

Budget Committee

14 March 2016 Meeting

Board of Regents Conference Room

11:09 AM

Present

Biuma Samson
Ernest Canonigo
Florence Peter

Mary Van Auken
Rachel Salomon
Ruth Abbott

Stevenson Kotton
Wilbert Alik
William Reiher

Minutes

1. Approved
 - a. 8 February 2016 Minutes
 - i. presented to the committee
 - ii. moved to approve
 - iii. unanimously approved as projected on screen
 - b. 25 February 2016 Minutes
 - i. presented to the committee
 - ii. moved to approve
 - iii. unanimously approved as projected on screen
 - c. Procurement of Goods & Services Conflict of Interest Policy
 - i. presented to the committee
 - ii. moved to approve
 - iii. unanimously approved as projected on screen
2. Discussed
 - a. Petty Cash Policy & Procedures
 - i. presented to the committee
 1. CFO provided an overview of the Petty Cash Policy and why it is needed.
 2. CFO requested Budget Managers to take time to review the details of the proposed policy in order to help it serve their needs.
 - ii. tabled for next Budget Committee's regular meeting
3. Requested
 - a. by CFO for Budgetary Heads/Budget Managers to sign up to discuss the Five-Year Rolling Budget with him between March 14th and March 22nd. Click link below to sign up for a slot to meet with him:
 - i. [Sign Up Sheet](#)

Next meeting

- Monday (11 April 2016) - regular meeting
 - Committee agreed to discuss in further detail at its next regular meeting regarding the
 - Petty Cash Policy
 - Reprogramming Policy and Procedure
 - Five-Year Rolling Budget Plan
 - [Sign Up Sheet](#)
 - Unused Salary Lines
 - How long they have been vacant

Future agenda items

- **OLD BUSINESS**
 - PETTY CASH POLICY
 - REPROGRAMMING POLICY AND PROCEDURE
 - FIVE-YEAR ROLLING BUDGET PLAN
 - [Sign Up Sheet](#)
 - UNUSED SALARY LINES
 - How long they have been vacant

Meeting adjourned @12:09 PM

Wilbert Alik, Recording Sec.

Scribe

Budget Committee Members

Reviewed & Approved by

April 11, 2016

Date approved