

**College of Micronesia – FSM
Committee Minutes Reporting Form**

College of Micronesia – FSM Committee Minutes Reporting Form			
Committee or Working Group		<i>Finance Committee</i>	
Date: November 23, 2015		Time: 4PM to 5PM	Location: National Campus
		Board Conference Room	
Members			
Titles/Reps	Name	Present	Absent
Committee Chair	Marian Medalla	X	
Committee Vice-Chair	Sonny Padock	X	
Secretary	Julius Cecilio	X	
National Campus Staff Rep. (Maintenance Office)	Eugene Edmund		X
National Campus Staff Rep.	William Haglelgam	X	
National Campus Staff Rep.	Akiko William		X
National Campus Staff Rep.	Hadleen Hadley		X (sick leave)
National Campus Staff Rep.	Paul Sonden	X	
National Staff Rep. (Instructional Div)	Josephine Kostka	X	
National Faculty Rep. (Social Science)	John Haglelgam		X
National Faculty Rep. (Instructional Div)	Scott Snaden	X	
Pohnpei Campus Faculty Rep.	Cirilo Recana		X
Chuuk Campus Faculty Rep.	Hernel Braiel		X
Chuuk Campus Faculty Rep.			
Chuuk Campus Staff Rep. (Bus Office)	Marie Mori Pitioi		X
Kosrae Campus Staff Rep.	Eileen Nena		X
Kosrae Campus Faculty Rep.	Skipper Ittu		X
FMI Staff Rep (Bus. Office)	Clotilda Dugwen		X
Yap Staff Rep (Bus. Office)	Rosemary Manna	X	
SBA Rep.			
Ex Officio Member (Comptroller)	Roselle Togonon		X (attended cabinet meeting)
Additional Attendees:			
Agenda/Major Topics of Discussion:			
<p>I. Call to Order</p> <p>II. Roll call/quorum under current rules</p> <p>III. Information to some matters</p> <p>IV. Announcements</p> <p>V. Adjournment</p>			
Discussion of Agenda/Information Sharing:			
<p>I. Call to Order:</p> <p>The meeting was called to order by FC Chair Marian Medalla at 4:00 PM on November 23, 2015 at the National Campus Board Conference room.</p>			

II. Roll call/quorum under current rules

Members present were not enough to constitute a quorum: Due to VOIP connection problem, 5 members were present (four rep. from National Campus & one rep. Yap Campus) along with three officers present.

Due to not enough members present to constitute a quorum, the Chair proceeded and provided information to some matters & announcements.

The Comptroller were not able to attend the FC meeting as Ex Officio Member because she's in a cabinet meeting at that time but nonetheless she provided some information on the status & development of the Budgeting process.

III. Other matters/discussions

The Chair provided to the members the following information.

- The Comptroller will update us with the developments of the Budgeting process. There were material increases for some line item budget.
- Each committee will have their own or specific VOIP #.
- The submission of Minutes of Meeting is after 2 working days. Likewise, copy of attendees of the meeting will be provided to the office of VPIQA.
- TOR (Term of Reference).
- Reiteration of (2) ways on how we can relay or forward our concerns:
 - (a) Directly to the President
 - (b) Directly to the Executive Committee through Frankie Harris

IV. Announcements

1. The Chair announced that she will be off-island/on vacation for the next meeting. Therefore, the Chair assigned the Vice-Chair to take over while she's on vacation leave.
2. It was reiterated that the regular meeting is scheduled on the fourth Monday of every month. Otherwise, special meeting & off schedule meeting is subject for approval with Frankie Harris & availability of the conference room.

V. Adjournment

The meeting adjourned at 4:30 PM.

Handouts/Documents Referenced:			
College Web Site Link:			
Prepared by:	<i>Julius Cecilio</i>	Date Distributed:	
		11/24/2015	
Approval of Minutes Process & Responses:			
Submitted by:	<i>Julius Cecilio</i>	Date Submitted:	
		11/24/2015	
Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities			
The Chair suggested the distribution of TOR and the e-mail attachment sent by Pres. Daisy to the members and be able to think of how we can integrate that in our TOR.			