

**College of Eastern Idaho
Board of Trustees**

May 23, 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 May 23, 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
Carrie Scheid
Ethan Huffman

Guests:

Rick Aman, CEI President
Lori Barber, CEI Vice President for Instruction & Student Affairs (via Zoom)
Chuck Bohleke, CEI Dean of Career Technical Education (via Zoom)
Amy Brumfield, CEI Executive Director of Institutional Effectiveness
Sean Coletti, CEI Counsel (via Zoom)
Dave Facer, CEI Foundation Executive Director
Jake Haerberle, CEI Dean General Education (via Zoom)
Angela Hays, Executive Director of CEI Workforce Training & Continuing Education
Rand Kato, CEI Chief Information Officer
Dusty Klenk, CEI Staff Senate President (via Zoom)
Amanda Logan, CEI Director of External Affairs & Board Executive Secretary
Hailey Mack, CEI Interim Director of Student Affairs (via Zoom)
Byron Miles, CEI Vice President of Finance & Administration
Dustin Nielson, CEI Budget Director (via Zoom)
Angela Sackett, CEI Dean of Health & Human Services (via Zoom)
Mary Taylor, CEI Vice President of Human Resources
Todd Wightman, CEI Director of Marketing (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 May 23, 2023 Regular Board Meeting. Motion passes unanimously.

APPROVAL OF MEETING MINUTES

M/S Gardels/Scheid to approve the minutes of the April 25, 2023 Regular Meeting, as amended. Motion passes unanimously.

PUBLIC COMMENT

Tyler Hobbs offered comment on CEI Policy 106: Grievances, and the public records request process.

ACTION ITEMS

APPROVAL OF MONTHLY CEI FINANCIALS

Vice Chair & Treasurer Ozaki presented the April 2023 financial report to the group. As of the end of April, 83 percent of the fiscal year had passed. Ozaki reviewed the *General Fund Budget*, indicating that CEI had received 97 percent of the budgeted revenue, and expensed 80 percent.

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 125 percent of the expected revenue, and expensed 132 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 193 percent. Like Fund 35, these funds must be spent first before being claimed back. Ozaki reiterated that a comprehensive report is being prepared to provide a summarized version of the financial reporting of grants for the Trustees.

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 of the expected budget.

The *WTCE Budget* has received 113 percent of its budgeted revenue, and expensed 103 percent of its budget. The revenue continues to outpace expenses, and we are pleased with the progress that the WTCE department has made to improve and streamline their budget. WTCE Executive Director Angela Hays noted that they have been successful in running desired programs and able to rent out rooms in the Yellowstone Training Center (YTC) facility. 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 the RDA grant funds are reflected in the revenues section for the EIWTC Budget; funds are moved from the grant as needed for the building.

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 May meeting and recommended that they be approved.

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

APPROVAL OF POLICY 217: FACULTY/INSTRUCTOR CREDENTIAL AND QUALIFICATION REQUIREMENTS

CEI's Vice President of Human Resources, Mary Taylor, presented Policy 217: Faculty/Instructor Credential and Qualification Requirements. Taylor noted that the policy had undergone its three-year review for accreditation purposes, and that the only revision was the addition of an 'Exceptions' section; that any exceptions made for faculty members or instructors who don't meet the credential requirements to teach a course, documentation will be provided and be added to their personnel file.

Trustees Scheid and Huffman applauded the College for adding the exceptions to give flexibility in hiring qualified instructors who do not have a masters degree.

M/S Scheid/Ozaki to approve Policy 217: Faculty/Instructor Credential and Qualification Requirements, as presented. Motion passes unanimously.

APPROVAL OF REVISED POLICY 303: LIBRARY POLICY

Vice President Taylor presented Policy 303: Library Policy. She noted that the policy had undergone its three-year review for accreditation purposes, and no revisions had been made.

M/S Gardels/Huffman to approve Policy 303: Library Policy, as presented. Motion passes unanimously.

APPROVAL OF POLICY 314: ANIMALS ON CAMPUS

Vice President Taylor presented Policy 314: Animals on Campus. She noted that the policy had undergone its three-year review for accreditation purposes, that there were no changes, and that CEI counsel had confirmed that the policy still complies with state law.

Trustee Scheid pointed out that licensing requirements only apply to animals belonging to people of Idaho Falls, and recommends that it be reworded that animals on campus should be licensed by their appropriate jurisdiction of their permanent residence.

Discussion on what happens in exceptions of the policy as currently outlined.

M/S Scheid/Ozaki to approve Policy 314: Animals on Campus, as amended. Motion passes unanimously.

DISCUSSION ITEMS

CAMPUS REPORT

President's Updates

At President Aman's request, Vice President Miles introduced CEI's new Chief Information Officer (CIO), Rand Kato, who just joined the College on Monday. Kato provided the Trustees with an overview of his career, and the Trustees welcomed him to the College.

President Aman provided an overview of CEI's Commencement held on May 9 at the Mountain America Center, as well as several statistics about the graduating class; 390 graduates, 415 awards, 28 students received their associate degree prior receiving their high school diploma, 134 first generation students, and 22 students earned multiple degrees. The Trustees commented on how well they thought the ceremony went overall. Aman noted that the Nurse Pinning ceremony held earlier that afternoon also went well.

President Aman then provided the Trustees with some statistics about CEI employees who recently graduated from, and are in the process of continuing their higher education; 41 employees are in process of earning their degrees, and this spring we had 14 graduates, 7 of whom earned a bachelorette degree, 6 who earned a master's degree, and 1 who earned a doctoral degree.

The College is currently in the bid collection phase for the construction of the Future Tech building, with bids having been opened mid-May, and it is still being determined what the "not to exceed" price will be. After that has been reached, we'll have to decide whether or not to accept the bids that were received.

Aman noted that he attended the Spring 2023 Western Interstate Commission for Higher Education (WICHE) the week of Commencement about the work that is going on for Cyber and Cyber Security. Aman was able to have lunch with the new CEO of the Chamber of Commerce, Paul Baker, and was also able to participate in the Chamber's Golf Tournament and attend the Museum of Idaho 20th Anniversary Gala.

President Aman suggested the Board have their Trustee Retreat soon, and July 25th was suggested in lieu of a Regular Meeting that month.

The Association of Community College Trustees (ACCT) conference is being hosted on August 2 – 4th in Washington, DC; Gardels and Huffman are encouraged to attend as new Trustees. The other Trustees recommended the conference, and noted that they learned a lot when they went several years ago.

Instruction & Student Affairs Updates

Vice President Lori Barber updated the Trustees on recent Instruction activities at the College. She began by noting that she was attending the meeting via Zoom because she is in Boise attending a productive Workforce Development Council meeting largely focused on how "in-demand careers" will be defined as it relates to Idaho Launch.

The end of the Spring semester could not have gone better! Barber shared some anecdotal comments from CEI students on their positive experiences at CEI; we recently had a story in East Idaho News on a recent college grad who won the prestigious Jack Cook Kent Foundation award and will be attending Stanford.

Currently, both headcount and credit count for the fall 2023 semester are up 18 and 21 percent, respectively. She noted that commencement was fantastic, and each one of our graduates who walked had their moment in the spotlight.

Dean Bohleke is currently working on getting two of our Applied bachelor's degrees, 'Operations Management' & 'Cyber Forensics and Data Analytics' through the State. Dean Sackett is working on the

Dental Hygiene program. Dean Faulkner continues working on online learning, and his team are working on creating an online instructor teacher module to use the best practices for online learning. Dean Haerberle is working on restructuring general education so it can function more efficiently; this includes onboarding the software Watermark to improve assessments of outcomes and address recommendations from the accreditation visit for measuring our Institutional Student Learning Outcomes (ISLOs).

Student Affairs and Financial Aid are working on making sure we are in compliance with a number of new federal regulations. We are also launching a new teaching and learning center in the fall under Dr. Larry Surtees with the help of Academic Support. Dr. Leslie Jernberg, who teaches Business for CEI, will be assisting with faculty assessment, and writing outcomes to ensure that we stay on track for accreditation. We continue to work on micro credentials in auto, cyber, and health administration.

Spring, Summer, and Fall 2023 Enrollment Data

CEI's Executive Director of Institutional Effectiveness, Amy Brumfield, delivered an overview of CEI's FY 2023 enrollment data and CEI's class of 2023, noting that these are preliminary numbers with official numbers coming in in July.

In Fiscal Year 2023, the college experienced a 7 percent increase in overall enrollment, with 3,466 students compared to 3,225 in the previous year. Credit count also saw a positive growth of 4.4 percent, with 37,961 credits in FY 2023 compared to 36,348 in FY 2022. Notably, the *Course Pass Rate* for Spring 2023 improved across all groups compared to Spring 2022, resulting in an overall pass rate of 89 percent. Specific demographic groups, such as males, Hispanic students, age 18-24, and first-generation students also showed improvements in their pass rates. The college witnessed a decrease in both *Drop/Fail (D/F) & Incomplete* and *Withdrawals*. The *Course Evaluation Positive Rating Rate* remained consistently high at 90.7 percent. In terms of graduation, the college awarded 390 CEI certificates in 2023, reflecting a 14 percent increase compared to 103 certificates in 2022. Additionally, there was a 7.6 percent increase in the number of degrees awarded, with 297 degrees in 2023 compared to 276 degrees in 2022. The graduation rates aligned with race/ethnicity breakdowns, and male students continued to graduate at a higher proportion. Notably, the age range of graduates varied from 17 to 57, with 55 percent being traditional-age students (24 or younger), and 45 percent being adult learners.

WTCE Updates

Angela Hays, Executive Director of WTCE for CEI, updated the trustees on the latest developments at WTCE. Currently, the WTCE department is in the process of hiring a 2-year Simpson Grant employee who will focus on various areas for apprenticeships. Firstly, they will develop a tutoring mechanism to support students who struggle with core concepts, aiming to prevent dropouts and improve preparedness for testing. Secondly, they will explore the potential and effectiveness of online or hybrid approaches to education. Lastly, the employee will assess rural outreach initiatives to identify the specific needs of these communities and address the obstacles they face in achieving success.

The Summer Cyber Camps for middle and high school students, which are grant-funded through INL and STEM, are now open for enrollment. Additionally, scholarships have been provided to over 70 children for elementary STEM summer camps, with gratitude expressed to Dave and the CEI foundation for their support.

In terms of apprenticeships, the college is in the final stages of offering a construction management apprenticeship in collaboration with HK Contractors, set to begin in the Fall. Furthermore, efforts are underway to meet the growing Computer-Aided Design (CAD) needs of local manufacturing partners by offering relevant courses.

Regarding the INL contract, initial discussions have taken place, and both parties are actively working to finalize the new contract in preparation for a start date of July 1st.

Lastly, the college's team has submitted several series of courses to Idaho Launch for approval, as they prepare to align their courses with pathways for high school students participating in the New Idaho Launch program.

It was mentioned that the position of Chief Partnership Officer (CPO) is being reworked and transformed into the role of Vice President of Workforce Training. The details regarding this transition were briefly discussed.

Miscellaneous Updates

Amanda Logan, Director of External Affairs & Board Executive Secretary, presented a summary of the Trustee calendar for CY 2023, noting that they have reviewed and approved 24 policies during this last fiscal year! She also noted that the calendar of the Board of Trustees needs to be renewed for the new fiscal year. The trustees were requested to inform the relevant person of any conflicts for the regular meeting scheduled on the fourth Tuesday of each month. An overview of the expected schedule for Fiscal Year 2024 was provided. Additionally, the trustees were informed that it was time for their self-evaluation of the Board, which would take place during an executive session in June. She also provided an overview of recent press coverage and upcoming press releases related to college events, including Energy Days, Foundation events, student achievements, and the new Associate of Arts in Business.

TRUSTEE REPORTS

Trustee Ozaki reminded the Board that CEI had its 6th birthday last week, and that the College has enjoyed a sustained growth trajectory. He also noted the need to think about the impact increased offerings and enrollments, including from Idaho Launch, may have on staffing and financial needs, among others, and suggested that these issues be discussed at the Trustee Retreat in July.

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 was essentially flat from the end of April. The Foundation has received some notable donations totaling \$217,600 in the past month including donations from Battelle Energy Alliance (BEA) INL, Teton Toyota, Idaho CTE Foundation, Idaho Central Credit Union, North American Brewers Association, Civitan Club of Idaho Falls, Larsen Farms Hay Terminal, Mayor's Scholarship Fund, Clark County School District #161, Gregg and Lisa Smith Foundation, Lemhi County Economic Development Association, and Rotary Club of Blackfoot. Facer reminded the Trustees of upcoming Foundation events, including the Bank of Idaho Swing for the Green golf tournament at the Idaho Falls Country Club June 22 – 23, and The Great Race for Education: Espionage Edition at The Waterfront on July 21. Trustee Gardels discussed the Trustees participation for The Great Race for Education.

TRUSTEE REMARKS

Chairman Price remarked that if we are going to make any substantial progress, we are going to need more money in our General Fund, and that we will need to discuss how we craft that story at the Trustee Retreat.

We need a stream of ongoing funds more similar to our sister institutions to deliver our mission and produce well qualified adults for the workforce.

ADJOURNMENT

Seeing no further business, Chairman Price adjourned the meeting at 7:32PM.

Park Price, Chairman

Date

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