

College of Eastern Idaho  
Board of Trustees Finance Committee  
Meeting Minutes  
March 4<sup>th</sup>, 2021 – 3:30PM

**Present:**

Cal Ozaki, Board of Trustees Treasurer, Chair  
Mary Lynn Hartwell  
Becky Holzemer  
Aaron Johnson  
Ken Taylor  
Byron Miles, ex-officio

**Absent:**

Lyndsay Goody

**Guests:**

Park Price, Board of Trustees Chair  
Don Bourne, Controller  
Malcolm Guess, Assistant Controller  
Dustin Nielson, Budget Director

**Chairman Ozaki called the meeting to order at 3:32PM.**

**PUBLIC COMMENT**

There was no public comment

**APPROVAL OF AGENDA**

**M/S Taylor/Hartwell to approve the March meeting agenda. Motion passes unanimously.**

**APPROVAL OF MINUTES**

**M/S Taylor/Hartwell, to approve the February minutes as amended. Motion passes unanimously.**

**REVIEW OF MONTHLY FINANCIALS**

Miles started reviewing the Monthly Financials with the *General Fund Budget*. As of January, we have received 94% of our budgeted revenue; there is still money coming in from different funds such as the State Liquor funds, property tax revenues, and the final 5% of the CTE funds.

Moving on to *General Funds Budget* expense, we are at 58% of our budgeted expenses; we are on target since we are over half way through the year as of January (58.3%). ‘Operating expenses’ are running on target now at 57%, ‘Capital Outlay’ is over budget at 130 % due to CTE expenses that were earmarked for them to purchase that carried over to this fiscal year and also due to unplanned expenses such as a new pick-up truck for Facilities. We plan to use the ‘Contingency Fund’ to compensate for some of the unplanned ‘Capital Outlay’ expenses.

Miles moved on to review the *Other Funds Budget*. The question was posed regarding why ‘Restricted Student Fee Revenue’ is higher than budgeted; Dustin Nielson, CEI Budget Director, explained that the ‘Restricted Student Fee Revenue’ are about \$24 of the \$129 per credit, when creating the budget this year we tried to put more money towards tuition and less towards fees; after the budget was created this year there was discussion between CEI staff and the realization that we couldn’t make those changes they hoped for. We will get more money in that section than budgeted this year but next year it will be adjusted based on the new information they learned during after the budget making process this year. Discussion on CARES Act funding, how the funds are being spent, the reporting process for the funds, and the restrictions for the spending of the funds.

Regarding the *Other Funds* expenditures, all the items are currently over budget due to spending needed for COVID expenses. CARES Act funding will help cover the costs, but it is difficult to add that into the budget since the funding was and continues to be unpredictable. This brought up a discussion of how we are going to deal with future potential CARES/COVID funds for the upcoming budget; we have been approved for more funding and potentially even more through the next stimulus bill so it makes it extremely difficult to properly plan how it could affect the budget.

Miles reviewed the *WTCE* budget; they are on track with their revenues (60%) due to their CTE allocation and they also received funds from the CARES Act as well. Miles noted that *WTCE* has suffered this year due to COVID-19 as they have not been able to hold all of the classes they would normally, however, the *INL* is still holding a number classes with *WTCE* online. Despite all this, they are holding steady with expenses at 60% and they should finish the year in the green.

Miles reviewed the Bank Balance Report with the Committee, which now reflects the requested update of historical Bank Balance amounts, the report now reflects 21 months of balances. A bar graph was also provided to provide a more visual indication of year to year cash reserves/bank balances; overall, it can be seen that FY21 has had more cash/reserves on hand compared to the last two years. General praise of having a pictorial view of having the graph. Currently working on a new report to create a more realistic picture of 'working cash' rather than the cash balance number.

#### **REVIEW REVISED CHARTER**

In continuation of previous meeting discussions, the Committee reviewed a revised charter prepared by Chairman Ozaki and Miles. The document has been restructured to separate areas of responsibilities for the Committee. The content has been minimally changed, the spots were indicated to the Committee.

The Committee reviewed the document line by line to understand the role the Committee has in relation to the Board of Trustees. Questions and discussion followed regarding items and wording. The Committee concluded that the document will need further revision to make sure that items could not be interpreted in ways it shouldn't. Chairman Ozaki and Miles will meet before the next meeting to discuss changes and work with the Colleges lawyer.

Discussion tabled until next meeting when a revised document will be presented.

#### **DISCUSSION ON COMMITTEE MEETING/TIME**

The Board of Trustee meeting day is being updated from them meeting every month on the second Wednesday to the fourth Tuesday of the month. The Finance Committee in relation to the Board of Trustees has met the week before to have enough time to go over the Financials and get the documents prepared for the Board of Trustee meeting. With the Board of Trustees moving their meeting, we as the Finance Committee have the opportunity to update our meeting date as well.

The Committee discussed whether or not we would be able to get the financial data prepared in time. Further discussion on updating what financial data is presented to the Committee, specifically presenting data from two months previous to presenting data from the previous month instead. After a lengthy discussion, the CEI Staff team was tasked in finding out whether or not they would be able to compile data from the previous month (ex. April meeting would go over the March financials instead of February financials).

Regarding the meeting date of the Finance Committee, the Committee members did not have a strong opinion on the meeting date changing, overall they would be fine with it changing or staying the same. They all indicated if it did change, they would just like a timely warning to be able to put the dates on their calendars.

**NOTE:** The Finance Committee meeting date was updated to reflect the change in the Board of Trustee meeting schedule. The Finance Committee will now meet on the Thursday before the Board of Trustee meeting.

## **UPDATES**

### *CRRSSA (CARES Act Funding)*

We have been allocated 2.2 million dollars and we have to spend it in accordance to their rules and guidelines. Currently we are working on implementing a “Virtual Campus” which would allow everything that we do in person be available online, such as teaching, student services, etc. We are also putting together a recommendation and plan for an overhaul on our current website.

### *Facilities Projects*

The construction on building 2 (Robertson Building) has been started! We have the funds for the Building 3 (Christofferson Building) roof, but that construction has not started. We have received funding from the Department of Public Works (DPW) for the HVAC system and a portion of the roof for Building 6. We hope that DPW will fully fund the roof, but it is possible we may have to fund the rest of that project.

### *Future Tech*

Committee member Aaron Johnson at this time recused himself from the meeting due to being a potential bidder for the Future Tech project.

We have secured funding \$2.4 million between DPW and Economic Development Administration (EDA) to fund the design and development for the building. Yesterday and today we met with the LCA Architects about the ideas and potential for the building. The DPW is the lead on the project and they have sent out Requests for Qualification (RFQ) for Construction Manager (CM)/General Contractor; there are multiple companies interested in the project. The CM will work with the Architects on the pricing and materials for the building and give real world advice for the building. After that the CM will become the General Contractor in charge of getting all the subcontractors. We hope to have this done by the end of the year and in the early spring of next year start doing some digging on the project! The square footage is 93k for 3 stories, labs and classrooms, a large conference/auditorium area, this will for the CTE technology courses mainly. The cost will be approximately \$36 million total. Currently we have \$3 million approved by the state; Wendy Horman has a bill ready to approved for an additional 7 million (\$10 million total from the State). \$2 million has been allocated from CEI but there is still a lot of funding still to be raised.

## **NEW BUSINESS**

The College is currently going through their nursing accreditation; they currently do not have any findings and the accreditors are very happy with what has been presented to them. Our Nursing program continues to be very strong.

## **ADJOURNMENT**

The meeting concluded at 4:49 PM – The next Committee meeting will be held on April 22<sup>nd</sup>, 2021 at 3:30 PM via Zoom Conference Call / in Building 3 room 310A.