

College of Eastern Idaho
Board of Trustees Finance Committee
Meeting Minutes

March 5th, 2020 – 3:34 PM

Present:

Carrie Scheid, Board of Trustees Treasurer, Chair
Becky Holzemer
Aaron Johnson
Byron Miles, ex-officio

Guests:

Park Price
Don Bourne
Dustin Nielson
Malcolm Guess
Les Scott

Absent:

Ken Taylor
Lyndsay Goody
Mary Lynn Hartwell

1. Approval of Agenda and Minutes

- a. **M/S Holzemer/Johnson to approve the March meeting agenda.** *Motion passes unanimously.*
- b. **M/S Johnson/Holzemer, to approve the February minutes with suggested changes.** *Motion passes unanimously.*

2. Introduction of Director of Facilities and Operations

- a. Byron Miles introduced the new Director of Facilities and Operations, Les Scott, to the Committee. Les briefly introduced himself, provided a short description of what his position is, and what his background is. He'll be over maintenance, custodial, and security. The Committee welcomed him to CEI and then Les returned back to his work for the afternoon.

3. Review of January Financials, Cash Balance, and Other

- a. Year to date through January we are 58.3% through the year and we have received 90% of our budgeted revenues.
- b. Johnson recommended adding an anticipated budget column in the last column on the financials; Dustin Nielson is already working on this and he'll work on having it ready for the next Committee meeting.
- c. Questions and following discussion about tuition fees for out of county students. Clarification of semesters that students are charged it, how it was budgeted into this year, and possibility of changes that could be made regarding how things are charged. There was a miscalculation regarding in out of county tuition fees due to a glitch in the system that created a discrepancy in the projected figure; the glitch has now been fixed but we will fall short on the budgeted number due to this. Salary savings of positions not currently filled will help make up for this short fall.
- d. Overall, revenue, taxes, investment interest and overall revenue sources are in good shape.
- e. Expenses, WTCE, other funds all are in good shape and are where they are expected to be for this time of the year.
- f. Discussion of the One Time Use money from the State and the CTE allocation money.
- g. Bank balances are in good shape for YTC. It was noted that the LGIP yield is going down a little due to current economic changes in the market.

- h. **M/S Johnson/Holzemer to approve the January Financials and present them to the Board of Trustees.** *Motion passes unanimously.*

4. Annual Budget Process

- a. Nielson let the Committee know that he is still waiting on final allocation numbers. He is working with departments to review their budgets to make sure everything is being allocated correctly.
- b. We are currently not anticipating any salary savings going into this next budget.
- c. With the 2% budget cut backs things will be tighter in some areas; we should look at the possibility of building in a 2% contingency fund into future budgets. For this year, possibly holding out on capital projects until nearer the end of the year.
- d. There will new revenue sources that will be added into the new year.
- e. Discussion on the budget that has been submitted to the State.
- f. Discussion on the impact of COVID-19 on the market.

5. Banking Policy

- a. Miles passed out a document regarding possible outlines of procedures and guidelines for finance related policies in regards to banking, investment, reserves.
- b. Banking: The Committee noted that banks appreciate the chance to submit a 'Request for Proposal' (RFP) for an opportunity to provide services and support the college.
- c. Investment: Discussion on what type of investments would work best for the college, the wording of the policy, how to best maximize returns and minimize risk. Overall the Committee decided that we should make investing in the LGIP our investment policy; this is to be reviewed in a years' time or otherwise designated.
- d. Reserves: This has been discussed previously and was already approved by the Board to make reserve funds; 4 million as 'Board/Emergency' funds and 2 million as 'Building/Facilities' funds. However, with writing these policies they would like to add more specific working in regards to percentage of expenses or another formula to help flesh out the reserves to better fit the colleges needs as it grows.
- e. Recommendation to add into all polices that they will report to the Finance Committee as well as the Vice President of Finance and Administration and the Board of Trustees.

6. Capital Improvement Projects

- a. Building 2 roof project will be starting come spring and we are hoping for funding to fix the building 3 roof.
- b. Discussion of a need for a plan for deferred maintenance and need to start planning to fund it ourselves and not depend on the Department of Public Works (DPW).
- c. Les Scott and his team are inventorying the current deferred maintenance and making a priority list; from there we will plan to see what we may be able to fund ourselves and what we can go to the DPW for.

The meeting concluded at 5:00PM – The next Committee meeting will be held on Thursday April 2nd, 2020 at 3:30 PM in CEI Room 310A via Zoom Conference Call.