



Budget Committee
11:10 a.m. October 5, 2021
Board Conference Room

MINUTES

Present:

- | | |
|---|---|
| 1. Chairperson Stevenson Kotton | Vice President of Business and Administration Affairs |
| 2. William Reiher | Executive Vice President |
| 3. Dr. Elizabeth Switaj | Vice President of Academic & Student Affairs |
| 4. Rigieta Lord (Not Present) | Dean, WAVES |
| 5. Angela Franklin | Dean, Student Success |
| 6. Vasemaca Savu (Not Present) | Dean, Academic Affairs |
| 7. Amelia Timon | Director, FABS |
| 8. Oyinade Ogunmokun | Liberal Arts Department, Chairperson |
| 9. Jennifer Seru | Developmental Education Department, Chairperson |
| 10. Rosie Koroi | Education Department, Chairperson |
| 11. Meitak Kendall-Lekka (Not Present) | Business Studies Department, Chairperson |
| 12. Florence Peter | Nursing Department, Chairperson |
| 13. Waisiki Baleikorocau (Not Present) | STEM Department, Chairperson |
| 14. Tarry Henos | ABE, Chairperson |
| 15. Waisake Savu (Not Present) | Carpentry Program Chairperson |
| 16. Mylast Bilimon (Not Present) | Marshallese Studies Department, Chairperson |
| 17. Victoria Kilma | SGA Representative |

Attendees via ZOOM

- | | |
|---|---------------------------|
| 18. Stanley Lorennij (Not Present) | Vice President Land Grant |
| 19. Vasemaca Savu (Not Present) | Dean of Academic Affairs |
| 20. Hatty Kabua | Grant Writer/Coordinator |

The Budget Committee's meeting for the month of October was called to order at 11:17 a.m. by the Chairperson.

I. Approval of the Minutes

A. The MINUTES for September 2021 were reviewed by the Committee.

1. The Developmental Education Department's Chairperson moved to approve the MINUTES of September 2021, seconded by the Education



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Department's Chairperson. The motion was carried successfully by the majority with no abstentions.

APPROVAL

The MINUTES of September 7, 2021 were approved as presented.

II. Reports from the Chairperson

A. FY 2019 - 2020

1. The Chairperson informed the members that a follow-up meeting is scheduled for Wednesday, October 7, 2021.

B. FY 2021 - 2022 (Approved Budget)

1. The Chairperson shared with the Committee members of the FY 2021-2022 being approved and recommended all to start working with the FABS Team in regards to their department's budget.

C. FY 2021-2022

1. The Chairperson notified the Committee members of the upcoming MIP, Microix, and the compliance requirement workshop will be on November 5, 2021.
 - a) The Chairperson/VPBAA highly recommended everyone, especially the budget managers, to attend the workshop.

III. New Business

A. Purchasing and Accounts Payable Policy

1. The Chairperson briefly went through the policy with the members, allowing them their "first read" of the document.

B. Sensitive Asset Policy & Procedure

1. The Chairperson shared the policy with the members, explaining the \$5,000 threshold increase.
2. The members were given their "first read" of the policy.

IV. Old Business

A. Revised Fixed Asset Policy & Policy

1. The Chairperson notified the members of the two new facilities for the Uliga Campus. This proposed project is still in process, but moving forward.

B. FY 2021 Budget Allocation

1. The Committee went through the Asana 2021 Budget Allocation for Strategic and Programmatic Initiatives.
2. Out of the 51 initiatives submitted, 16 initiatives were selected by the Committee to be funded from the \$150K.



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1. Provide Better Institutionalized Document Management System	\$6,800
2. Collaborate with PSS to Develop an English Bridge Course.	\$10,000
3. Facilitate a First-Year Success Workshop Series Targeting Key Competencies for Student Success (Time Management, Planning, Study Skills, Etc.) and Including a Social Component.	\$6,000
4. Practice Inescapable Student Engagement (Dev Ed. Dept.)	\$2,000
5. Establish community advisory boards for CTE certificate programs to ensure alignment of curriculum to employer needs.	\$3,000
6. Implement the NCRC Work Keys certification across campus.	\$5,000
7. Assist new students with their transition into the college experience with Peer Advising Leaders (PALS in each academic department.	\$10,000
8. Practice inescapable student engagement.	\$3,000
9. 10 Students for MBA Program	\$55,000



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10. KOHA Integrated Library System	\$5,000
11. Collaborate with industries in the Pacific to train Marshallese women and men to contribute to increasing the employment rate.	\$20,000
12. Improve the marketing of adult and continuing education programs.	\$2,500
13. Inform students of career opportunities, apprenticeships, and para-professional internships through the Tilmaake Resource and Career Center (TRACC).	\$200
14. Establish systematic tracking of student enrollment in short, non-credit CTE courses.	\$2,500
15. Collaborate with PSS to offer early middle college opportunities.	\$5,000
16. Deliver functional life skills workshops in areas such as basic math, budgeting, etc. to eventually become a workforce and life skills certificate curriculum.	\$14,000
TOTAL	\$150,000

3. A budget break-down needs to be submitted within 30 working days from the 16 initiatives selected.



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- a) Those who will fail to meet the deadline, will be disqualified and the opportunity will be given to the others in the initiatives list.

Adjournment

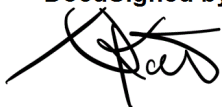
The meeting for October 2021 was adjourned at 12:14 p.m.

Submitted By:

DocuSigned 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:

November 28, 2021