

College of Eastern Idaho
Board of Trustees
November 15, 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 November 15, 2017 at the College of Eastern campus in Idaho Falls, Idaho. Chairman Park Price presided.

Present:

Park Price, Chairman
Carrie Scheid, Treasurer
Craig Miller

Absent:

Stephanie Mickelsen, Vice Chairman
Cal Ozaki

Guests:

Rick Aman, Interim President
Sean Coletti, CEI Attorney
Christian Godfrey, Vice President of Finance
Don Bourne, Controller
Theresa Groenewold, Division Manager Adult Basic Education
Lori Barber, General Education Coordinator

TRUSTEE WORK

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

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Minutes from the previous meeting held on October 11th were presented to the Board
M Scheid To approve the minutes *Motion passes unanimously*

PUBLIC COMMENT

Lindsay Gardels, a current student at Skyline High School, provided the Board with a brief recap of her experience enrolling in Concurrent Enrollment courses through College of Eastern Idaho. She detailed the struggles she has encountered during the process as well the support provided from the College. Discussion took place regarding the steps that can be taken on both sides, CEI and local school districts, to streamline this process and make the steps clear for students and staff.

COLLEGE UPDATE

Theresa Groenewold, Division Manager of Adult Basic Education, gave a short presentation to the Board regarding the ABE/ESL program at the College. She also included two students in the presentation, both of whom told of their personal successes through the ABE program.

EXECUTIVE SESSION

M/S Scheid/Miller to enter Executive Session pursuant to Idaho Code Sec. 74-206(a) to consider hiring an employee Motion passes unanimously with a vote by roll-call

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

M/S Scheid/Miller to exit Executive Session and return to regular business

EXECUTIVE SESSION

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

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

M/S Miller/Scheid to exit Executive Session and return to regular business

M Scheid to table the discussion of an acquisition in real property

BUDGET UPDATE

Vice President Godfrey presented the October financial statement and invoice between CEI and EITC. The Board discussed specifics of the invoice and how updates to the current system will improve reporting in the future. Trustees made recommendations to the finance department in regards to future invoices and the need for details. The Board also discussed what will be approved in the future, the monthly financials and invoices will be seen but an overall budget will not be discussed monthly.

M/S Scheid/Miller to approve the October 2017 Financials and Invoice Motion passes unanimously

Dr. Godfrey presented the Board with information about Moss Adams auditing firm and how the relationship will transfer between EITC and CEI for future audits. Further discussion will take place at a future meeting

ASSOCIATE OF SCIENCE DEGREE

Lori Barber, General Education Coordinator, walked the Board through the details relating to the recently proposed Associate of Science Degree for CEI. The degree must be approved through various levels within the Idaho State Board of Education and can then be moved forward by the Board. Barber presented specifics regarding the degree itself, its transferability to other institutions, and the existing accreditation of the degree.

***M/S Miller/Scheid to submit the Associate of Science Degree to the Idaho SBOE for final approval
Motion passes unanimously***

UPDATE TO REGULAR MEETING SCHEDULE

President Aman provided the Board with a list of upcoming conflicts to the CEI Trustee schedule. As the Idaho SBOE meets on the third Wednesday and Thursday, there were many conflicts to the schedule. Details about dates were discussed.

M/S Scheid/Miller to adjust the Regular Meeting Schedule to the second Wednesday of each month, beginning December 13th, 2017 Motion passes unanimously

COLLEAGUE UPDATE

Dr. Godfrey gave an update on the ongoing improvements to the Colleague system at CEI including details related to the overall cost of implementation as well as the promises and agreements made between CEI and Ellucian. Godfrey noted that he has sent the proposal to other institutions to provide input on parts that may be unnecessary for current implementation and anything that may have been missed. The Board inquired as to the completion of Phase 1 processes, Godfrey clarified that some steps are still awaiting completion in Phase 1. The Board recommended that the focus remain on Phase 1 completion before entering into Phase 2. The Board encouraged Godfrey and his team to strictly follow the timelines outlined to the Board in regard to completion. Further details and readings of contracts will be prepared for the Board as they become necessary

TRUSTEE REPORTS

Trustee Scheid reported on the CEI Finance committee, the first meeting will be in the beginning of January.

In Trustee Ozaki's absence, CEI Foundation Director Natalie Hebard reported on upcoming events for the Foundation. The Foundation Board meets the 2nd Tuesday of each month, Hebard is hoping to adjust

this schedule to make meetings quarterly and forming subcommittees with specific focuses. Future events of note include the Barnes and Noble Book Fair, December 19th and the Scholarship Deadline in early February.

Trustee Miller reported that K-12 has been focused on College Application Week, he noted in particular that CEI was the second most popular institution this year at Hillcrest High School, second only to BYU-Idaho. He also noted that 2016 applications to EITC were less than 10 while applications to CEI this year were over 100.

PRESIDENT’S REPORT

President Aman updated the Board on recent activities of the College. The 2017 Chamber Awards took place on November 11th, CEI was honored as the Large Member of the Year, Natalie Hebard, Sean Coletti, and Catered Your Way – all partners of the College – also received awards.

Enrollment numbers are looking excellent, total numbers are quickly approaching 600 students with approximately half being General Education students. Applications continue to roll in, averaging between 20 and 50 per day.

Aman has continued to build partnerships locally, of note are growing relationships with INL, Fluor, Idaho Digital Learning, and local higher education institutions. These partnerships continue to prove beneficial as the College continues to look for potential grant opportunities.

The EITC Advisory Board will meet soon with Aman and Price to discuss a continued role at the College on an advisory level.

TRUSTEE REMARKS

Trustee Scheid remarked that it is amazing what the College continues to accomplish.

Chairman Price commended the College for their dedication to growth and encouraged a continuance of high standards throughout the College.

Seeing no other reports or comments, the meeting was adjourned at 8:53pm by Chairman Price.

Park Price, Chairman

Date