

**College of Eastern Idaho
Board of Trustees**

August 24, 2021

College of Eastern Idaho Campus, Christofferson/Building 3, Room 306, Idaho Falls, Idaho
and remotely via Zoom

A Regular Meeting of the Board of Trustees of the College of Eastern Idaho was held on August 24, 2021 at the College of Eastern Idaho campus in Idaho Falls, Idaho and via Zoom. Chairman Park Price presided.

Present:

Park Price, Chairman
Stephanie Mickelsen, Vice Chairman
Craig Miller
Carrie Scheid

Absent:

Cal Ozaki, Treasurer

Guests:

Austin Allen, CEI Counsel (via Zoom)
Rick Aman, CEI President
Lori Barber, CEI Vice President of Academic & Student Affairs
Chuck Bohleke, CEI Dean of Career Technical Education (CTE)
Sean Coletti, CEI Counsel
John Detwiler, CEI Radiological Safety Program Director (via Zoom)
Josh Duersch, CEI Cybersecurity & Technology Department Chair
Dave Facer, CEI Foundation Executive Director (via Zoom)
Ray Fox, CEI Chief Information Officer
Jacob Haeberle, CEI Interim Dean of General Education
Dusty Klenk, CEI Staff Senate President (via Zoom)
Amanda Logan, CEI Executive Liaison
Penny Lyon, CEI Financial Analyst (via Zoom)
Hailey Mack, CEI Interim Associate Dean of Enrollment Management (via Zoom)
Byron Miles, CEI Vice President of Finance & Administration
Ann Marie Peters, CEI Director of Strategic Partnerships (via Zoom)
Angela Sackett, CEI Interim Dean of Health & Human Services
Jeff Sneddon, CEI Workforce & Continuing Education (WTCE) Executive Director
Mary Taylor, CEI Human Resources Executive Director
Todd Wightman, CEI Marketing & Communications Director

CALL TO ORDER

The meeting was called to order at 6:03 PM by Chairman Price.

ACTION ITEMS

APPROVAL OF AMENDED AGENDA

M/S Mickelsen/Miller to approve the amended agenda for the August 24, 2021 Regular Board Meeting. *Motion passes unanimously.*

APPROVAL OF MINUTES

M/S Scheid/Mickelsen to approve the minutes of the June 22, 2021 Regular Board Meeting. *Motion passes unanimously.*

PUBLIC COMMENT

There was no public comment.

ACTION ITEMS

APPROVAL OF MONTHLY CEI FINANCIALS

In Trustee Ozaki's absence, Vice President Miles highlighted the June Financials to the group. Reviewing the Budget vs. Actual report for 2021, we have received 97 percent of our budgeted revenues. Any outstanding funds were in property taxes, which were received after the report was created, bringing the actual total of budgeted revenues to 100 percent. We expended 100 percent of our budgeted expenses and did not have to use any our fund balance carryover that was originally budgeted to cover any potential shortfalls. We closed the FY2021 and it ended in good shape.

Miles explained that in regards to the Other Fund Revenues, it shows that there is more revenue than budgeted due to the CARES Act funding, however due to the effect of the pandemic and the availability of CARES Act funds expenses also increased. The funds provided through the CARES Act are restricted funds and need to be spent within the regulated guidelines.

Lastly, Miles noted that WTCE is on track despite impacts from COVID-19 regarding their revenues, but they are over budget on their expenses; however, there are still funds that still need to be received. Everything considered, they are in good shape.

Miles presented to the group an updated report that was created at the request of Chairman Price. This shows the actual unrestricted available funds in the fund balance after removing funds that had been allotted for other specific reasons. The group appreciated the updates and look forward to having this report included in the monthly financial reports.

M/S Scheid/Mickelsen to approve the month's CEI financials. *Motion passes unanimously.*

Miles went on to explain the presented letter from the College's Auditors, Wipfli LLP. In summary the auditors explained that there would be a delay of a portion of the audit report due to a delay from State/Federal agencies; an additional report will be provided once that information is available to the auditors. The majority of the audit will be complete in the normal timeframe. Miles noted that so far there have not been any findings or any concerns. The final audit statement is on track to be presented at the October Board of Trustees meeting.

APPROVAL OF REVISED CEI POLICY 121: COMMUNICABLE DISEASES

President Aman and Amanda Logan, CEI Executive Liaison and Executive Secretary to the Board of Trustees provided an overview of the proposed changes to CEI Policy 121: Communicable Diseases which Logan updated pursuant to Idaho Code § 33-2145, which was passed during the last legislative session. In summary, the changes add COVID/coronavirus to the list of communicable diseases covered under the policy and clarify the roles of the Board of Trustees, President local health department, State, and Centers for Diseases Control in dealing with the prevention of communicable diseases. Additionally, the Procedures for Face Masks for Students and the Public and for Employees and Contractors were added under this Policy. There was a discussion about whether the Trustees could add additional requirements for students and employees under this Policy pertaining to COVID, however, Idaho law and the Governor's Executive Orders do not allow them at this time.

M/S Mickelsen/Miller to dispense with the rule requiring two separate readings, that the two readings be waived, and to approve revised CEI POLICY: 121 Communicable Diseases. *Motion passes unanimously.*

DISCUSSION ITEMS

CAMPUS REPORT

COVID Approach for Fall 2021

President Aman provided an overview on the recently approved and implemented mask mandate has been a successful implementation. CEI felt it was important to send out a survey to a randomized selection of students regarding vaccination similar what we have done for staff. We will report back at the end of the survey the results. There was a brief discussion in the group in regards to a potential student vaccination incentive, what other schools have implemented, and what CEI might want to do.

Logan provided a brief update on recent COVID-19 cases at the College, noting that so far so far in August, the College has only had three self-reported, cases.

Instructional and Student Affairs Updates

Vice President Barber provided the Trustees with an update on Instruction activities at the College. We are currently up five percent compared to last Fall enrollment not including Dual Credit students. Early College enrollments hit a record this semester: we have 18 new instructors approved and our concurrent enrollments are at 139 students, which is up 20 percent compared to last year. We will have Dual Credit student enrollments available in October.

Early College hosted a CTE conference with 60 attendees from Region 6. It was a great opportunity to network and provide outreach to different parts of the community. We are hoping to make it an annual event and we will be hosting it again next August, calling it CONNECT, which will bring CTE faculty across Regions 5 and 6 to CEI.

Our laptop loaner program has been a great success and we have 110 laptops distributed so far. Other marketing efforts have gone well with the Find Frankie initiative. Falcon Basic Training had more participants than we have ever had before. Falcon Fest is coming up next week with more activities planned than ever before, too.

To note, Clint Reading resigned as Dean of Health and Human Services (HHS) to follow other pursuits. Dr. Angela Sackett, our Dean of General Education has moved over to be the Interim Dean of HHS and Jacob Haeberle has moved to be the Interim Dean of General Education. We will launch a national search to fill the Dean of Health and Human Services role permanently in January and hope to have the candidate on board in June.

Finally, we have migrated fully from Blackboard to Canvas. Everyone has worked incredibly hard to get everything to run smoothly in the transition. Online enrollments are 83 percent full and we have 45 sections of Hyflex and IWC, which gives students a lot of options on how to take classes.

Future Tech Update

Ann Marie Peters, CEI Director of Strategic Partnerships, provided an update in regards to Future Tech. She went over options for funding, over the budget, and plans for the building. We are actively working on an EDA Application and still need to complete construction funding before turning that application in. Additionally, we are actively working on different grant applications and submitting them to different foundations and organizations.

Proposed Revisions to Policy 203: Employee Benefits Discussion

Mary Taylor, CEI Human Resources Executive Director, went over the new legal, public holiday of Juneteenth. Due to late notification, observation of the holiday was given as a floating holiday at CEI this past year. After some discussion with the group regarding how CEI should proceed in the future for Juneteenth for whether it should be a floating holiday or observed on the day, the Trustees agreed that a floating holiday was appropriate to honor the holiday for employees but organize celebrations in honor of Juneteenth and its history on June 19th.

COVID-19 Spending Plan Updates

Vice President Miles first introduced Dusty Klenk, who works in the Business Office, and was recently elected as President of the Staff Senate. He also introduced Ray Fox, who is CEI's first Chief Information Officer. Miles then provided an update regarding CARES and HEERF 1, 2, 3 spending, explaining that CEI has roughly \$7 million available to spend according to the very specific Federal guidelines. Approximately \$3 million is earmarked for students and \$4 million for the institution. Students are getting the last round of the \$3 million now. Miles explained that all but \$700 of the HEERF 1 funding has been spent and the HEERF 2 and HEERF 3 funding should all be spent by the end of the year. In response to a question, Miles commented that CEI's "Virtual Campus," is up now, but it will be further refined in the coming months thanks to the funding available through HEERF.

Job Corps Update

Finally, President Aman Highlighted for the Trustees that one year after the introduction of Job Corps onto CEI's campus, 35 students enrolled in the program. Senior Coordinator Fernando Sandoval and team have done a wonderful job standing up this program, funded by the Idaho Department of Labor, which works with 16 – 24 year-olds who receive tuition-free career training, education, and support services and ultimately help them find a family wage job.

TRUSTEE REPORTS

In Trustee Ozaki's absence, Chairman Price briefly reported that the Finance Committee met the prior week and recommended the report that Vice President Miles presented during this evening's meeting.

Trustee Scheid updated the Board on CEI Foundation activities, noting that the Foundation's endowment stood at \$7.1 million. Recent significant donations included that from an estate and approximately \$45,000 raised from the Great Race. Scheid also mentioned that there will be several new members on the Foundation's Board soon, as a number of current members' terms are expiring. Additionally, the Foundation's new website recently launched, its audit is well underway, and Trunk or Treat has been scheduled for Thursday, October 28th.


Trustee Miller provided high-level thoughts to the Board related to K-12, Early College and CEI, noting that this past year has been hard on many students and he is concerned that if students do not feel connected, they are not going to stay engaged or keep coming.

TRUSTEE REMARKS

Chairman Price reflected briefly on the training that the Trustees attended for all Idaho community college trustees at the beginning of August in Boise. He remarked on how fortunate we are to have the Trustees that we do as they are very connected to CEI, care about the College and believe in the mission and the people that work here. Chairman Price closed by noting his appreciation for his fellow Trustees.

ADJOURNMENT

Seeing no further business, the meeting was adjourned by Chairman Price at 7:49 PM.



Park Price, Chairman

09/28/21

Date