



## Finance Committee Minutes

August 12, 2016 11:30 – 12:00 p.m.  
 College of Western Idaho  
 Executive Conference Room, Room 201 C  
 6056 Birch Lane  
 Nampa, Idaho

Present, Community:		Present, CWI:	
Stan Bastian, Chair	CWI Trustee	Cheryl Wright	VPFA
Dave Gadda	Boise Cascade, retired	Tony Meatte	Comptroller
Tom Beitia	Banner Bank, retired	Marilyn Griggs	Director, Financial Analysis
John McDevitt	Skinner Fawcett LLP	Elizabeth Conner	Executive Asst. to VPFA
		<b>Absent:</b>	
<b>Guests:</b>		Chris Larson, Boise Inc.	Andy Warren, Bank of the Cascades
<b>Chris Blackwood via phone</b>	PFM		

**Call to Order:** Chairman Bastian called the meeting to order at 12:00.

### PFM Presentation

Chris Blackwood of PFM updated the committee on the state of the US economy as well as CWI's investments via conference call.

In summary, Mr. Blackwood said that the labor markets are in good shape; more people are able to get jobs and continued growth is expected around the 2% rate. Also, the dollar is very strong right now which encourages foreign investment. The Brexit vote in the United Kingdom made the markets volatile for one week but things have settled down significantly. He encouraged the committee to read the article included in their packet: "*Brexit Upheaval: Impact on Fixed Income Portfolios*".

Mr. Blackwood addressed CWI's investments which are producing solid results. Dave Gadda asked why there was a dip downward on the portfolio performance. Mr. Blackwood said this was because of a shorter duration of the benchmark.

Mr. Blackwood stated the last time he presented to the Finance Committee the following items were to be discussed in the future: investment policy review and other types of securities that may be of benefit to CWI investing.

Vice President Cheryl Wright will get together with Mr. Blackwood to discuss these issues in October, 2016.

Tom Beitia asked if CWI has talked to PFM about the possible CWI bond issue. Vice President Wright said, no, she is waiting until the Board of Trustees makes a formal decision.

Mr. Beitia asked Vice President Wright to follow up with Mr. Blackwood on why CWI's return on investments is below the index.

### **Minute Approval**

**M/S: Beitia/Gadda: move to approve the June 13, 2016 minutes as presented. Motion passed unanimously.**

### **Budget Discussion**

Vice President Wright plans to ask the Trustees for clarification regarding grants that require new positions. Vice President Wright believes that the Trustees should approve each new full-time position at CWI. Chairman Bastian said the Trustees should review positions regardless of the time of year. Mr. Gadda asked that senior management evaluate all positions to determine how important a grant funded position would be to their department and what the department will do with said position at the time of the grant end. It is important that the departments determine if they can fund these positions within their budget.

Vice President Wright will be proposing adding two new grant funded positions in academic support to the amended budget at the next Trustee meeting.

Tony Meatte reviewed the FY17 Projected Revenues.

### **Special Course Fees**

Chairman Bastian previously requested a review of all of the current special course fees.

Mr. Beitia asked if CWI makes money on the fees and the answer is no. In some cases the fees actually save the students money.

Mr. Gadda asked if there was an estimate of the average total cost for student to attend CWI. Vice President Wright said yes, it is required by the Federal Government to provide students with a cost calculator which is provided on the CWI website.

Chairman Bastian said the Trustees want to know what all costs really are per program. Without these fees, the alternative would be that tuition would be raised for everyone.

### **Fund 11**

Vice President Wright reviewed the fund balances in the self-support cost centers (Fund 11)

Chairman Bastian asked if Workforce Development is considered an income generator. Vice President Wright explained that Workforce Development is considered self-supported. There are times programs will be negatively affected by the economy and some programs will run a deficit for a period of time. It is important to have sufficient fund balances to withstand those downturns.

### **Preliminary Financials**

Marilyn Griggs handed out the preliminary financials for June. Vice President Wright explained that CWI is still in process of reconciling the fiscal year-end as well as the end of month report so the numbers are still in flux.

**RFP report**

Mr. Meatte reviewed both June, 2016 and July, 2016 reports. He addressed the question from the last meeting regarding the Ebooks. This is a request from the Library and is a service that has been used for the past two years.

**M/S: Beitia/McDevit: move to adjourn the meeting. Motion passed unanimously.**

**Adjournment:** The meeting adjourned at 1:30 PM.

DRAFT