



## Regular Meeting Minutes November 7, 2017

### Members Present

Elizabeth Switaj  
Florence Peter  
Mashmet (Stu Rep)

Meitaka Kendall-Lekka  
Pamela Perkins  
Rachel Salomon

Stevenson Kotton  
Vasemaca Savu  
Waisiki Baleikorocau

### Guest

Cheryl Vila

### The meeting was called to order @ 11:10 AM

### Agenda Items

1. Minutes
  - a. 3-OCT-2017 minutes (regular meeting)
2. New Business
  - a. FY 2015-2016 Prioritization List- Cheryl (Co-Chair IEC)
    - i. [Prioritization List](#)
    - ii. [Prioritization Score](#)
  - b. MIP & Workflow processes-ongoing issues
    - i. Budget viewing
    - ii. Delaying of processes
  - c. Other Business
3. Old Business: please click this link so you can view old business items
  - a. <https://docs.google.com/document/d/1IRwkgGEqHmAepj5VnE9eLRYzgGzilV0wCac7NxKp3qU/edit?usp=sharing>

### Minutes

1. **APPROVED 3-OCT-2017 MINUTES**
  - presented to the Committee
  - moved to approve
  - approved with 2 abstentions

## 2. FY 2015-2016 PRIORITIZATION LIST

- Chery explained priority scoring
- Agreed for chairs to go through Priority list and email Stevenson and Va their initiatives from this list that is for one-time funding
- Any initiative with recurring cost- discuss with Stevenson on how to include or fund it as a line item in the department's budget
- The committee will vote on prioritizing initiatives (15-16 list) on Friday Nov 10, through online voting
- Recommended that Program Review template will include a place to state one-time funding initiative or initiative with recurring cost

## 3. MIP & WORKFLOW PROCESSES - ONGOING ISSUES

- Recommended that chairs write in the justification of any request order.
- Recommended for chairs to check MIP regularly (at least twice a week)
- Taka is preparing an MIP manual for chairs
- Email communication will be sent out regarding Mark's (consultant) visit

## 4. OTHER BUSINESS

- Add the student representative email to the BC email group

## 5. TABLED ITEMS

- n/a

## Meeting adjourned @ 11:59 AM

### Next Meeting

1. Next *Regular* Meeting, Tuesday December 5th 11am in the Board of Regents' Conference Room

### Future Agenda Items

1. Minutes
  - a. 7-NOV-2017 minutes (regular meeting)
2. New Business
  - a. To be provided by VPBA
3. Old Business: please click this link so you view old business items
  - a. <https://docs.google.com/document/d/1IRwgkGEqHmAepj5VnE9eLRYzgGzilV0wCac7NxKp3qU/edit?usp=sharing>

### Meeting Notes For No-Quorum Meetings

1. [10-MAY-2016 notes](#) - FYI

2. [10-JUNE-2016 notes](#) - FYI
3. [11-JULY-2016 notes](#) - FYI
4. [12-JULY-2016 notes](#) - FYI
5. [13-JULY-2016 notes](#) - FYI
6. [11-AUG-2016 notes](#) - FYI
7. 6-DEC-2016 notes - FYI
8. [7-MAR-2017 notes](#) - FYI

Jennifer Seru, Recording Sec.

**Scribe**

[committee name]

**Reviewed & Approved by**

Day-Month-Year

**Date approved**