

MINUTES OF THE BOARD COMMITTEE ON FINANCE, OPERATION AND INFRASTRUCTURE DEVELOPMENT HELD ON DATE 26<sup>TH</sup>, MARCH, 2025 VIRTUALLY.

**Members present**

- |                      |                    |
|----------------------|--------------------|
| 1. Daglous O. Bikeri | - <b>Chairman</b>  |
| 2. Joseph Kawala-    | - <b>Secretary</b> |
| 3. Eng. Harold       | - <b>Member.</b>   |
| 4. Erick Onger       | - <b>Member</b>    |

**In attendance**

- |                     |                  |
|---------------------|------------------|
| 1. Jackson Omae     | DP Admin.        |
| 2. Johnson Nyamweya | DP AA            |
| 3. Paul Chacha      | Registrar        |
| 4. Madam Abigael    | PC Coordinator   |
| 5. Veronica Oirere  | Finance Officer. |

**AGENDA**

1. Preliminaries
2. Introduction
3. Remarks from the Chair
4. Reading & Confirmation of the Previous Minutes
5. Matters arising
6. Board Paper Report
7. PC Quarterly Report
8. Strategic Plans
9. Policies and Charters.
10. Change of Bank Signatory
11. Finance Report
12. Adjournment

S/NO	PARTICULARS	ACTION BY:
1.	MIN:01/26/03/2025: PRELIMINARIES	
	The meeting commenced with an opening prayer led by the DP-Admin, Mr Omae Jackson at 7.48 PM. The Chair then proceeded to welcomed all members and technical team to the meeting. The agenda were then tabled by the Principal and was proposed by Eng. Harold Oyando and	

	seconded by Mr Erick Ongeru for adoption.	
2.	<p>MIN:02/26/03/2025: INTRODUCTION</p> <p>The Principal through the Chair's permission introduced his technical team who had items to present before the board committee. Members then had the privilege after permission to introduce themselves.</p>	PRINCIPAL
3.	<p><b>MIN: 03/26/03/2025: REMARKS BY THE CHAIRMAN</b></p> <p>The Chair welcomed all members to the meeting and thanked them for creating time to attend the meeting at odd hours. He added that he wanted this discussions to</p>	
4.	<p><b>MIN:04/26/03/2025: READING &amp; CONFIRMATION OF MINUTES</b></p> <p>The minutes were read by the Secretary and subsequently proposed as a true record of the previous meeting by Mr. Erick Ongeru, with Eng. Harold seconding the minutes as a true reflection of a previous minutes.</p>	
5.	<p>MIN: 05/26/03/2025: MATTERS ARISING</p> <p>On the budget for FY2024/2025 under MIN 03/08/10/2024: The Chair observed that there were gaps during presentation to the full board and asked the management to make a comprehensive budget for this FY 2024/2025 comprehensively.</p> <p>Likewise to the Procurement plan, which the Chair advised that it should be brought earlier for scrutiny and passed in good time.</p> <p>Under min 05/08/10/2024 on strategic plan for fy2024/2025.</p> <p>Members raised a concern on the way an expert was sourced which they believe may bring query thought the process has started.</p> <p>Being there being no major issue, the minutes was proposed by Eng Harold and seconded by MR ongeru.</p> <p>The Chair then allowed the process on discussion to the next agendas to proceed</p>	
6.	MIN: 06/26/03/2025: PRINCIPAL'S BOARD PAPER REPORT	

	<p>The Principal welcomed members to the third-quarter Finance Committee meeting and informed that the Office of the Auditor General (<b>OAG</b>) and the State Department for TVET had conducted audits covering FYs 2021/2022, 2022/2023, and 2023/2024. The institution is addressing queries from the OAG's management letter, with an anticipated favorable outcome.</p> <ol style="list-style-type: none"> <li>1. On financial challenges, the delayed disbursement of capitation funds and HELB has affected sports, recreation, the College Expo, and research competitions. A rescheduling of activities will be done once funding stabilizes.</li> <li>2. On 2023/2024 PC Performance Evaluation Report, the performance evaluation was held on 17<sup>th</sup>, February, 2025 at Kisumu Hotel, where the management team, led by Board members Mr. Douglas and Dr. Jane Ombati, secured an above-average score of 2.94. The institution is committed to continuous improvement.</li> <li>3. Third Quarterly Finance Report &amp; FY 2024/2025 Projections: The finance team has prepared a report for board review, with Ms. Veronoca Oirere presenting a summary.</li> <li>4. Bank Signatory Update Request: Due to the departure of the former Finance Officer, the committee recommends the removal of Mr. Rodgers Mokinu as a signatory and the appointment of:  <div style="margin-left: 40px;">Mr. Jackson Omae - Deputy Principal, Administration</div> <div style="margin-left: 40px;">Ms. Veronicah Oirere - Finance Officer</div> </li> <li>5. Strategic Plan Development &amp; Policy Adoption Request A consultant has been engaged for strategic plan development, with an online meeting and contractual finalization underway. A roadmap with milestones and costs will be shared.</li> <li>6. Urgently, the government agencies require submission of 18 policies. A committee has drafted key policies, including Finance, Procurement, and IGU. The board's approval is sought for partial adoption pending finalization in FY 2025/2026. Draft policies are accessible via the provided link.</li> </ol> <p>The meeting concluded with appreciation for members' participation.</p>	
	MIN: 07/26/03/2025: PC QUARTERLY REPORT	

7.	The PC Coordinator reported that the college achieved a score of 2.94 in the Kisumu PC evaluation. The document is awaiting the CS Education's signature, and gaps identified are being addressed. The Chair emphasized the need to resolve all gaps. The Principal committed to uploading the 2024/2025 PC document to the shared link for member access.	PC Coordinator.
8.	MIN: 08/26/03/2025: STRATEGIC PLAN REPORT	
	<p>The Principal informed committee members that a consultant was engaged to enhance the document and has begun developing questionnaires for stakeholder input, including the Board. The consultant is also scheduled to visit the college for further consultations, though payment terms are yet to be finalized. The Principal requested members to seek full Board approval to participate in developing the document.</p> <p>The Chair inquired whether the consultant was selected through a competitive process. A member raised concerns about the methodology used in developing the new Strategic Plan, emphasizing the importance of competitive bidding as per procurement regulations.</p> <p>The Principal committed to making the necessary adjustments as advised.</p>	Principal.
9.	MIN/09/26/03/2025: POLICIES AND CHARTERS	
	<p>The Principal informed the committee that 16 policies and 5 charters that have been developed to enhance service delivery and governance. Members were provided with the draft policies for their review and recommendations.</p> <p>He further requested approval for the partial use of these draft policies, allowing the full Board to reference them as needed before formal adoption, given that the adoption process takes time.</p> <p>A member advised expediting the transition from draft to final approval, while another commended the management for initiating</p>	

	<p>the policy development process.</p> <p>The Chair said that during this process of development we engage experts.</p>	
	<p>MIN: 10/26/03/2025: CHANGE OF BANK SIGNATORIES</p>	
10.	<p>Following discussions on the agenda regarding the change of bank signatories in accordance with the Mwongozo guidelines of 2015, which require that the college maintain at least three authorized signatories for its institutional bank account, the following resolution was made:</p> <p>It was recommended that Mr. Rogers Mokinu, the former Finance Officer, be removed as a signatory and replaced by Mr. Jackson Omae, the Deputy Principal – Administration, and Ms. Veronica Oirere, the Finance Officer. Therefore, members recommends also the request that proposed the new members joining in the banks transactions which must be signed by at least two signatories, with the Principal serving as a mandatory signatory.</p>	
11.	<p><b>MIN/11/03/2025FINANCIAL REPORT</b></p> <p>The Finance Office reported that the college manages three bank accounts: the Operations Account, the Income-Generating Account, and the Development Account. It was further noted that the institution currently has no outstanding bills.</p> <p>Members were informed that the Higher Education Loans Board (HELB) still owes the college approximately Ksh 6.2 million. Other pending remittances include scholarship funds from the National Government through the NMF. Given that a majority of the students rely entirely on government funding, these delayed disbursements continue to impact the institution’s financial operations.</p> <p>The Principal requested members to appeal to the full board for the creation of a supplementary budget to address the increased number of trainees. As a result, the college intends to recruit three trainers and one automotive technician. To facilitate this, an additional allocation of Ksh 50,000 was proposed to supplement the salary vote head for May and June 2025. A new budget for the FY 2025/2026 will be developed</p>	

	to accommodate such future requirements. It was noted that the current salary expenditure stands at Ksh 277,000 per month, which is the ceiling set for FY 2024/2025. After discussions, members agreed to recommend an adjustment of the salary cap from Ksh 277,000 to Ksh 327,000 to accommodate the additional staff for May 2025. Furthermore, the Principal was requested to provide a justification for the recruitment of the proposed personnel.	
12.	<b>MIN/12/03/2025ADJOURNMENT</b>	
	The Chair adjourned the meeting at 9:34 PM, following a closing prayer led by Madam Abigael Chepkemoi.	

MINUTES OF THE FO-ID COMMITTEE PREPARED BY:

DATE: \_\_\_\_\_

KAWALA JOSEPH

**BOARD SECRETARY, RIATIRIMBA TVC**

MINUTES OF THE FO-ID COMMITTEE PCONFIRMED BY:

DATE: \_\_\_\_\_

DAGLOUS O. BIKERI

**COMIITEE CHAIR, FINANCE & OI DC, RIATIRIMBA TVC**