**College of Micronesia – FSM**

**Committee Minutes Reporting Form**

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| **Committee or Working Group:** |  Finance Committee |

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| **Date** | **Time** | **Location**  |
| January 23, 2017 | 4:00 – 5:00pm | Board Conference Room |

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| **Members** | **Name** | **Present** |  **Absent** | **Remarks** |
| Chairperson | William Haglelgam whagle@comfsm.fm | X |  |  |
| Vice Chairperson | Sonny Padock spadock@comfsm.fm | X |  |  |
| Secretary | Yoneko Kanichy, Yoneko@comfsm.fm |  | X |  |
| *“Ex-Officio Member” - Comptroller* | Roselle Togononroselle@comfsm.fm |  | X |  |
| National Campus Staff Rep | Eugene Edmundeed@comfsm.fm |  | X |  |
| National Faculty Rep | Marian Medalla marian\_gratia@comfsm.fm | X |  |  |
| Chuuk Campus Staff Rep | Marie Mori Pitiol  |  | X |  |
| Chuuk Campus Faculty Rep | Herner Braiel hsbraiel@comfsm.fm |  | X |  |
| FMI Staff Rep | Clotilda Dugwen |  | X |  |
| Kosrae Campus Staff Rep | Eileen S. Nena, eileens@comfsm.fm |  | X |  |
| Kosrae Campus Faculty Rep | Skipper Ittu | X |  |  |
| National Campus Staff Rep | Hadleen Hadley hadi@comfsm.fm |  | X |  |
| National Campus Staff Rep. | Paul Sonden psonden@comfsm.fm  |  | X |  |
| National Staff Rep. (Education Div.) | Josephine Kostka josephine@comfsm.fm |  | X |  |
| National Campus Staff Rep.  | Arinda S. Halbert, aswingly@comfsm.fm | X |  |  |
| National Faculty Rep. (Educ. Div.) | Scott Snaden scottsnaden@comfsm.fm  |  | X |  |
| Pohnpei Campus Faculty Rep. | Ben Voltaire Nato bnato@comfsm.fm |  | X |  |
| Pohnpei Campus Faculty Rep. | Cirilo Recana**loyrecana@comfsm.fm** |  | X |  |
| Yap Campus Staff Rep. | Rosemary Manna  |  | X |  |
| Kosrae Campus staff Rep. | Alik J. Phillip |  | X |  |
| VPA | Joe Habuchmai |  | X |  |

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| A**genda/Major Topics of Discussion:** |
| 1. Course Fee
2. Miscellaneous
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| **Discussion of Agenda/Information Sharing:****1. Achieve 3000 Course Fee Proposal:**DAP Maria Dison provided and overview of the Achieve 3000 course-fee proposal. Summer 2015 piloted this program to support ESL and ACE students and results were positive. There is great improvement in students’ reading skills thus continued to Spring 2016. VPIA approved the purchase of license for 2015-2016. To make it sustainable to charge students the proposed $30.00 course-fee will save the College significant funds for a duration of one year. Other advantages include no harm to the College’s server for it is not connected to the server and easy student access to the materials for it can be downloaded. Upon approval, this software will take the place of textbooks needed. This will also allow the use of updated curriculum/materials. The committee requires more time for discussion of the matter.**2. Rent-A-Text by Proposal by Center for Entrepreneurship:**Proposed to start renting textbooks in Spring 2017. Offices including FAO, Business Office, Bookstore and VPEMSS has given their support and now sought Finance Committee’s recommendation to pursue. Finance Committee requested the submission of a business plan and sample survey from students for further discussion. Meeting adjourned at 5:00pm  |
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| **Comments/Upcoming Meeting Date & Time/Etc.:** |
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| **Handouts/Documents Referenced:** |
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| **College Web Site Link:** |
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| **Prepared by:** | Yoneko Kanichy | **Date Distributed:** | 02/27/2017 |

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| **Approval of Minutes Process & Responses:** |
| * Committee approved and adopted minutes of November 15, 2016
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| **Submitted by:** | Yoneko Kanichy | **Date Submitted:** | 11/21/16 |

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| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:** |
| 1. Budget 2018 endorsement memo to EC
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