

College of Eastern Idaho  
Board of Trustees  
May 9, 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 May 9, 2018 at the College of Eastern campus in Idaho Falls, Idaho. Vice Chair Stephanie Mickelsen presided.

**Present:**

Stephanie Mickelsen, Vice Chairman  
Carrie Scheid, Treasurer  
Cal Ozaki  
Craig Miller

**Absent:**

Park Price, Chairman

**Guests:**

Rick Aman, President  
Sean Coletti, CEI Attorney

**TRUSTEE WORK**

The meeting was called to order at 6:00pm by Vice Chair Stephanie Mickelsen.

APPROVAL OF AGENDA

**M/S Scheid/Miller to approve the agenda as presented.** *Motion passes unanimously with vote by roll-call*

APPROVAL OF MINUTES

Minutes from the previous meeting held on April 11 were presented to the Board  
**M/S Ozaki/Scheid To approve the minutes** *Motion passes unanimously*

**ACTION ITEMS**

APPROVAL OF MONTHLY FINANCIALS

Controller Don Bourne and Acting Vice President of Administration Mike Mason presented the updated financial report and March Invoice to the Board. Trustee Scheid noted that the CEI Finance Committee met prior to the meeting and approved both the monthly financial report and the monthly invoice. Scheid and Bourne added that the committee will continue to discuss College reserves and present to the Board at a later date.

**M/S Miller/Ozaki to approve the monthly CEI Financial Report** *Motion passes unanimously*

**M/S Ozaki/Scheid to approve the April CEI/EITC Invoice** *Motion passes unanimously*

#### APPROVAL OF REVISED FINANCE COMMITTEE CHARTER

Trustee Scheid and Counsel Coletti presented the Board with an updated version of the Financial Committee Charter. The charter now gives the Board the authority to approve purchases for items already approved through other gifts or funding sources. Scheid noted that this update had been approved by the Committee.

**M/S Ozaki/Miller to approve the update to the Finance Committee Charter** *Motion passes unanimously*

#### APPROVAL OF RESOLUTION 2018-02: PURCHASING AND PROCUREMENT POLICY

Counsel Coletti presented the Board with the amended version of Resolution 2018-02 – Purchasing and Procurement Policy for discussion. The policy adds language to ensure that purchases follow Idaho Code in all cases.

**M/S Ozaki/Scheid to approve Amended Resolution 2018-02 – Purchasing and Procurement Policy** *Motion passes unanimously*

#### APPROVAL OF 2018-2019 MEETING SCHEDULE

Trustees discussed the current meeting schedule and voiced opinions on alternate meeting dates.

**M/S Ozaki/Scheid to table the approval of the 2018-2019 Meeting Schedule**

#### APPROVAL OF CONTINUING BUDGET RESOLUTION

Acting Vice President Mason discussed the need for a continuing budget resolution that would allow the College to continue to function financially without final budget numbers. Mason explained that numbers from the previous fiscal year would be used until final budgets are approved between July and August. Discussion followed, Trustees inquired if budgeting could continue without the resolution Mason assured them that everything would continue as normal

**M/S Ozaki/Miller to table the approval of the Continuing Budget Resolution**

## REPORTS

Trustee Scheid reported that the Finance Committee met again prior to the May Board meeting and she continues to be impressed with their work. The Committee has asked the financial department to provide working budgets for analysis and approval soon.

Trustee Ozaki gave an update on recent Foundation activities and reiterated invitations to each of the Trustees for upcoming Foundation and campus events.

Trustee Miller reported on recent District and Principal meetings and added a report of discussions of a bridge scholarship that would allow students earning dual credits to receive scholarships from their chosen institution.

President Aman updated the Trustees on recent hiring, partnership building, and College initiatives. He introduced Mike Walker, newly hired Dean of Student Affairs. Aman also noted Clint Reading had been hired as Dean of CTE and was slated to begin in early June. Aman updated the Board on enrollment projections, both summer and fall numbers are trending quite high, summer 2018 enrollment has doubled 2017 numbers. Aman anticipates fall numbers to follow the same trend. Kristina Buchan, Executive Secretary, updated the Trustees on the fall 2018 election coming up. Packets for applicants are available in the administration office for any interested candidates. Buchan also updated the Board on the budget setting hearings set to take place in July and August. A preliminary hearing will take place July 11<sup>th</sup> with a final hearing and budget approval on August 8<sup>th</sup>.

## REMARKS

Trustees all commented on their appreciation for the commencement ceremony on May 8<sup>th</sup>.

Seeing no other business, the meeting was adjourned at 7:33pm by Vice Chair Mickelsen

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Stephanie Mickelsen, Vice Chair

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Date