

College of Eastern Idaho
Board of Trustees Finance Committee
Meeting Minutes
January 19th, 2023

Present:

Cal Ozaki, Board of Trustees Treasurer, Chair
Becky Holzemer
Lyndsay Goody
Mary Lynn Hartwell
Ken Taylor
Byron Miles, ex-officio, VP of Finance & Admin

Guests:

Don Bourne, Controller
Dustin Nielson, Budget Director
Malcolm Guess, Assistant Controller
Park Price, Board of Trustee Chairman

Chairman Ozaki called the meeting to order at 4:05 PM.

PUBLIC COMMENT

There was no public comment

APPROVAL OF AGENDA

M/S Holzemer/Taylor to approve the January meeting agenda. *Motion passes unanimously.*

APPROVAL OF MINUTES

M/S Goody/Holzemer to approve the November minutes. *Motion passes unanimously.*

DISCUSSION OF DECEMBER FINANCIALS

Byron Miles, Vice President of Finance and Administration, presented the December Financials to the Committee. Starting with the *General Fund*, we have received 87% of our projected revenue budget. We have expended 48% of our budget, which is in a reasonable range since we are 50% through the year, as of December.

Moving on to the *Other Funds Budget*; he focused most of the discussion on the 'Year to Date (YTD) Actual' column, since it provides the funds actually received and spent so far in the year. We must spend the money first, and then claim it back. It can be difficult to budget for this fund, since we can gain new grants throughout the year. *Fund 35 – Grants*; Miles explained that these are State and Federal Grants (CCR, Job Corp, CTE). *Fund 36- Unrestricted*; this is where the HEERF funds for COVID are located. Brief explanation of other accounts that fall into this fund too.

Reviewing the *WTCE Budget*, Miles noted that looking at the year-to-date column, they are still profitable at the half-year point. Discussion on the INL Training contract; it is currently being reworked to include indirect costs, room rental, and additional training. Discussion on how the Eastern Idaho Workforce Training Center (EIWTC) has impacted this specific budget. Conversation about separating out the EIWTC funds out of the WTCE budget to provide clarity on the fiscal operations of EIWTC.

Miles reviewed the traditional Bank Balance Report of where the College currently has its funds. This report shows our current operating funds, the funds in the LGIP, and other accounts. It has had a continual upward trend, but we expect it to plateau eventually. Next, Miles reviewed the Cash Availability Report; he provided a

brief explanation of the report. Explanation of the variance in the net adjusted cash balance compared to previous months' reports.

M/S Holzemer/Taylor to recommend the Trustees accept the December Financials. *Motion passes unanimously.*

APPROVAL OF AUDITORS

Miles explained the process that was followed for the Request for Proposal (RFP) from an auditing firm for the College. He explained which firms submitted their proposals, what items the review team looked for, and the scoring process. It came down to two firms at the end of the review, and it was decided by the review team that the College should continue with Wipfli, LLP.

The Committee had a lengthy discussion about the price range, contract terms, contract renewal, process of the audit, single audit, and GASB. It was requested that the deadline of October 2023 be added for the delivery of the final audit.

M/S Taylor/Goody to recommend the Trustees to accept Wipfli, LLP as the College's auditors. *Motion passes unanimously.*

BUDGET / LEGISLATIVE UPDATE

Miles provided an overview of the budget process, and how the legislative session will likely affect it. Explanation of House Bill 24 (HB24), which would create the "Idaho launch grant program" to provide subsidies to Idaho high school graduates for their college and workforce training. Conversation of other funds being included in the budget for the Future Tech building, and the timeline that we should expect, if that is approved, to be able to go out to bid for construction. Conversation about the eventual bid and construction process.

Miles went on to list other funds that we should expect to receive based on the Governor's recommendation, such as enrollment workload adjustment (EWA), one-time capacity enhancement funds, and change in employee compensation (CEC) funds. We should also receive an allocation from the Department of Public Works (DPW) for deferred maintenance, and another allocation for alterations and repairs.

Discussion on property tax, fees, Pell grant, and overall tuition cost. Relating to this conversation, a discussion about how much faculty costs to support the needed courses; at this point, the College loses money on full-time faculty with a full class load. Continued discussion on difficulties to find qualified teachers for specific subjects. Conversation of how to increase enrollment, have a balanced budget, and have reserve funds.

ADJOURNMENT

The meeting concluded at 5:10PM – the next Committee meeting will be held on February 23rd, 2023, at 3:30PM via Zoom Conference Call/in Building 3 room 310A.