



Budget Committee
11:10am Tuesday, April 20, 2021
Board Conference Room

MINUTES

Present:

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|---------------------------------|---|
| 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. Stanley Lorennij | Vice President of Land Grant |
| 5. Jessio Latrick | Director, Arrak Campus |
| 6. Rigieta Lord | Dean, WAVES |
| 7. Hatty Kabua | Grant Writer/Coordinator |
| 8. Oyinade Ogunmokun | Liberal Arts Department, Chairperson |
| 9 Dr. Pamela Perkins | Education Department, Chairperson |
| 10. Dr. Ekta Madan | Business Studies Department, Chairperson |
| 11. Jennifer Seru | Developmental Education Department, Chairperson |
| 12. Florence Peter | Nursing Department, Chairperson |
| 13. Waisiki Baleikorocau | STEM Department, Chairperson |
| 14. Hermon Lajar | Marshallese Studies Department, Chairperson |

The Budget Committee's meeting for the month of April 2021, was called to order by the Chairperson at approximately 11:15 am. The meeting started with the Chairperson asking the committee members to silently review the College's Mission Statement.

- 1) As an incentive in knowing and understanding the Mission Statement, the Chairperson/VPBAA informed the committee members that there will be a prize for the individual that will memorize and recite the Mission for the next BC meetings.

I. Approval of the Minutes

The minutes from the previous Budget Committee meetings were reviewed:

- 1) January 19, 2021
 - a) There being no corrections, a motion was made by the LA Dept. Chairperson to approve the minutes, seconded by the Dev. Ed. Dept. Chairperson. The motion was approved unanimously by the majority with 2 abstentions.
- 2) February 16, 2021
 - a) As included in the minutes, the Nursing Department Chairperson wanted to know the status of the tablets as mentioned in the minutes, in which the Chairperson/VPBAA responded that



the tablets have already been purchased and will be disseminated once the inventory process is completed and in the system.

- i) As per the Chairperson/VPBAA, by the Summer Semester, the goal is to have all a/c, computers, and other needed electronics, entered and registered in our Hippo System.
- b) With the minor modification, changing “ABE” to “ACE,” the VPLG made a motion to approve the minutes. The motion was seconded by the Dean of WAVES, and the motion was carried unanimously by the majority with 4 abstentions.

II. Revision of the RSA

- a) The committee thoroughly reviewed the Budget Committee’s RSA for AY 2020-2021.
- b) As a result of the committee discussion in regards to the committee’s membership, a motion was made by the VPASA to include the ABE Chairperson as a member of the Budget Committee. The Acting Dean of AA seconded the motion. The motion was carried out with no abstentions.

DECISION

The inclusion of the ABE Chairperson as a member of the Budget Committee was approved.

- c) The Chairperson/VPBAA shared with the committee his plan to step down as Chairperson to the Budget Committee, and recommended the VPLG to be his predecessor as Chairperson.
 - i) One of the Chairperson/VPBAA’s reasons was mainly to concentrate more on the Plant & Facilities Committee, as it was one of the critical areas in CMI’s ISER.
 - ii) The ALO/VPASA explained and reminded the committee on the importance of the Plant & Facilities Committee to work on their improvement plans according to the ISER.
 - iii) The EVP added that the Plant & Facilities also had a lot of work in regards to the new 20-Year Maintenance Plan and the new Master Plan.
 - iv) The VPLG expressed his appreciation to the Chairperson/VPBAA for acknowledging him as his predecessor. The VPLG also expressed his willingness to be the Chairperson for the Budget Committee, having the VPBAA as the Co-Chairperson.
 - v) The VPASA asked if the VPBAA could briefly explain the importance of a VP to hold the Budget Committee Chairperson’s role.
 - (1) In response, the Chairperson/VPBAA explained to the committee members that most of the directors that are within the VPBAA’s portfolio, are new to their posts, and there are many major projects that are already behind schedule for CMI.
 - (a) As a result, the VPBAA shared with the committee members his request in asking the President’s permission if the EVP can hold the role of being the Co-Chairperson for the Plant and Facilities Committee.
 - vi) As a result, and after deliberation on the proposed change in the Chairmanship of the Budget Committee, the Chairperson/VPBAA informed the committee in sharing the matter with the SLT on Wednesday, April 28, 2021.



- vii) Depending on the outcome of the President's decision, the VPBAA will notify the Secretariat Officer to send out notifications to the Budget Committee members to vote electronically in regards to the proposed change in the Chairmanship for the Budget Committee.

III. New Matters Arising

- a) All the following agenda items were deferred to Tuesday, April 27, 2021.
- i) **FY2022 Budget Projections**
 - ii) **FY 2022 budget Ceiling**
 - iii) **DE Center's Budget Proposals**
 - iv) **Agroforestry Proposed Budget**
- b) **Prioritization & Calculation of Activity Score 2021**
- i) As per the Chairperson/VPBAA, the allocation available is now \$150,000.00 (one hundred and fifty thousand dollars).
 - ii) The EVP explained to the Budget Committee members how the prioritization and calculation was conducted.
 - iii) The VPBAA suggested that the Budget Committee consider meeting with the selected departments in regards to their proposals and discuss the best available options for their proposal to be carried out. For example, if the proposals are allowable in regards to other grant available opportunities.
 - iv) The Chairman/VPBAA informed the committee members that the SIS has been obligated for FY 2021-2022:
 - (1) 50% from General Fund and 50% from CARES Act.
 - v) It was agreed by the majority that the VPBAA, EVP, and the Grant Coordinator meet with the selected departments.

IV. Other Matters

- a) The Chairperson notified the committee members of a possible Special Meeting, next Tuesday, April 27, 2021, to review and discuss the agenda items that have been deferred. A notification will be sent out by the Secretariat Officer for confirmation.

V. Adjournment

The Budget Committee's meeting for April 2021 was adjourned at 12:25




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Submitted By:

Concurred By:

Approval Date:

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April 28, 2021

Meria N. Bollong
Secretariat Officer, EC

Stevenson Kotton, VPBAA
Chairperson, Budget Committee

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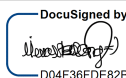
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Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
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Payment Events	Status	Timestamps
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