

College of Eastern Idaho
Board of Trustees
July 17, 2017
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 17, 2017 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
Cal Ozaki
Craig Miller

Absent:

None

TRUSTEE WORK

The meeting was called to order at 6:04pm by Chairman Park Price.

APPROVAL OF AGENDA

Chairman Price recommended that the agenda be reordered to put approval of CEI's insurance agency at the beginning of the meeting to allow guests to leave if needed once they were done presenting. The agenda was then approved unanimously by the Board

APPROVAL OF MINUTES

The minutes were approved unanimously as presented to the Board

APPOINTMENT OF CEI INSURANCE AGENCY

Representatives from Hartwell Corporation gave a brief overview of the coverage that they would be able to supply for the College and Board and explained the role they would play and their history in Idaho. Hartwell would represent CEI and the Board to ICRMP as needed. Trustees asked questions regarding specific items of coverage, including College vehicles that were clarified both by Hartwell and President Aman.

M/S Mickelsen/Ozaki To allow President Aman to enter a contract with Hartwell Corporation to insure the College and Board through ICRMP *Motion passes unanimously*

RESOLUTION TO APPROVE BOARD GOVERNANCE POLICIES (RESOLUTION 17-01)

The discussion of updated policies and vote to approve was postponed as all trustees had not received changes prior to the meeting. Chairman Price noted that the changes that had been made were excellent and would serve the Board well.

M/S (Ozaki/Scheid) To table discussion and vote on policy until the next meeting *Motion passes unanimously*

APPOINTMENT OF BOARD/COLLEGE ATTORNEY

Chairman Price reviewed the contract set forth for Hopkins Roden to serve as the College attorney. He outlined a few of the changes, including an opportunity for a 6-month review and the ability of the College and Board to terminate the contract with 30-day written notice.

M/S Scheid/Miller To appoint Hopkins Roden as the Board/College Attorney *Motion passes unanimously with vote by roll-call*

APPOINTMENT OF MOSS ADAMS AS AUDITING FIRM FOR EITC AND CEI

Chairman Price invited comments on the role Moss Adams currently plays at the College. President Aman deferred his time to Don Bourne, Controller. Mr. Bourne explained that currently Moss Adams performs annual audits for the College to include an interim audit during the month of May and a final audit in August of each year. Mr. Bourne and President Aman both agreed that it would be beneficial to use the same firm for EITC as it continues to function and that auditing needs for CEI in the first year would be limited.

M/S Miller/Ozaki To appoint Moss Adams as the auditing firm for EITC/CEI for Fiscal Year 18 *Motion passes unanimously with vote by roll-call*

RFP FOR FUTURE AUDITING

The Board had a brief discussion regarding the need for an RFP for an auditing firm and what the requirements should be.

M/S Ozaki/Mickelsen To prepare an RFP for an auditing firm for FY19

Discussion continued regarding the timing of sending out the RFP. Following the discussion, motion was then amended:

M/S Ozaki/Mickelsen To prepare an RFP, with a January 1 2018 deadline, for FY19 *Motion passes unanimously with vote by roll-call*

SETTING CEI TUITION AND FEES

President Aman presented a short handout explaining the desired tuition and fee breakdown for students for the 17-18 Academic Year. He noted that the current published catalog lists the total per credit cost as \$108. He also noted that if a fee is listed specifically, funds must be used for the specific item whereas tuition may be used for whatever purpose the College deems necessary or useful. Aman noted that the costs for the 17-18 Academic Year, including the costs for improving the support systems to serve the newly expanded mission of the college is likely to reach \$129 per credit hour. He recommended that cost remain at the \$108 for all students for the fall 2017 semester as the anticipated cost increases will not be fully advanced until the calendar year 2018. He recommended that the charge per credit hour for academic students be increased to not more \$129 in spring 2017. Discussion followed.

Trustees asked for clarification on how this increase would be presented to the public, Aman and Sean Coletti explained that infrastructure would increase dramatically and extra funds would be used to support that growth. Everyone agreed that clearly communicating what increases are used for would be of benefit.

M/S Mickelsen/Miller Regarding the setting of tuition and fees for the College of Eastern Idaho, moved that the board of trustees dispense with the rule requiring two separate readings, and that the two readings be waived *Motion passes unanimously with vote by roll-call*

M/S Mickelsen/Miller To approve the setting of tuition and fees for the College of Eastern Idaho and for Eastern Idaho Technical College with a maximum of \$129 per credit, on its second and final reading *Motion passes unanimously with vote by roll-call*

SETTING CEI FISCAL YEAR

M/S Mickelsen/Ozaki To set Fiscal Year as July 1 through June 30 *Motion passes unanimously*

RESOLUTION RE: AUTHORIZATION OF CEI SPENDING PLAN FOR FISCAL YEAR 18

President Aman deferred to Controller Don Bourne to explain the spending plan as presented to the Board of Trustees. He noted that, in general, the College has “broken even” at year end with attention paid to building reserves. He went through specific points of income and how that money is used. Trustees asked for clarification on a few points, including staff and faculty costs, infrastructure spending, building of reserves, and cost of startup. Trustees Scheid and Ozaki both noted that following industry practice of keeping 3-5% in reserves for facility upkeep and other needs prudent.

M/S Mickelsen/Ozaki In regards to resolution 2017-04, a resolution setting the budget for the College of Eastern Idaho and Eastern Idaho Technical College for fiscal year 2018. Moved that the board of trustees dispense with the rule requiring two separate readings, and that the two readings be waived. *Motion passes unanimously with vote by roll-call*

M/S Mickelsen/Ozaki Moved that the board of trustees approve resolution 2017-04 on its second and final reading. Motion passes unanimously with vote by roll-call

EXECUTIVE SESSION

M/S (Scheid/Ozaki) To move into Executive Session pursuant to (Idaho Code § 74-206(1)(a)) (Matters related to the hiring of an employee) Motion passes unanimously with vote by roll-call

The Board entered Executive Session at 7:41pm, no minutes or recordings were taken at this time

M/S (Scheid/Miller) To exit Executive Session and return to regular business Motion passes unanimously with vote by roll-call (8:12pm)

APPROVAL OF INTERIM PRESIDENT COMPENSATION

M/S (Scheid/Ozaki) To offer Interim President Rick Aman a complete compensation plan of \$162,000 plus retirement annually Motion passes unanimously with vote by roll-call

PERMANENT PRESIDENT SEARCH COMMITTEE

Chairman Price has begun the process of contacting search firms to begin the search for a permanent President. Vice Chairman Mickelsen will serve as Chair of the search committee with Trustee Miller assisting. The committee will be made up of employees of the College and members of the local community. Proposals will be discussed at future meetings

REGULAR MEETINGS

Chairman Price noted that the decision by the Board to hold regular meetings on Monday should be reassessed for a few reasons, including Holidays and other events normally held on Mondays.

M/S (Ozaki/Scheid) To adjust the regular meeting schedule from the 3rd Monday of each month to the 3rd Wednesday of each month, remaining at 6:00pm Motion passes unanimously

ELECTRONIC BOARD BOOKS

Chairman Price explained the role of electronic board books to the Trustees, he noted that they would help with organization and ease of sharing information. He asked Executive Secretary Kristina Buchan to consider possible options for the Board

TRUSTEE REMARKS

Trustee Mickelsen asked that Trustees be provided with a tour of the campus and lessons on technology when needed. President Aman invited her and the other Trustees to come in anytime to receive either Trustee Miller noted that a work session in the fall might be beneficial. He asked that students and faculty be invited to meet the Board and see how a meeting is run. All agreed this was a great idea.

PRESIDENT’S REPORT

President Aman deferred to Vice President Sharee Anderson to give an update on academic programming. She provided each of the Trustees with a packet containing documentation of programs being built, their alignment with other institutions, and plans for promoting said programs. Trustees asked about the relationships CEI has with other institutions. Anderson explained that so far, the College has worked with Idaho State University and University of Idaho directly and that new degree offerings are being built to mirror degrees at other community colleges in the state. Trustees noted that, given the proximity, it is important to have a relationship with Brigham Young University, Idaho. Anderson agreed and ensured that that relationship was in the works.

President Aman gave a report of the College Foundation in Executive Director Natalie Hebard’s absence. The Foundation is a current 501c3 and it seems would only need to change its name to shift into the CEI foundation. He outlined the Board of the Foundation and their functions and gave brief details as to the Foundations endowment and scholarships given annually.

Aman again invited trustees to the statewide training to be held on the College campus August 11th, he took recommendations from the Trustees on topics of discussion that would be helpful. The College is also planning a ribbon cutting to signify the official start of classes in August, this will run in conjunction with the Welcome Week activities previously presented to the Board

Seeing no other reports or comments, the meeting was adjourned at 9:17pm by Chairman Price.

Park Price, Chairman

Date