**BUDGET COMMITTEE**
**College of the Marshall Islands**
*Accredited by the Western Association of Schools and Colleges*

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# Regular Meeting Minutes
# April 7, 2017

## Members Present

| | | |
|---|---|---|
| Charlynn Andrike-Alfred | Jennifer Seru | Richard Muller |
| Elizabeth Switaj | Meitaka Kendal-Lekka | Stevenson Kotton |
| Ernest Canonigo | Pamela Perkins | Va Savu |
| Florence Peter | Rachel Salomon | Wilbert Alik |

## Guest

n/a

## The meeting was called to order @ 11:05 AM

## Agenda Items

1.  Minutes
    a.  4-OCT-2016 minutes (regular meeting)
    b.  29-NOV-2016 minutes (regular meeting)
    c.  30-JAN-2017 minutes (regular meeting)
    d.  23-FEB-2017 minutes (special meeting)
    e.  7-MAR-2017 minutes (special meeting)
2.  New Business (Action Items)
    a.  2018 Budget Development & Document - Review
    b.  Budget Circular
    c.  Budget Ceiling
    d.  2017-2018 Budget Portfolio - Due Date
    e.  2016-2017 Prioritization List & Budget Initiative Template
    f.  New Accounting System Training Overview
3.  Old Business
    a.  Training Presentation on New Procurement System
    b.  FY2017-2018 Prioritization List - William Reiher
    c.  Revenue Sources - General Fund
    d.  Updates - Fiscal Year 2016-2017
    e.  FY2017-2018 Budget Development and Planning Schedule
    f.  New 300 Level Tuition Rate
    g.  Dorm Fee Refund Schedule
    h.  FY2015-2016 Audit Fieldwork
    i.  FY2015-2016 1st Quarter Financial Reports

j.  Proposed revised AY2016-2017 BC RSA
k.  Tuition Increase ($20) - discussion and document to be posted
l.  Budget Committee Procedures Handbook DRAFT - discussion
m.  Executive Secretary Position - needs budget and document to be posted
n.  Budget Implementation Template - discussion on the need for presenting implementation plans for prioritized items
o.  FY 2016-17 Budget Period  - discussion on end-of-quarter progress reports
p.  Budget Transfer/Reprogram Policy - discussion
q.  Revised Capitalized Assets Policy & Procedure - discussion
r.  Revised Sensitive Asset Policy & Procedure - discussion
s.  Unused Salary Line Item Budget - discussion and document to be posted
t.  List of Budgeted Vacancies - discussion and document to be poste
u.  FY2017-2016 Budget Development and Planning Schedule

## Notes

1.  **MINUTES FROM PREVIOUS MEETINGS 2016 (OCT, NOV, DEC) & 2017 (JAN, FEB, MAR)**
    ● will be reviewed and approved at the next meeting in August 4, 2017

2.  **BUDGET CIRCULAR**
    ● CFO gave an overview of the budget circular for CMI where there will be cuts again for both Compact and General Funds
        - RMI Government is projecting less revenue in the overall General Funds
            o  RMI Ministries of Health and Education to shoulder this cut and Ministry of Education is to decide how much it's going to award CMI
            o  Challenge for CMI will bear on budget development as the new budget circular is through the Ministries
        - Ceiling from prior fiscal year shows less spending and this may be the base of budget development to develop the next fiscal year's budget

3.  **BUDGET CEILINGS**
    ● CFO explained the best way forward for budget development for the next fiscal year is to work on the historical budget ceiling for each program's overall operations
    ● held a lengthy discussion on the cuts
        - percentage of budget cut trend from RMI Ministry of Education is 1% to 1.3%
        - areas within existing programs to cut
    ● documents to be shared

4.  **2017-2018 BUDGET PORTFOLIO & INITIATIVE TEMPLATE**
    ● CFO explained the practice to begin developing each program's budget
        - send itemized line items for each budget manager to amend based on accomplishments and new initiatives but not to exceed the historical ceiling budget
            o  new programs will be assisted in the budget development process

- itemized line items template will be shared with respective budget managers
- held a lengthy discussion on rewarding budget

## 5.  2016-2017 PRIORITIZATION LIST
- CFO presented to the committee with a note that the budget available to fund the accepted initiatives is $25,000.00

**Annual Prioritized College-Wide Action Plan 2017:**
This year the IPC has decided that there will be three types of Program Review initiatives in the Annual Prioritized College-wide Action Plan. These will be:
1. Non-ranked list of Initiatives from *Accepted Program Reviews* that can be accomplished within individual departments with existing resources.
2. Non-ranked list of Initiatives from *Unaccepted Program Reviews* that can be accomplished within individual departments with existing resources.
3. A ranked list of Initiatives that require significant human resource prioritization from other departments or new resource allocations of $1,000 or more.

*Non-ranked list of Initiatives from Accepted Program Reviews* that can be accomplished within individual departments with existing resources:

| # | Department/ Unit | Initiative Code | Initiative description |
|---|---|---|---|
| 1 | ASP | ASP3 | Main location/ Headquarters for ASP |
| 2 | Education | EDU3 | Navigating Student Success in the Pacific (NSSP) |
| 3 | General Education | GE1 | Articulation of General Education with degree programming |
| 4 | General Education | GE2 | Lower the number of required hours in General Education |
| 5 | IR | IR1 | IPEDS Pre-Survey meeting and data collection system |
| 6 | IR | IR2 | iNavigator SIS information dissemination |
| 7 | IR | IR3 | College data warehouse |
| 8 | IR | IR4 | CMI Official website ver 3.0 |
| 9 | IT | IT4 | Complete deployment of MS Office 2013 |
| 10 | IT | IT5 | HP Blade server deployment |
| 11 | IT | IT6 | IT Master Plan |
| 12 | IT | IT7 | More computer based training for the community |
| 13 | IT | IT8 | Turnitin Training for Faculty, Staff & Students |
| 14 | Marshallese Studies | MS3 | Online Marshallese Studies curriculum |
| 15 | Marshallese Studies | MS4 | Translation Certificate (RMI CLLC Act 2015) |
| 16 | Physical Plant | PP1 | Arrak roof replacement |
| 17 | Physical Plant | PP2 | HippoFM Maintenance software |
| 18 | Physical Plant | PP3 | Energy Efficient Equipment Retrofitting/Solar System Expansion. |
| 19 | Physical Plant | PP4 | Water storage expansion |
| 20 | Physical Plant | PP5 | Workplace safety |
| 21 | Physical Plant | PP6 | 20-yr expenditure forecast work items |
| 22 | Safety and Security | SS6 | Electronic incident reporting |

*Non-ranked list of Initiatives from Unaccepted Program Reviews* that can be accomplished within individual departments with existing resources:

| # | Department/ Unit | Initiative Code | Initiative description |
|---|---|---|---|
| 23 | Business Studies | BS1 | Returning ICS 101 & 104 to Business Studies Department |
| 24 | STEM | STEM1 | Return ICS (Information Computer Services) courses back to the Business department |
| 25 | | STEM2 | Creation of Marine Science certificate program |

| 26 |  | STEM3 | Learning communities (taken from Dev Ed Program review report 2015 -2016) |  |
|----|--|-------|-------------------------------------------------------------------------|--|
| 27 | Nursing | NUR1 | EMS Certificate program |  |
| 28 | Carpentry | CARP1 | Program Tutoring |  |

A *ranked list of Initiatives that require significant human resource* prioritization from other departments or new resource allocations of $1,000 or more:

| # | Department/Unit | Initiative Code | Initiative Description | Rank |
|---|-----------------|-----------------|------------------------|------|
| 29 | Safety & Security | SS5 | Security training and support program | 1 |
| 30 | IT | IT2 | Internet & Network Infrastructure for DE Program-Wotje | 2 |
| 31 | ASP | ASP1 | Tutor and Monitor training | 3 |
| 32 | IT | IT1 | Computer replacement for TH 209 | 4 |
| 33 | Education | ED1 | BA in Elementary Education | 5 |
| 34 | Safety & Security | SS3 | Emergency preparedness and safety plan | 6 |
| 35 | Education | ED2 | High School Teacher Academy relationship with CMI AS degree & CCT students in practicum | 7 |
| 36 | Marshallese Studies | MS1 | Cultural Seminars | 8 |
| 37 | Arrak Campus | AC1 | Library renovation | 9 |
| 38 | Admissions & Records | AR1 | Marketing | 10 |
| 39 | Liberal Arts | LA1 | Reading across the curriculum | 11 |
| 40 | Financial Aid | FA1 | Outreach programs | 12 |
| 41 | HR | HR1 | Automation of PMS using TracDAT Administration Module | 13 |
| 42 | ASP | ASP2 | Teaching Learning Center (TLC) | 14 |
| 43 | Safety & Security | SS4 | CCTV Security cameras | 15 |
| 44 | IT | IT3 | Centralize CCTV System upgrade | 16 |
| 45 | Nuclear Institute | NI2 | Oral History Project (Revisit) | 17 |
| 46 | Safety & Security | SS2 | Standard operating procedure | 18 |
| 47 | Admissions & Records | AR2 | Needed Staff | 19 |
| 48 | Safety & Security | SS1 | Alcohol prevention awareness program | 20 |
| 49 | Nuclear Institute | NI1 | Website or Webpage | 21 |
| 50 | Marshallese Studies | MS2 | Associate of Arts in Marshallese studies | 22 |

- list is to be sent back to the Institutional Planning Committee (IPC) for them to provide budget totals for each initiative then return to Budget Committee (BC) to reward each initiative according to the rank
- list will be sent to BC members for their information

6. **NEW ACCOUNTING SYSTEM TRAINING OVERVIEW**
    - CFO gave a brief walk-through of the new system for accreditation accounting purposes
        - fielded questions asked about the ins-and-outs of the system

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8. **TABLED ITEMS**

- Minutes
- New Business (Action Items)
  - Midterm Report
  - FY2016-2017 Prioritization List
  - MIP & Workflow Processes
  - Workflow - Procurement Processes
  - Budget & Compliance
  - FY2015-2016 Audit Report
  - FY2017-2018 Budget Portfolio Status - under review by Board

## Meeting adjourned @ 1:13 PM

## Next Meeting
1. Next *Regular* Meeting, Tuesday August 4th 11am in the Board of Regents' Conference Room

## Future Agenda Items
1. Minutes
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v. FY2017-2016 Budget Development and Planning Schedule

## 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-2017 notes - FYI
8. 7-MAR-2017 notes - FYI

| Wilbert Alik, Recording Sec. | Budget Committee | 6 September 2017 |
|---|---|---|
| **Scribe** | **Reviewed & Approved by** | **Date approved** |