

Budget Committee

21 January 2016 **Special** Meeting

Board of Regents Conference Room

11:09 AM

Present

Biuma Samson
Don Hess
Ernest Canonigo
Jennifer Seru

Mary Van Auken
Meitaka Kendall-Lekka
Rachel Salomon
Ruth Abbott

Stevenson Kotton
Vasemeca Savu
Wilbert Alik
William Reiher

Minutes

1. Discussed
 - a. upgrading of the Director of Institutional, Integrity, & Effectiveness (DIIE) to Executive Director of Institutional, Integrity, & Effectiveness (EDIIE)
 - i. rationale
 1. new position has more responsibility
 2. Compensation Committee (CC) approved as Management III position
 - ii. proposed rationale was presented to Budget Committee (BC) for funding
 1. budget from the former Vice President of Institutional Research (VP-IR) position will be used in support of this position and to cover the current shortfall of salary and of other costs attached to the position
 - iii. **moved to fund** the position (EDIIE) based on funding from old VP-IR and that any shortfall be made up from the previously allocated \$36,000.00
 1. motion seconded
 2. unanimously passed
 - iv. the committee requested of the CFO a listing of all open positions budgeted for and the date when last filled
 - b. Self-Assessment
 - i. to be written by all members of BC
 1. quick notes
 - a. an approved BC Role, Scope, and Authority (RSA) will be distributed
 - b. change "Points" column to "Comments"
 - i. remove scaling points
 - c. create a separate section for "Remedial Action Plans"
 - ii. to be
 1. reposted for all members of BC to comment etc by 5:00 PM Wednesday (27 January 2017)
 2. voted on with finalized comments electronically
 - c. meeting times

- i. documents and future agenda items to be sent out ahead of the meeting
 1. CFO agreed to work with recording secretary to send out documents to be shared with members
 2. **IMPORTANT NOTE:** BC needs to provide the number of days it *actually* met in order to add the information to its self-assessment

Next meeting

- Monday (8 February 2016)
 - CFO to repost BC Self-Assessment document
 - Comments etc. by 5PM Wednesday (27 Jan. 2016)

Future agenda items

- NEW BUSINESS
 - BC's Self-Assessment document
 - CFO to repost
 - Comments etc. by 5PM Wednesday (27 Jan. 2016)
- OLD BUSINESS
 - FY 2015 Revenue & Expenditures
 - Tabled
 - 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 @11:55 PM

Wilbert Alik, Recording Sec.
Scribe

Budget Committee Members
Reviewed & Approved by

8 February 2016
Date approved