



P.O. box 1258
Majuro, Marshall Islands, MH 96960

Accredited by the Western Association of Schools and Colleges

Tel: (692) 625-3291/3843
Fax: (692) 625-7203
Website: bc@cmi.edu

**Budget Committee
11:10am, May 10, 2022
Board Conference Room**

MINUTES

Present:

- | | |
|--|---|
| 1. Chairperson Stevenson Kotton | Vice President of Business and Administration Affairs |
| 2. Dr. Irene J. Taafaki | President |
| 3. William Reiher | Executive Vice President |
| 4. Dr. Elizabeth Switaj | Vice President of Academic & Student Affairs |
| 5. Angela Franklin (Not Present) | Dean, Student Success |
| 6. Vasemaca Savu | Dean of Academic Affairs |
| 7. Rigieta Lord | Dean of WAVES |
| 8. Amelia Timon | Director, FABS |
| 9. Desmond Doulatram | <i>for</i> Liberal Arts Department, Chairperson |
| 10. Jennifer Seru | Developmental Education Department, Chairperson |
| 11. Rosie Koroi | Education Department, Chairperson |
| 12. Meitaka Kendall-Lekka (Not Present) | Business Studies Department, Chairperson |
| 13. Florence Peter (Not Present) | Nursing Department, Chairperson |
| 14. Waisiki Baleikorocau | STEM Department, Chairperson |
| 15. Tarry Henos (Not Present) | ABE, Chairperson |
| 16. Waisake Savu | Carpentry Program Chairperson |
| 17. Mylast Bilimon | Marshallese Studies Department, Chairperson |
| 18. Hatty Kabua | Grant Writer/Coordinator |
| 19. Georgia Bohanny (Not Present) | SGA Representative |

Attendees via ZOOM

- | | |
|---|------------------------------|
| 20. Stanley Lorennij (Not Present) | Vice President of Land Grant |
|---|------------------------------|

The Budget Committee's meeting for the month of May 2022, was called to order by the Chairperson at 11:15am. The mission statement was recited by the Dean of Academic Affairs.

The Chairperson welcomed all the Budget Committee members.



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I. Review of the Previous MINUTES

A. April 12, 2022

1. The MINUTES for April 12, 2022, were reviewed by the Committee members.
 - a) The VPASA made a motion to approve the minutes, seconded by the Dean of Academic Affairs. The motion was passed by the majority with no abstentions.

DECISION

With the minor modifications, the MINUTES of April 12, 2022, were approved, as presented.

B. Matters Arising from the MINUTES

1. The Chairperson commended the Secretariat Officer for the early dissemination of the meeting minutes.

II. Remarks/Updates from the Chairperson

A. Annual Closure FY 2022

1. The Chairperson shared with the committee members that an email will be sent out in regards to the annual closure deadline for FY 2022.

III. New Matters Arising

A. FY 2022-2023 Budget

1. The Chairperson explained to the committee members the CMI Budget Ceiling for FY 2022-2023.
2. The President suggested that the departments/programs be listed according to the VPs portfolios of responsibility.
 - a) The Chairperson stated that the shared document will be revised according to the recommendation.
3. The absence of the proposed budget for the WAVES department was brought to attention by the committee members.
 - a) The Dean of WAVES will meet with the VPBAA in regards to the WAVES departments' proposed budget.
4. The committee thoroughly discussed and clarified the budget ceilings.
5. The Chairperson/VPBAA recommended the committee members to share the CMI Budget Ceiling FY 2022-2023 with their respective departments.
 - a) Any proposed budget revisions must be submitted to the Budget Committee to review.

IV. Other Matters



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A. Budget Manager’s Quarterly Meeting

1. The VPASA/ALO inquired on when the budget manager’s quarterly meeting would be held.
 - a) The Chairperson/VPBAA informed the members that the budget manager’s quarterly meeting had been scheduled for Friday, May 13, 2022, at 2:00pm.

B. Purchase Order (PO) Process

1. The Chairperson/VPBAA clarified the PO process to the committee members.
 - a) The committee members were informed by the Chairperson to contact FABS employees, should they encounter any problems when processing their e-requisitions.
 - b) Should the fundings be from a grant, the Chairperson informed the committee members to contact the Grant Coordinator.


C. Jenzabar

1. The Chairperson also shared with the committee members that with the implementation of the Jenzabar, each department will be able to view their department’s updated budget balance.

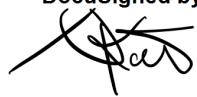
V. Adjournment

- A. The Chairperson adjourned the meeting at 12:10p.m.

Submitted By:

DocuSigned by:

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 Meria N. Bollong
 Secretariat Officer, EC

Concurred By:

DocuSigned by:

 DCDD1D1190854E1...
 Stevenson Kotton, VPBAA
 Chairperson, Budget Committee

Approval Date:

August 2, 2022



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**Budget Committee
11:10am, June 7, 2022
Board Conference Room**

MINUTES

Present:

- | | |
|---|---|
| 1. Chairperson Stevenson Kotton | Vice President of Business and Administration Affairs |
| 2. Dr. Irene J. Taafaki (Off-Island) | President |
| 3. William Reiher | Executive Vice President |
| 4. Dr. Elizabeth Switaj | Vice President of Academic & Student Affairs |
| 5. Vasemaca Savu | Dean of Academic Affairs |
| 6. Rigieta Lord (Not Present) | Dean of WAVES |
| 7. Jennifer Seru | Developmental Education Department, Chairperson |
| 8. Rosie Koroi | Education Department, Chairperson |
| 9. Florence Peter (Not Present) | Nursing Department, Chairperson |
| 10. Waisiki Baleikorocau | STEM Department, Chairperson |
| 11. Tarry Henos (Not Present) | ABE, Chairperson |
| 12. Waisake Savu (Not Present) | Carpentry Program Chairperson |
| 13. Mylast Bilimon | Marshallese Studies Department, Chairperson |
| 14. Hatty Kabua | Grant Writer/Coordinator |
| 15. Georgia Bohanny (Not Present) | SGA Representative |

Non-Member Budget Managers Present:

- | | |
|-------------------------|--|
| 16. Valyn ChongGum | Chief, Business Affairs |
| 17. Agnes Kotoisuva | Director, HR |
| 18. Bonifacio Sanchez | Director, IT |
| 19. Ruthy Maun | Director, Procurement, Asset and Supply Management |
| 20. Cheryl Vila | Director, IRA |
| 21. Edward Adiniwin | Director, Maritime Vocational Training Center |
| 22. Dr. Sandra Hamilton | Associate Dean of Instructional Quality and Innovation |
| 23. Jemimah Razalan | Associate Dean of Learning Support |
| 24. Susana Kamram | School Nurse |
| 25. Jomi Capelle | Director, Admissions |
| 26. David Debrum | Director, Safety and Security |
| 27. Linus Kebos | Director, Plant and Facilities |



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- | | |
|---|--|
| 28. Stanley Lorennij (Not Present) | Vice President of Land Grant |
| 29. Dr. Angela Franklin | Dean, Student Success |
| 30. Amelia Timon | Director, FABS |
| 31. Meitaka Kendall-Lekka | Business Studies Department, Chairperson |
| 32. Oyinade Ogunmokun | Liberal Arts Department, Chairperson |
| 33. Verenaisi Bavadra | Director, Library |
| 34. Elmi Keju | Ebeye Coordinator |

The Budget Committee's meeting for the month of June 2022, was called to order by the Chairperson at 11:18am.

The Chairperson welcomed all the Budget Committee members along with the Budget Managers that were asked to join in in the meeting.

I. Review of the Previous MINUTES

A. May 10, 2022

1. The meeting minutes for the previous month, May 10, 2022, were deferred by the Chairperson

II. Remarks/Updates from the Chairperson

A. Budget Schedule 2022

1. The Chairperson shared with the committee members and the budget managers of the upcoming budget submission schedule:
 - a) The Chairperson reminded the budget managers that their budget proposals should be submitted to their respective administrators by **June 10, 2022**.
 - (1) After the budget proposals are reviewed by the VPs, they will be forwarded to the FABS department by **June 25, 2022**.
 - (a) After being processed by the FABS department, budgets will be compiled and submitted for the Budget Committee's review and consideration by **June 30, 2022**.

B. CMI Internal Budget Consultation

1. The Chairperson informed the committee members and the budget managers of the scheduled internal budget consultations, which were scheduled to occur from **July 5-15, 2022**.
 - a) This would be the first CMI Internal Budget Consultation.



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b) The budget managers, along with their respective VPs, will present their proposed budgets to the Budget Committee.

(1) A schedule of the upcoming Internal Budget Consultations, will be emailed to all budget managers.

(2) The advantages of having internal budget consultations was shared by the budget committee members with the budget managers.

2. After the internal budget consultations, the budget for FY 2022-2023, will be compiled and submitted for the President's review and consideration on **July 25, 2022**.

C. Schedule of Budget Ceiling FY 2022-2023

1. The Chairperson explained thoroughly, to the committee members and the budget managers, the importance for each department to maintain and operate within their budget ceiling.

a) Any additional budget proposals must be submitted for the Budget Committee's review and consideration.

D. Budget Input (Microix)

1. Tasked by the Chairperson/VPBAA, the Director of the Plant and Facilities presented the process regarding budget inputting in Microix, for the committee and budget managers information and further clarification.

a) The presented process was confirmed by the Chief of Business Affairs and the VPBAA.

E. Salary Adjustments

1. The Chairperson informed the salary adjustments that were to occur in the coming months of June and August 2022.

a) Non-Faculty - June 2022

b) Faculty - August 2022

2. The budget managers inquired regarding vacant positions, in which the Chairperson/VPBAA clarified that this would be further discussed in the next SLT.

III. New Matters Arising

A. FY 2022-2023 Budget

B. Budget Portfolio Fiscal Year 2022-2023

IV. Other Matters

V. Adjournment

A. The Chairperson adjourned the meeting at 12:06p.m.



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Submitted By:

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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

DGDD1D1190854E1...
Stevenson Kotton, VPBAA
Chairperson, Budget Committee

Approval Date:

August 2, 2022