

**College of Eastern Idaho  
Board of Trustees**

**May 23, 2023**

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

A Work Session of the Board of Trustees of the College of Eastern Idaho was held on May 23, 2023 at the College of Eastern Idaho campus in Idaho Falls, Idaho and via Zoom. Chairman Park Price presided.

**Present:**

Park Price, Chairman  
Cal Ozaki, Vice Chairman & Treasurer  
Ethan Hoffman  
Amy Gardels

**Guests:**

Rick Aman, CEI President  
Lori Barber, CEI Vice President of Academic & Student Affairs (via Zoom)  
Amy Brumfield, CEI Executive Director of Institutional Effectiveness  
Sean Coletti, CEI Counsel (via Zoom)  
Angela Hays, CEI Executive Director of Workforce Training & Continuing Education  
Rand Kato, CEI Chief Information Officer  
Amanda Logan, CEI Director of External Affairs & Board Executive Secretary  
Byron Miles, CEI Vice President of Finance & Administration  
Dustin Nielson, CEI Budget Director  
Mary Taylor, CEI Vice President of Human Resources

**CALL TO ORDER**

The work session was called to order at 5:12PM by Chairman Price.

**DISCUSSION ITEM**

**FY 2024 CEI BUDGET**

President Aman, Vice President Miles, and Dustin Nielson, CEI Budget Director, presented the draft of CEI's FY 2024 General Fund Budget totaling approximately \$23.5 million. Miles noted that the budget for the other funds (grants) and WTCE budgets are not included in the documents presented at the work session; the College is handling the financial reporting for grants differently for the next fiscal year, and the WTCE budget will be presented in June after the contract with Idaho National Laboratory (INL) has been completed, as it has a significant effect on the WTCE budget.

Nielson went over the presented FY 2024 budget draft line by line with the Trustees, providing explanations of how the projected numbers were calculated. There was discussion around the assumptions used

regarding in-state versus out-of-state versus out-of-district students, number of credits, estimated headcount, headcount for early college students, number of online courses, and other items that went into the calculation of the budget. Miles noted that we have added a line for 'Indirect Cost Recovery-Contracts', which is based on the contract with INL where we have identified a minimum of 10% that can be charged to cover overhead of running programs for INL. The Trustees recommended that the CEI financial team adjust the interest rate on 'Interest on Investments' to be higher than what was currently projected.

Discussion also covered Fund Balance Carryover; these funds are being carried over to allow the general education department to remodel the science labs since they were unable to complete the project during FY 2023. We do not anticipate having to rely on the line 'Transfer from Reserve' to cover a portion of the budget.

Moving onto 'Expenses', under the General Fund Budget, Personnel has increased which includes 'Change in Employee Compensation' (CEC) increases. This would encompass two additional faculty positions and ten staff positions to help with the continued growth of the College; discussion occurred regarding what the new positions are, and their role in the College.

Discussion followed regarding how the College can start to build the reserve funds back up. The proposal is to put any future salary savings from vacant positions into the reserve fund at the end every fiscal year; this is approximately \$400,000 in salary savings annually. The Trustees fully supported the proposal of starting to build the reserves back up at the end of every fiscal year.

Amanda Logan, CEI Director of External Affairs & Board Executive Secretary, let the Trustees know that the Board may dispense of the rule requiring two readings of the budget in the month where the item is on the agenda as an action item, which it will be in June. The final FY 2024 Budget will be presented in June, and will incorporate any recommendations made and any updated data received between the two meetings.

## **ADJOURNMENT**

Chairman Price adjourned the Work Session at 6:01 PM.

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Park Price, Chairman

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Date