

College of Eastern Idaho  
Board of Trustees  
July 11, 2018  
College of Eastern Idaho Campus, Healthcare Building, Room 6164  
Idaho Falls, Idaho

A meeting of the Board of Trustees of the College of Eastern Idaho was held July 11, 2018 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, CEI President  
Sean Coletti, CEI Attorney  
Mike Mason, Interim Vice President of Finance  
Don Bourne, Controller  
Lori Barber, Dean of General Education  
Todd Wightman, Communications & Marketing Director  
Emma Getliff, Assistant to the Vice President of Finance

**TRUSTEE WORK**

The meeting was called to order at 6:03pm by Chairman Park Price

APPROVAL OF AGENDA

**M/S Mickleleson/Miller To approve the agenda as presented** *Motion passes unanimously*

APPROVAL OF MINUTES

Minutes from the previous meeting and work session held on June 6<sup>th</sup> were presented to the Board  
**M/S Scheid/Miller To approve the minutes** *Motion passes unanimously*

BUDGET UPDATE

Interim Vice President Mason presented the financial report for July 1, 2017-May 31, 2018 and the June invoice for CEI. The Board discussed specifics of the invoice to gain clarification about the components of line items.

**M/S Ozaki/Miller to approve the Financial Report and June Invoice** *Motion passes unanimously*

Mike Mason presented the Board with further information and the application for Local Government Investment Pool for funds (LGIP) and explained how this was the best investment option for CEI reserve funds.

***M/S Mickleleson/Miller to approve the participating in the Local Government Investment Pool Motion passes unanimously***

President Aman provided further explanation between In District vs Out of District Tuition. It was discussed to keep the credit rate the same regardless whether the student is In or Out of District; rate would be different for Out of State students.

***M/S Mickleleson/Schied to approve keeping In District and Out of District billing the same Motion passes unanimously***

Mason presented the Board with the 2018-2019 Budget draft. Further discussion and approval of budget will take place at a future meeting.

#### COLLEAGUE UPDATE

Mike Mason gave an update on the implementation of Colleague. The Finance and Payroll system has gone live and they continue to fine tune processes; the first payroll in Colleague will be complete this week. A new scheduling software, Schedule 25, is planned to be implemented to better interface with Colleague. Mason clarified some information regarding the ongoing implementation process and assured the Board everything has been going according to the timeline provided.

#### TRUSTEE REPORTS

Trustee Scheid reported on the CEI Finance committee, the meetings have been going well and are well attended.

Trustee Ozaki's reported that the Foundation had a successful fundraiser with CEI Foundation Golf Outing raising approx. \$25,000. The Great Race is scheduled for next week and Ozaki highly encouraged everyone's attendance.

Trustee Miller reported that K-12 has some concerns regarding the qualifications for Dual Credit and Concurrent students. Lori Barber, Dean of General Education, presented further information to the Board about the qualifications and standards CEI has set regarding these students to help provide the best opportunities ultimately.

Trustee Mickelsen queried Sean Coletti, CEI's Attorney, about some questions he had sent him earlier. She has concerns about making sure Trustee and personal information separate; the Board discussed specifics about to approach the issue and a solution will be researched and presented at a future meeting. Mickelsen also reminded everyone that the Board needs to be part of the review and approval process for improvements and remodels for CEI.

## PRESIDENT'S REPORT

President Aman yielded the floor to Interim Vice President Mason to provide an update on the progress with Colleague. Implementation continues to be successful and consultants continue to be on campus to support the staff.

Aman discussed the current enrollment levels for the 2018 Fall Semester; numbers stand at 920 enrolled with enrollment up 90% from this time last year and applications are up 109%.

Aman gave time to Lori Barber to provide an update on hiring for the General Education sections. The majority of sections have been filled with faculty, she is still working on hiring for 3 more sections. She also discussed the growth of online courses, it is currently slow but she assures it's to create the CEI high standards.

Aman gave time to Todd Wightman, Communications & Marketing Director, to provide an update on the progress of the different marketing campaigns. The main focuses has been on updating the signage for CEI, creating new video advertisements, finalizing the disc golf course, and he gave an update on success with digital ads around the local high schools.

Aman provided an update on the use for the Maeck gift. The Testing Center and the Nursing Simulation Laboratory should be ready for the coming semester.

Aman has been in discussion with the Economic Development Administration (EDA) about the possibility of a new building on campus; works on developing an updated Master Plan for CEI were discussed with the Board.

Aman provided an update on the hiring process for the 2 Vice President positions, an offer should be made by the end of the week for the Vice President of Finance. The Vice President of Instruction will be open for another month for applications.

## TRUSTEE REMARKS

Trustee Scheid remarked that it is amazing what the College has accomplished and commended numerous successes.

Chairman Price reiterated Scheid's remarks and expressed his appreciation for his fellow Trustees.

Seeing no other reports or comments, the meeting was adjourned at 7:42pm by Chairman Price.

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Park Price, Chairman

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Date