

**College of Micronesia – FSM**

**Committee Minutes Reporting Form**

<b>Committee or Working Group</b>				<i>Finance Committee</i>			
<b>Date:</b>				<b>Time:</b>		<b>Location:</b>	
<b>Feb. 03, 2014</b>				<b>4:00 p.m.</b>		<b>Board Conference Room</b>	
<b>Members Present</b>							
<b>Titles/Reps</b>		<b>Name</b>		<b>Present</b>		<b>Absent</b>	
Committee Chair		Richard Womack		x			
Committee Vice-Chair		Doman Daoas		x			
Secretary		Phyllis Silbanuz		x			
National Staff Rep.		Eugene Edmund				x	
National Staff Rep.							
National Faculty Rep. (BU)		Taylor William				x	
National Faculty Rep. (AG)		Kiyoshi Phillip				x	
National Faculty Rep (SS)		John Haglelgam				x	
Pohnpei Campus Faculty Rep							
Pohnpei Campus Faculty Rep							
Pohnpei Campus Staff Rep (Bus. Office)		Twyla Poll		x			
Pohnpei Campus Staff Rep (IC Ofc)		Adleen Shed		x			
Chuuk Campus Faculty Rep		Roger Arnold				x	
FMI Staff Rep		Clotilda Dugwen		x			
Yap Staff Rep		Rosemary Manna		x			
CRE Rep		Sonny Padock				x	
Kosrae Staff Rep		Alik J. Phillip				x	
Ex Officio Member		Danny Dumantay				x	
National Staff Rep (Business Office)		Juvilen Mariano				x	
National Staff Rep (Business Office)							
National Staff Rep (Business Office)							
SBA Rep		Sebastian Tairuwetairuwepiy				x	
<b>Additional Attendees:</b>							
<b>Agenda/Major Topics of Discussion:</b>							
<p><b>I. Approval of previous minutes for 11/19/2013, and 12/09/2013</b></p> <p><b>II. Committee Assessment Report</b></p> <p><b>III. Report from EC Meeting to FC members</b></p>							
<b>Discussion of Agenda/Information Sharing:</b>							
<p>I. Approval of minutes</p> <p>    A. 11/19/2013 Minutes approved with changes to page two</p> <p>    B. 12/9/2013 Minutes approved with changes to II</p> <p>    C. Both minutes were moved to approve by Adleen Shed and seconded by Doman Daoas</p>							

and unanimously approved by members present.

## II. Committee Assessment Report

- A. All committees need to submit an assessment report for last year
- B. Check out example sent from CAC
- C. Chair will combine assessment report, rout to members for comment
- D. Any input from members will be welcomed, either from previous minutes or otherwise and sent to Secretary with cc to Chair.

## III. Report from EC meeting to FC members

- A. The 60% goal for personnel reduction is being questioned by committees.
  - 1. May endanger the institution's goal to deliver quality services
  - 2. President has shifted from reduction of personnel to fixed costs and soliciting thoughts and ways to reduce costs
- B. BECA report covered all campuses including FMI.
  - 1. The report was made using current trends. President expressed concerns about Kosrae and Chuuk enrollment while other campuses seem stable.
  - 2. Chair expressed concern that the two campus reps were not in attendance in order to be advised.
- C. President now asking for an Enrollment Management Plan.
  - 1. Sandy Pond, an expert in this area is being consulted along with discussions with college presidents around the Pacific.
  - 2. Chair had asked President whether there should be enrollment/recruitment training for staff/faculty.
- D. Overall spring enrollment is low
  - 1. Even with four departures during vacation, there is still shortfall of \$650,000.
  - 2. Faculty hiring must be part of a plan – campus and system wide.
  - 3. Art position has been vacant for some time with two business professor helping out part-time. Another option is the “World Teach” volunteers to fill vacancy.
  - 4. Need to determine how new vacancies can help enrollment.
- E. President's “re-engineering the college”
  - 1. While the President continues to stress the importance of participatory governance committees and the values of all committees input, Chair is not sure which committees will be involved in this new undertaking.
  - 2. Chair also wants the President to include more details on “re-engineering the college”
  - 3. Brought up the previous restructuring study that cost the college \$250,000 but with hardly any results.
  - 4. Brought up memo to CoC regarding administrative side of ledger
  - 5. Talked about discussion when there were four VP and decision to make it only three but ended up with five and now the new ALO assistant position.
  - 6. Believes that the HR committee should look at our layoff policy and determine how a reduction in force will take place to avoid problematic repercussions.
- F. Document from IRPO
  - 1. Major concern of setting goals and measures of success
  - 2. Institutional Set Standards and measures of success needed.
  - 3. Retention rates for staff/faculty
  - 4. Need to set higher standards

Due to communication problems, Yap members kept getting cut off therefore, Chair and members decided to send out the EC meeting notes to all FC members for review/comments. In addition, Chair will send out the assessment form to help with the assessment report.

Motion to adjourn was voiced by Doman and seconded by Adleen.

Meeting adjourned at 4:55 pm.

**Handouts/Documents Referenced:**

**1. Budget 2015 Assumptions and Scenarios and Breakdown of Scenarios (1 page each)**

**College Web Site Link:**

<b>Prepared by:</b>	<i>Phyllis Silbanuz</i>	<b>Date Distributed:</b>	<i>02/06/2014</i>
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**Approval of Minutes Process & Responses:**

Minutes approved during March 05, 2014 meeting.

<b>Submitted by:</b>	<i>Phyllis Silbanuz</i>	<b>Date Submitted:</b>	<i>03/17/2014</i>
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities**

➤ Chair will email out Committee Assessment worksheet for input from members.