

College of Eastern Idaho
Board of Trustees Finance Committee
Meeting Minutes
May 18th, 2023

Present:

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

Guests:

Park Price, Board of Trustee Chair
Rick Aman, CEI President
Don Bourne, Controller
Dustin Nielson, Budget Director
Malcolm Guess, Assistant Controller
Michell Shropshire, Director of Grants

Absent:

Mary Lynn Hartwell (Zoom)

Chairman Ozaki called the meeting to order at 3:33 PM.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

The approval of the April meeting minutes were tabled until June.

CAMPUS UPDATE

During the meeting, President Aman provided an update on various campus matters. One of the key discussions revolved around the bidding process for the Future Tech building, revealing that portions of the bids were considerably higher than the estimated costs, with the lowest bid surpassing it by \$6 million. The success of the recent commencement ceremony held at the Mountain America Center was highlighted, with an impressive attendance of nearly 2,000 people and approximately 450 graduates. The turnout of guests was particularly praised, as everyone was able to bring as many guests as they desired to witness the ceremony. Energy Days took place earlier in the month on campus that was hosted by CEI, INL, and other industry partners. Additionally, it was noted that the fall semester is projected to be strong, as there has been a 20% increase in headcount compared to the previous year. Lastly, there was a discussion about the tuition increase for universities and the role of the SBOE in controlling tuition and fee caps. The timing of a potential future tuition increase was deliberated to ensure sufficient notice for students.

DISCUSSION OF APRIL FINANCIALS

Byron Miles, Vice President of Finance and Administration, presented the April Financials to the Committee. Starting with the *General Fund*, we have received 97% of our projected revenue budget. We are still waiting for some funds from property taxes to come through and still have the unexpected increase on interest on Investments. We have expended 80% of our budget, which is in a reasonable range since we are 83% through the year, as of April. We do anticipate that we will have a budget surplus made mainly of salary savings, we do not anticipate that having to draw money from the reserves and hope to put some money into the reserves instead.

Moving on to the *Other Funds Budget*; Miles noted that changes are being made based on feedback from the committee and the Board of Trustees, reflecting on the draft report he presented last month. The new report will be generated for the upcoming fiscal year to display each grant individually to help facilitate better comprehension and interpretation of the information provided. Moving on in the conversation, Miles briefly provided an overview of the *Other Funds Budget* focusing the discussion on the 'Year to Date (YTD) Actual' column, since it provides the information on the funds received and spent so far in the year. With grants, the money must be spent first and then claimed back. Discussion on the complexities of accounting for the grants and how to budget for them since we can gain new grants throughout the year. Conversation about looking for more grants to help facilitate projects or enhancements around the campus, it could be a valuable asset for the campus.

Miles reviewed the *WTCE Budget* and they currently are in positive! The current budget was prepared by the previous director, who did not prepare it accurately, however while WTCE may be up in expenses, they are also up in revenues. Miles proceeded to review the *EIWTC Budget*, which includes funds left over from the RDA grant when the building was transferred to us. The current budget shows EIWTC in the negative, we plan to transfer funds from the RDA grant to cover the shortfall. It is expected that the overall figures will continue to improve at the next review.

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. Next, Miles reviewed the Cash Availability Report; he provided a brief explanation of the report. Discussion on some adjustments made regarding the 'Less Restricted Funds claim on cash' regarding Workforce Training and CTE Funds, which moved from restricted to unrestricted funds. Further discussion on the net adjusted cash balance and the funds that the Foundation are holding for Future Tech and Lab Renovations.

M/S Goody/Hartwell to recommend the Trustees to accept the April Financials. Motion passes unanimously.

REVIEW OF FY24 DRAFT BUDGET

Miles started the presentation of the FY24 drafted budget to let the committee know this is only for the *General Fund Budget*, the rest of the funds are still being developed and will be presented in June. He provided an explanation of the development of the *WTCE Budget* since they are still in contract negotiations with the INL which will greatly impact the end budget for WTCE; we are confident in the development of the FY24 budget for WTCE.

Miles turned the time over to Dustin Nielson, Budget Director, to go through the current drafted budget for the FY24 General Fund. Nielson went through the preliminary budget, line by line, providing explanation of how these projected numbers were calculated. There was spattered discussion from the Committee as they progressed through the document. Discussion about tuition, fees, and tuition and fees; specifically regarding the calculation of projected credits and headcount. Discussion about the need to build capacity on campus, especially considering Idaho Launch being approved, and the need to ask for an overall increase for ongoing funds from the State.

The Committee complimented the extensive footnotes, and the explanations they provided. They were understandable and comprehensive. They look forward to seeing a full final draft of the budget in June.

ADJOURNMENT

The meeting concluded at 4:51PM – The next Committee meeting will be held on March 23rd, 2023, at 3:30PM via Zoom Conference Call/in Building 3 room 310A.

DRAFT