

Budget Committee

11 January 2016 Meeting

Board of Regents Conference Room

11:17 AM

Present

Biuma Samson
Don Hess
Ernest Canonigo
Florence Peter

Mary Van Auken
Meitaka Kendall-Lekka
Rachel Salomon
Stevenson Kotton

Vasemaca Savu
Wilbert Alik

Minutes

1. Approved
 - a. 12 October 2015 Minutes
 - i. presented to the committee
 1. added one 'l' to Meitaka's maiden name
 2. a "Future Agenda Items" section to be added in current (11 Jan. 2016) and future minutes
 - ii. moved to approve
 - iii. unanimously approved with changes
 - b. 22 October 2015 Minutes
 - i. presented to the committee
 1. added Vasemaca Savu's name
 2. added one 'l' to Meitaka's maiden name
 - ii. moved to approve
 - iii. unanimously approved with changes
2. Discussed
 - a. Budget Planning & Costing Template
 - i. CFO handed out template that should help members cost out services and programs and link costings to the Strategic Plan
 - ii. CFO will work with each committee members (department heads), very closely, to cost out programs
 - b. Quarterly Report dates/cycles
 - i. CFO briefly reminded about dates/cycles
 - ii. CFO will share via Google Drive to committee members
 - c. the possibility of including the Director of Arrak to be a member of the Budget Committee
 - i. since the position is not a budget manager position, it will not be a part of the Budget Committee
 - ii. committee agreed to leave out the position from the Budget Committee

- d. FY 2015 Revenue & Expenditures
 - i. tabled to allow for the committee to join in special meeting with the Enrollment Management Committee (EMC), School Information System (SIS) handlers, Chairs, Advising Coordinators and others on Thursday (14 January 2016) @ the BoR-Conference Room at 2:00 PM
 - 1. Don will email the date, time, and room to conduct the meeting
 - 2. Don will also send a Google Docs for committee members and others affected to note down issues/glitches/etc
- 3. Agreed
 - a. to call for a special meeting involving EMC members, Chairs, Advising Coordinators, SIS handlers, and others affected by SIS
 - b. to call for a Budget Committee special meeting after gathering information from special meeting with EMC members etc

Next meeting

- Thursday (14 January 2016)
 - Committee agreed to create a special meeting with the EMC members, Chairs, Advising Coordinators, SIS handlers etc at the BoR-Conference Room @ 2 PM
- Budget Committee Special Meeting
 - to be announced by CFO after gathering information from special meeting with EMC members etc
- Monday (8 February 2016)
 - Regular Budget Committee Meeting

Future agenda items

- FY 2015 Revenue & Expenditures
 - tabled
- OLD BUSINESS
 - Drafting Conflict of Interest Policy & Procedures-Procuring of goods and services
 - CMI Retirement Plan replacing the Supplemental Health Insurance Plan
 - OPTIONAL
 - is with Board
 - Updates FY2015 Audit
 - fieldwork will commence soon
 - Approval of possibly opening a BoG Debit Card Account
 - Approved idea and is with Board
 - Approved Card Policy & Procedures
 - Under review by EC – Petty Cash Policy
 - Approval of Academic Year 2015-20165 RSA
 - Resolutions
 - No resolutions

Meeting adjourned @12:09 PM

Wilbert Alik, Recording Sec.

Scribe

Budget Committee Members

Reviewed & Approved by

8 February 2016

Date approved