

**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>March 5, 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. (Lang/Lit)	Monty Vierra	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>President Joseph Daisy</b>	
<b>Agenda/Major Topics of Discussion:</b>			
<p><b>I. Minutes of 2/3/2014</b>  <b>II. VPIA Memo on Committee Appointment</b>  <b>III. President's report</b></p>			
<b>Discussion of Agenda/Information Sharing:</b>			
<p>I. Approval of minutes –  A. Womack made changes on section F on Document from IRPO to add “ Major concern of setting goals and measures of success”  B. Motion to accept by Doman with changes and seconded by Phyllis. All approved.</p>			

II. VPIA Memo - election and training in August

III. Invited President Daisy to say a few words on challenges and role of FC

A. President's observations based on several years here:

1. Participation of staff and faculty critical to the success of the college
2. Staff and faculty felt that they were not involved before but it has changed and gotten better; Needed a place to get together to work on improvements thus EC
3. While administrative carry out day to day operations of the college. committees bring out the drive and identify solutions
4. One example is one area that the college can reduce fixed costs, referred to memo from FC and need a can-do attitude
5. Might not be able to complete what is recommended by BECA but can accomplish most of them
6. Encourage FC to balance routine items like budget process but also to broad institutional thinking of how we can be responsible
7. Think outside the box on how to achieve efficiency and be effective without sacrificing quality like: walk around campus instead of using security vehicles, can buy golf carts to save gas.
8. Restructuring and re-engineering the college; instead of just following job descriptions, think and focus on outcomes.
9. Instead of complaining, committees should identify problem and offer options to resolve problem. CoC can share and facilitate these identified problems and bring to EC. High level institutional dialogue and outcomes. Shared with CoC about opportunities and challenges that are short or long term. Great examples of support from Congress of \$2.1m and \$2.8m and beyond. Challenges include defining enrollments that impact our budget and maintenance will continue to increase
10. Decide on which programs are self-supportive and defined by mission statement. FC not self-sufficient and need IT, Facilities, etc. CoC and EC are critical components of this discussion.
11. Election – urge that people step up so that VChairs are training for chairs therefore will have continuity
12. Thanked Womack for Chairing two committees and if stepping down, stay in various committees to provide expertise, mentorship roles.

B. Richard questioned – Planning and resource shared a model that we should become learning communities and it seemed complex

1. President responded that it was adopted at EC and now at stage of how it happens.
2. Example of achieving learning communities - Staff Dev. Day – STC late in its work and put together a program that does not address needs that have been identified. Professional dev needs to be meaningful professional development. President saw the program and wanted the faculty to focus on assessment and some of the staff dev were not really staff oriented. So instead have faculty do assessment and have the staff do more training, ex. On business office software, financial aid needs to be updated and trained on current areas. Instead of one size fits all training, we can focus on each service offices throughout the year.

C. Phyllis asked: thought training attendees come back and train co-workers

1. President -Instead of leaving island, prof dev can be on island or through webinars. Will be more cost effective to bring trainer to us. More scrutiny on travel expenses.
  2. Trio programs are required so those travels are acceptable
- D. Monty had suggested in a prior committee on ways to bring more students, bring in more revenue, etc. to aid our students. President has not seen these and said that committees are the places for these, and should be being passed to CoC and EC.
- E. President said we froze vacant positions but to date we still don't have accurate information. Environment and facilities situations like the taxi's tooting their horns when classes are going on. Should designate taxi pickup and drop off but still not implemented yet.
1. Didn't know why enrollment was declining but know now due to changed COMET, accepted only 400 students, college prep programs were not advancing so eliminated, state campuses didn't develop certificate programs to fit needs so students disappeared. All these changes were based on increasing the integrity of the college but the financial aspect was not taken into account. Stay positive and keep bringing ideas forward.
  2. Does not need to be changes involved with money but ways of thinking and behavior.
- F. Phyllis questioned if travel mileage can be credited to college account instead of personal accounts when travelling on College business
1. President responded that it is an option that can also be explored if it saves the college.
  2. Another example: President had asked VPA to do a study on savings if payroll is only once a month instead of two weeks and direct deposit only, no checks. 2<sup>nd</sup> example is to purchase air-cons that might be expensive at first but more efficient.
- IV. Womack thanked President and excused him.
- V. Womack on FC's assignments and things to send out:
- A. For the FC self assessment draft –send to Secretary to compile
  - B. If member absent twice without a proxy, we should ask for someone else. He was especially concerned with Chuuk not showing up for the whole school year as all campus participation is crucial to decision making.
  - C. Send FC assessment comments by Friday and meeting with Phyllis on Monday
  - D. TOR to send on Friday
  - E. Need comments on Fixed Cost and acknowledgement on BECA report
  - F. Inform members on memo institutional standards and goals
  - G. Encouraged members to communicate online as often as needed.

Moved to adjourned by Monty and seconded by Doman  
Meeting adjourned at 5:17 p.m.

**Handouts/Documents Referenced:**

- 1. Minutes for 2/3/2014**
- 2. Agenda**
- 3. Fixed Cost memo from FC to FEC and CoC**
- 4. FC Self Assessment Draft**

<b>College Web Site Link:</b>			
<b>Prepared by:</b>	<i>Phyllis Silbanuz</i>	<b>Date Distributed:</b>	<i>03/05/2014</i>
<b>Approval of Minutes Process &amp; Responses:</b>			
Approved online.			
<b>Submitted by:</b>	<i>Phyllis Silbanuz</i>	<b>Date Submitted:</b>	<i>05/28/2014</i>
<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities</b>			
➤			