

Budget Committee

22 October 2015 **Special Meeting**

College Center Conference Room

11:11 AM

Present

Brenda Mellan
Ernest Canonigo
Jennifer Seru
Laura Giardullo

Meitaka Kendall-Lekka
Rachel Salomon
Ruth Abbott
Stevenson Kotton

Vasemaca Savu
Wilbert Alik
William Reiher

No written agenda was provided.

Minutes

1. Discussed
 - a. Revised Budget for DIIE position
 - i. Approved the revised budget as presented in the updated memo to establish a permanent position
 - b. Five-Year Budget Plan
 - i. CFO reported
 1. working with the MIP Consultant on System for costing Strategic Plan
 2. researching on other ideas in terms of budget according to goals/activities
 3. planning takes place according to
 - o how the current Budget Portfolio is presented, or
 - o numbers (costs) are plugged to the activities laid out in the Strategic Plan in order to determine costing of executing activities and goals
 - ii. Drafting of Costing Process
 1. Suggestions
 - o CFO works with Director of the Department responsible for the activity.
 - o CFO and the Director of the Department report at the Budget Committee for information purpose.
 - o CFO and Director of Department send costing to IPC for prioritization.
 2. CFO will send out Strategic Plan with the additional 5 columns for projected costs for five years

- o Find sample documents of other accredited schools
 - o Send around for review by Budget Committee
 - 3. CFO will send out draft copy of Costing Process
 - iii. A 3-year costing was suggested with a yearly review
 - iv. A question was asked about when “strategic activity” changes to an “activity” (academic programming for example)
 - v. Current draft of budget narrative was requested from Marshallese Studies Chair
2. Richard Jally
- a. To contact Budget Committee members to
 - i. Install new software for generating real time reports
 - ii. Navigating software
 - b. CFO graciously volunteered himself to provide training on budget programming to be held during Chairs’ Meeting (next Tuesday; 27 October 2015)
 - i. First 15 minutes

Next meeting

- Monday [9 November 2015] at 11 AM

Meeting adjourned @12:09 PM

Wilbert Alik, Recording Sec.

Scribe

Budget Committee Members

Reviewed & Approved by

Monday, January 11, 2016

Date approved