



P.O. box 1258
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Accredited by the Western Association of Schools and Colleges

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Budget Committee
11:00 a.m. August 24, 2021
Board Conference Room

MINUTES

Present:

- | | |
|---|---|
| 1. Chairperson Stevenson Kotton | Vice President of Business and Administration Affairs |
| 2. William Reiher (Not Present) | Executive Vice President |
| 3. Dr. Elizabeth Switaj | Vice President of Academic & Student Affairs |
| 4. Rigieta Lord | Dean, WAVES |
| 5. Jessio Latrick (Not Present) | Director, Arrak Campus |
| 6. Amelia Timon (Not Present) | Director, FABS |
| 7. Oyinade Ogunmokun | Liberal Arts Department, Chairperson |
| 8. Jennifer Seru | Developmental Education Department, Chairperson |
| 9. Rosie Koroi | Education Department, Chairperson |
| 10. Meitak Kendall-Lekka (Not Present) | Business Studies Department, Chairperson |
| 11. Florence Peter | Nursing Department, Chairperson |
| 12. Waisiki Baleikorocau | STEM Department, Chairperson |
| 13. Tarry Henos (Not Present) | ABE, Chairperson |
| 14. Mylast Billmon | Marshallese Studies Department, Chairperson |
| 15. Hatty Kabua (Not Present) | Grant Writer/Coordinator |

Attendees via Zoom

- | | |
|---|---------------------------|
| 16. Stanley Lorennij (Not Present) | Vice President Land Grant |
| 17. Vasemaca Savu (Not Present) | Dean of Academic Affairs |

The Budget Committee's Special Meeting was called to order at 11:15 a.m. by the Chairperson.

I. Approval of the Minutes

- A.** The minutes of July 27, 2021 were tabled for the next meeting.

II. New Matters Arising

A. FY 2020 Audit Update Budget Portfolio

1. The Chairperson informed the committee that the trial balance audit exercise is being put on hold by the auditors due to compliance and financial reporting issues. The auditors could not complete the trial balance dues to some of the issues identified below;



- Discrepancies in some GL code reports eg GL1002
 - Cash in the BOG account does not match the trial balance report
2. The Chairperson recognized the Financial Aid Department for their excellent account performance as commended by the auditors. Financial Aid, responses and evidence submissions to auditor's inquiries were timely and accurate.
 3. The Chairperson further explains that this trial balance issue overshadows the college's financial standings and the Business Office takes full responsibility for the matter. The committee is informed that BO is taking appropriate measures to resolve the issues.
 4. As a resolution to address the issue the VPBAA will personally analyze the books and oversee the work to correct the issues. Furthermore, the College President will be meeting with the members of the Business Office on Wednesday, August 25 2021 to discuss the matter.

B. Unrestricted Funds Report FY 2010-2021

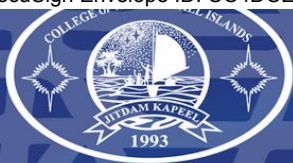
1. a) The chairperson reported that since 2010 the revenue continues to be on the increase and the constant increase has been on the tuition and fees earned. However, there are also deficits noted within the reported period.

One area of interest was on the representation and entertainment (food) budget which was at more than \$100 thousand between 2006 and 2009. After some drastic measures by the college, the number went down to \$14 thousand by 2013. At the time of the current report in FY 2020, the actual spending for food for representation and entertainment was back at \$210 thousand.

b) The utility expenses were also highlighted as another area of interest because it has doubled in the past few years. The BO will do an analysis to identify the cause and take appropriate measures. The Chairperson also mentioned the possibility of reinvesting funds saved from unnecessary spending on teaching and learning facilities, equipment, and materials.

C. Year End Closing FY 2021

a) The Chairperson reminded budget managers of invoices not submitted in MIP. All are requested to check the excel list shared by BO and to scan their receipts to the BO as soon as possible. A point of concern was raised regarding the challenge of scanning receipts. The Chairperson acknowledged the concern and informed the budget managers that the process will change in the new fiscal year to emailing receipts.



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D. Special Meeting for Budget Managers

a) The Chairperson requested to call a special meeting on Monday, August 30, 2021, for all Budget Managers to discuss the audit issue and help managers understand the issues. The meeting is to also assist the managers to understand the importance of executing proper budget processes, and discuss important policies and procedures.

E. CARE’s ACT Unspent Funds

a) The Chairperson informed the committee that a 6.5 million unspent funds were available. Budget managers, especially academic department chairs are encouraged to present proposals to the VP ASA for the funds. Their Chairperson will send out the binding rules on how the fund can be spent to the chairs as a guide when putting forth proposals.

Adjournment

The meeting for August 2021 was adjourned at 12:02 p.m.

Recorded/Submitted By: Jennifer Seru
Dev. Ed. Dept., Chairperson

Received By:

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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

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Stevenson Kotton, VPBAA
Chairperson, Budget Committee

Approval Date:

September 7, 2021