



Budget Committee
11:00 a.m. April 27, 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 | Dean, WAVES |
| 5. Jessio Latrick | Director, Arrak Campus |
| 6. Oyinade Ogunmokun | Liberal Arts Department, Chairperson |
| 7. Jennifer Seru | Developmental Education Department, Chairperson |
| 8. Dr. Pamela Perkins | Education Department, Chairperson |
| 9. Dr. Ekta Madan | Business Studies Department, Chairperson |
| 10. Florence Peter | Nursing Department, Chairperson |
| 11. Waisiki Baleikorocau | STEM Department, Chairperson |
| 12. Tarry Henos | ABE, Chairperson |
| 13. Hermon Lajar | Marshallese Studies Department, Chairperson |
| 14. Hatty Kabua | Grant Writer/Coordinator |

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 April 20, 2021 were reviewed by the committee.

1. There being no corrections, a motion was made by the Developmental Education Department's Chairperson to approve the minutes. The motion was seconded by the Dean of WAVES, and the motion was successfully carried by the majority.

II. New Matters Arising

A. FY 2019 Audited Carryover Funds

1. The Chairperson/VPBAA briefly explained to the committee members of the available carryover funds amounting \$360,000 (three hundred sixty thousand dollars)
 - a) \$150,000 (One Hundred Fifty Thousand Dollars) will be towards the Strategic and Programmatic Priority Initiatives for FY 2022.



- b) \$210,000 (Two Hundred and Ten Thousand Dollars) will be towards the President's Initiatives for FY 2022.
- c) The Chairperson of the Marshallese Studies Department raised a concern on the availability of an "emergency fund" should another pandemic occur in the coming future.
 - (1) The Chairperson/VPBAA reassured the committee members that an allocation of \$50,000 (fifty thousand dollars), in which it's allocated every fiscal year from the unused funds.

III. Matters from Previous Meeting

A. FY2022 Budget Projections

1. The Chairperson/VPBAA informed the committee members of CMI's Budget Breakdown for FY 2022.
 - a) The estimated budget breakdown for FY 2022 is approximately \$11MM.
 - b) The Chairperson/VPBAA shared with the committee members that the Microix Training, conducted by the Business Office, is scheduled for Monday, May 3, 2021 and Tuesday, May 4, 2021, at 11:00 am.
 - (1) The Chairperson/VPBAA explained to the committee members the budget proposal process.
 - (2) The VPBAA recommended attendees to bring in their laptops to start working on balancing their proposed budget.
 - c) On Thursday, May 6, 2021, the Budget Module will be sent out to each department, via email, and will be available for 2 weeks.
 - (1) The Chairperson/VPBAA stated the importance of the narrative items to be explained thoroughly when they're submitted for consideration.
 - (2) The Chairperson for the Marshallese Studies Department raised a concern of the budget proposal deadline, conflicting with the grading schedules for the faculties.
 - (a) Hence, VPBAA extended the deadline to Thursday, May 21, 2021.

B. FY 2022 Budget Ceiling

1. The VPBAA shared with the committee members of not receiving any updates from the RMI Ministry of Finance in regards to the budget ceiling for FY 2022.
 - a) As a result, the VPBAA informed the committee members that the budget ceiling for FY 2022, will be the same as it was for FY 2021.

C. DE Center's Budget Proposals

1. Santo
 - a) After the budget proposal for Santo and Kili were presented by the Dean of WAVES, and was reviewed thoroughly by the committee, the Director of Arrak Campus made a motion to approve Santo and Kili's Budget proposal, with the inclusion that the Dean of WAVES, in



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collaboration with the Director of IRA, perform annual studies in regards to the DE Centers in Santo and Kili. The motion was seconded by the Chairperson for Developmental Education Department. The motion was carried successfully by the majority.

DECISION

Santo and Kili’s Budget Proposals were approved, as presented, with the inclusion of an Annual Report conducted by the Dean of WAVES in collaboration with the Director of the IRA.

D. Agroforestry Proposed Budget

1. After being presented by the Chairperson of the Business Studies Department, and thoroughly reviewed by the committee, the Agroforestry Proposed Budget will be revisited by the committee, with the inclusion of the modifications suggested by the committee members.
 - a) The Chairperson of the Business Studies Department will make the necessary modifications in collaboration with the Dean of WAVES and the VPBAA.

IV. Other Matters

A. Update: Prioritization & Calculation of Activity Score 2021

1. The EVP and the VPBAA are working with the respective groups involved with the Prioritization & Calculation of Activity Score 2021.
- B.** As per the Chairperson/VPBAA, any budget increment proposals, should wait until there’s confirmation of the budget allocation from the RMI Ministry of Finance.

V. Adjournment

- A.** The Special Budget Committee meeting of April 27, 2021, was adjourned at 12:23 p.m.

Submitted By:

Concurred By:

Approval Date:

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July 27, 2021

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Meria N. Bollong
Secretariat Officer, EC

Stevenson Kotton, VPBAA
Chairperson, Budget Committee