

College of Eastern Idaho
Board of Trustees
September 20, 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 September 20, 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

Guests:

Interim President Dr. Rick Aman
Vice President Dr. Christian Godfrey
Lori Barber - Director of General Education
Todd Wightman - Marketing Director
Sean Coletti – CEI Counsel

TRUSTEE WORK

The meeting was called to order at 6:00pm by Chairman Park Price.

APPROVAL OF AGENDA

M/S Mickelsen/Ozaki To approve the agenda as presented *Motion passes unanimously*

APPROVAL OF MINUTES

Minutes from the previous meetings held on August 16, August 23, and September 7 were presented to the Board

M/S Scheid/Ozaki To approve the minutes as corrected *Motion passes unanimously*

EXECUTIVE SESSION

M/S Mickelsen/Miller To move into Executive Session pursuant to Idaho Code Sec. 74-206(c), (to consider the acquisition of an interest in real property) Motion passes unanimously with vote by roll-call

The Board entered Executive Session, no minutes or recordings were taken at this time

M/S Mickelsen/Scheid To exit Executive Session and return to regular business Motion passes unanimously with vote by roll-call

M/S Scheid/Miller to engage an appraisal regarding the acquisition of property Motion passes with vote by roll-call, Trustee Ozaki abstaining

SELECTION OF AUDIT FIRM

Interim President Aman turned the floor over to Vice President Godfrey to discuss the selection of an auditing firm. VP Godfrey explained that the contract with Moss Adams, the current auditing firm for EITC, runs through the end of the current fiscal year. He recommended that since the firm would already be auditing EITC it would be simpler and more cost effective to have Moss Adams audit CEI as well. At the end of the fiscal year, an RFP could be opened to search for a new firm. Dr. Godfrey was asked to get a detailed audit proposal from Moss Adams outlining the specifics of a CEI audit and will present the information to Trustee Scheid and the Finance Committee.

SOCIAL MEDIA POLICY

A Social Media Policy was presented to the Board for discussion. It outlined limitations of online activities for employees and designated points of contact for crisis or emergency situations that may arise. Trustee Ozaki gave input based on a recent policy that had been presented at the INL requiring employees to make a disclaimer about posts. Interim President Aman noted that it would be difficult to regulate all employees, especially with the large growth in part time positions, and suggested that these rules could apply to Executive staff only. Mr. Coletti will work on an update to include posting policies and make other edits and present the policy at a future Board meeting.

M Ozaki moved to table the policy until the next Board meeting.

PURCHASING POLICY

The Board was provided with a Purchasing and Procurement Policy that clearly outlined the process required depending upon the total value of intended purchases. Dr. Godfrey noted that auditors were concerned as purchase policies seem to be different between EITC and CEI. VP Godfrey suggested that guidelines be established outside of the existing State standards. Mr. Coletti and Dr. Godfrey noted that these guidelines were congruent with the other community colleges in the state and allowed freedom to make purchases while still providing internal check and balances. Dr. Godfrey added that internal documents were in the works to outline specific procedures related to purchases.

M/S Mickelsen/Miller to approve Resolution 17-07 Motion passes unanimously with vote by roll-call

TRUSTEE REPORTS

Trustee Scheid gave a report on the newly formed Finance Committee and presented the names of members to the Board; Ken Taylor, Mary Lynn Hartwell, Aaron Johnson, Bob Johnson, Shane Webster, and Dr. Christian Godfrey as ex officio. Mr. Coletti is working on a charter for the group. Trustee Scheid also noted that the committee would serve as an audit committee also to review audit reports prior to presenting the reports to the Board.

Trustee Ozaki reported that there had not been a recent Foundation meeting and he had no updates to report other than the name of the Foundation had officially changed to CEI Foundation.

Trustee Miller reported that he had been meeting with Dr. Aman and Dr. Anderson regarding the challenges and opportunities of concurrent and dual credit at CEI. They have been working on goals for the coming year and hope to work with local administrators more closely, all of whom are very excited at the opportunity to grow those programs. Dr. Aman will travel with Trustee Miller to a regional principal's meeting to present plans for dual credit and 1+1 programs

Vice Chair Mickelsen gave an update on the Presidential Search. Applications are currently being accepted with a target date of October 5th. After that date, committee members will review applications and begin the interview process. Final candidates will be presented to the Board in late November and she hopes to have a decision made shortly thereafter.

PRESIDENT'S REPORT

President Aman turned the floor over to Lori Barber, current Director of General Education to report on teacher qualifications, dual credit, and schedule building. Ms. Barber noted that the goal of CEI is to maintain high standards to ensure that instructors and students are best served. Dr. Aman added that all dual and concurrent faculty would be treated as adjunct faculty and would have all the same training opportunities as on campus faculty. Ms. Barber continued that standards for dual and concurrent courses would be the same as on campus courses; students would follow the same syllabus and take the same tests. This helps students prepare for higher level courses with ease. She has also been working closely with ISU to get courses outlined similarly. High standards will also exist for general education instructors as well and resumes are pouring in for people wanting to work at CEI.

Ms. Barber continued the discussion with details about the Spring 2018 class schedule. Upwards of 60 new courses are being offered this spring including online courses and mirror courses that CSI-Idaho Falls has been offering previously. She also noted that contact has been made with current CSI students to get them enrolled seamlessly into CEI for the coming semesters.

Interim President Aman asked Marketing Director Todd Wightman to review logo changes and marketing plans with the Trustees. Following a detailed discussion of the devilement of the logo and

marketing plans, the trustees were pleased with the plans and logo. Interim President Aman thanked the trustees for their input and asked Mr. Wightman to move forward with high level sign changes.

Mr. Wightman then presented his marketing plan for his "Transfer 1000" Campaign. The campaign began with online news site banners this week and will gradually move forward with social media advertising and culminate with an application mailer to be sent to around sixty-eight thousand households. He reported on his work with local research and marketing firms and hopes to reach local high school students as well as transfer and "off-track" students from local high education institutions.

Dr. Aman presented a list of recent hires and open recruitments to the Board on behalf of Mary Taylor, HR Director. Recruitment continues for a variety of positions with more details provided to the Board as positions move forward.

Interim President Aman led a discussion relating to implementation of faculty rank at CEI. He reported he was a vital part of the same process at CWI and explained the details about ranks and the implementation process. Trustee Mickelsen noted that an effective ranking system rewards behavior that the College values rather than a system based on longevity. Dr. Aman will provide a white paper for review by the Board once it is completed by Dr. Jerry Gee.

Interim President Aman and Vice Chair Mickelsen reported on the recent ICCC meeting they attended in Boise, noting the value of the interaction with other Presidents and Board Chairs. Trustee Mickelsen noted the work that needs to be done to get secondary education on board with dual and concurrent enrollment plans and hoped that the group would be able to initiate meaningful legislative changes to benefit all parties.

Finally, Dr. Aman reported that CEI has been working closely with the University of Idaho to begin a co-admit program, the first of its kind in the state. He hopes to have details finalized in November to be able to present to Legislature in the next few months. Interim President Aman added he would invite other universities in the state join a co-admit program CEI in the future as well.

TRUSTEE REMARKS

Future meeting absences were discussed and the need for a quorum was emphasized.

Chairman Price then gave an interesting report on the roles and duties of trustees as had been presented during his most recent PERSI Board meeting. He also added clarifications related to open meeting law in Idaho.

There were no other reports or comments and the meeting was adjourned at 8:46pm by Chairman Price.

Stephanie Mickelsen, Vice Chairman

Date