive experiences shared by the campus community.

Accreditation

CEI's Interim Director of Institutional Effectiveness, Amy Brumfield, delivered an update on accreditation. In summary, the college has recently undergone accreditation evaluations, with reports indicating commendations for creating an engaged campus culture, implementing initiatives for student success, and transitioning to a comprehensive college. Recommendations include setting clear and measurable goals, continuing to develop an effective system to assess institutional-level learning outcomes across all programs, and working on publishing disaggregated indicators of student achievement. The College is optimistic about meeting accreditation standards and aims for excellence in all areas. The official report will be received in June, but it is expected to be positive based on the evaluation team's feedback. The Trustees commended Interim Director Brumfield for her hard work and leadership in assisting the College to get to this point.

WTCE Updates

Angela Hays, Executive Director of WTCE for CEI, updated the trustees on the latest developments at WTCE. The contract with Idaho National Lab is under review and expected to be finalized by the next fiscal year. The department has undergone a reorganization and is focusing on offering community and continuing education classes, including specialized training for professionals. Registration for Summer Science Camps has been highly successful, with most classes filling up quickly. The Construction Combine events in Salmon and Idaho Falls are scheduled for late-April and early-May, respectively, where students will learn construction skills while building sheds for local veterans with the help of different contractors.

President Aman updated the Trustees on the progress of hiring a Chief Partnership Officer for the EIWTC facility. They are very close to being able to make an offer.

FY 2024

Vice President Miles presented an overview of the projected general and CTE (Career and Technical Education) allocation from the State for the FY 2024 budget. He mentioned anticipated increases in Change of Employee Compensation (CEC) and health insurance costs. Miles also provided a schedule for the final development of the FY 2024 budget.

TRUSTEE REPORTS

Trustee Scheid called upon Dave Facer, Executive Director of the CEI Foundation, to provide an update on the recent activities of the foundation. Facer reported that the endowment increased by 3.4 percent from the end of March. The Foundation has received some notable donations including from United Way, the Roy G. Post Foundation, Eastern Idaho Regional Medical Center, Curtiss-Wright, the Idaho Heart Foundation, the Mayor's Scholarship Fund, Idaho Central Credit Union, and others. The Foundation has spent a significant amount of time on scholarship allocations, student communications,

and campus grant proposals, with approximately \$285,000 allocated for scholarships and \$25,000 awarded for campus grants. The Foundation also attended the Mayor's Scholarship Awards ceremony, held board and committee meetings, and initiated discussions with Financial Aid regarding Idaho Launch requirements. They also participated in various events and training sessions. Facer reminded the Trustees of various upcoming Foundation events, including the Scholarship Celebration on April 27, followed by the Bank of Idaho Swing for the Green on June 22 and 23, and The Great Race for Education: Espionage Edition on July 21.

TRUSTEE REMARKS

Trustee Huffman expressed gratitude to the Board for their guidance and support and extended his thanks to the community for their positive feedback and outreach as he assumed his role as a Trustee.

Chairman Price reported on the Executive Session held last month, sharing that President Aman's performance was evaluated as 'Outstanding'. The Board expressed their appreciation for his accomplishments over the past year and discussed future goals. President Aman acknowledged the recognition but emphasized that the achievements are a result of the team he has assembled and their collective efforts. He expressed gratitude for their contributions to making things happen.

ADJOURNMENT

Seeing no further business, Chairman Price adjourned the meeting at 8:00 PM.



Park Price, Chairman

5/23/23

Date