College of Micronesia – FSM
Committee (Working Group) Minutes Reporting Form

Committee or Working Group:	Pohnpei Campus Wide Meeting

Date: April 26, 2013	Time: 12:30pm.	Location: Stud. Services Center

Members Present/Absent:

A total of 55 faculty, staff, and students attended based on time attendance sheet….

Additional Attendees:

Agenda/Major Topics of Discussion:
- Welcoming from Acting Dean Grilly Jack
- Acting Dean's Update
- Comptroller's Update
- Miscellaneous
- Adjournment

Discussion of Agenda/Information Sharing:

Taylor Elidok gave the opening prayer. Acting Grilly Jack welcomed Danny Dumantay to the campus and thanked everyone for coming. Danny will be doing the presentation on Payroll Change.

Danny said the same presentation was shared with Chuuk, Yap, Kosrae, and now he's finally here at Pohnpei Campus. He started the presentation re: Payroll Change that will take effect in June 2013.

Changes on Payroll:
Combine special contract and regular payday on the same day; move payday from Wednesday to Friday; and effective date of these changes is June 1, 2013.

Objectives:
Pay period still covers Saturday to Sunday; timesheets will be submitted on Monday preceding the Friday payday; accountants can now spend time with their family members and avoid working on the weekends.

Detail of Implementation:
Special contract PP#12 will cover May 26 to June 1st – cover only one week. Timesheet submitted on Friday.
Special contract PP#13 will cover June 2-15 – 1st payday combined. Timesheet submitted on June 17.

Allotment Advices:
Advice allotters of the payday change. Allotments will be received on Tuesday the following week.

Bank Account:
BOG allotments can be available 3 days after payday.

Travel Advances:
Changes were adopted by the BOR in February 2013 meeting.80% will be given to the traveller and the other 20% given after the trip. If the traveler does not have any outstanding balance or have the TV liquidated before travel, then he/she may request for 100%.

Amendment on travel policy was approved.
Implementation procedures: need to liquidate travel advances within 10 working days.

Action to be Taken: BO will issue billing statement to employees with un-liquidated travel advances. Outstanding balances may make payment arrangements with Business Office within 6 months period and not less than $10.00 per pay period.

Acting Dean's Update:
ACD wanted to encourage all travelling on TA's to always check with Business Office on any outstanding balance before taking on a trip and make sure all outcome of the trips are all link to student learning outcome. He furthered expressed his appreciation for the effort put together that produce a successful campus exhibit. The President is very optimistic about the reports submitted to ACCJC. He also thanked everyone for the effort and energy that made the Founding Day possible. He thanked Jean Ranahan and others for commenting on the strategic goal mission that enable the board to do their ultimate decision. ACD sincerely asked everyone's assistance on incidences on our campus. We are not only here to encourage students to study but to provide a safe environment for learning.

<div align="center">Miscellaneous:</div>

Update on Incentive Ceremony.
Campus Secretary Maureen Mendiola announced that Pohnpei Campus Incentive Award day is scheduled for May 8, 2013, 12:00pm at PC Nahs. A box was set up in the Administration Office for the nomination awards. Another box will be set up outside the office the week prior to the Incentive Award week for the Student's Choice Award. A draft program was sent out for everyone's info.

Meeting adjourned at 1:30pm.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:
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College Web Site Link:
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Prepared by:	Maureen Mendiola	**Date Distributed:**	May 27, 2013

Approval of Minutes Process & Responses:

Submitted by:		**Date Submitted:**	

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

Action by President:				
Item #	**Approved**	**Disapproved**	**Approved with conditions**	**Comments**