

**College of Micronesia – FSM**

**Committee Minutes Reporting Form**

<b>Committee or Working Group</b>		<i>Finance Committee</i>		
<b>Date: October 2, 2017</b>		<b>Time: 4PM to 5PM</b>	<b>Location: National Campus</b>	
			<b>BOR Conference Room</b>	
<b>Members</b>				
<b>Titles/Reps</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
Chairperson	William Haglelgam	X		
Vice Chairperson	Cirilo Recana	X		
Secretary	Yoneko Kanichy		X	
<i>"Ex-Officio Member" Comptroller</i>	Roselle Togonon			
National Faculty Rep	Marian Medalla	X		
Chuuk Campus Staff Rep	Marie Mori Pitoli		X	HOLIDAY: <i>Chuuk Constitution Day</i>
Chuuk Campus Faculty Rep	Herner Braiel		X	
FMI Staff Rep	Clotilda Dugwen	X		
Kosrae Campus Staff Rep	Eileen S. Nena	X		
Kosrae Campus Faculty Rep	Skipper Ittu	X		
National Campus Staff Rep	Hadleen Hadley	X		
National Campus Staff Rep.	Paul Sonden	X		
National Campus Staff Rep.	Ritchie Valencia	X		
National Staff Rep.	Josephine Kostka	X		
National Campus Staff Rep.	Arinda S. Halbert		X	
National Faculty Rep.	Scott Snaden	X		
National Faculty Rep.	John Haglelgam		X	
CRE Rep	Sonny Padock	X		
Yap Campus Staff Rep.	Rosemary Manna	X		
Kosrae Campus staff Rep.	Alik J. Phillip	X		
SBA Representative	Sweena Nourmang	X		
Pohnpei Campus Staff Rep	Leyolany S. Anson		X	
Yap Campus Rep.	Serphin Ilesiyalo	X		
<b>Additional Attendees:</b>	<i>Francisco Mediola, Director, Maintenance</i>			
	<i>Ardy Arthurson, incoming Student Representative</i>			
<b>Agenda/Major Topics of Discussion:</b>				
<p><b>OLD BUSINESS:</b></p> <p>A) Stand-by Differential Policy</p> <p><b>NEW BUSINESS:</b></p> <p>B) Fiscal Policy</p>				

## Discussion of Agenda/Information Sharing:

The meeting began at 4:05 p.m.

- I. Roll Call –21 members present. Chair called the meeting to order
- II. The Chair enumerated agenda for the day: (1)Standby Differential (2) Fiscal Policies
  - A. Standby Differential (20% of hourly rate, per hour)  
Highlights of the Policy:
    1. Purpose:  
to compensate Standby Personnel, who has to sacrifice activities that may be otherwise enjoyed, had he/she not been designated “on-call” for that period, to respond to emergency situations (such as power outage, water shortage, and other similar cases).
    2. Basis:
      - a. practice done by Pohnpei State Hospital, for health care practitioners, who are on-call, to respond to emergencies.
      - b. almost similar to the premiums Dining Hall staff receive for early morning hours and night duty.
    3. Some information:
      - a. Maintenance and IT Departments will each assign 1 person/week to become on-call personnel. 3 people from each department will be rotated each week.
      - b. The President, as per recommendation by the VPAS, will approve the list of persons eligible for standby.
      - c. Each Department Head will monitor the actual hours rendered for overtime.
      - d. To ensure that Standby Personnel are indeed in good condition to work overtime and sacrificed certain activities enumerated in the policy, appropriate disciplinary actions or termination shall be enforced.
      - e. The policy is not the same as night differential.
      - f. In any case, there shall be no 2 extra compensations that will be given at the same time, such that standby rate will be awarded only before and after overtime work was done.
      - g. The adoption of this policy will result in an increase of \$18,370.56 in the salary and wages budget for National Campus alone.
      - h. Budget reprogramming shall be necessary for fiscal year 2018.
    4. Members expressed the need for further consultation with the sectors they represent. A special meeting for the purpose of coming up with a recommendation for this policy was scheduled on Friday at 4:00-5:00PM.
  - B. Fiscal Policies  
Tabled for the next meeting because of insufficient time.

<b>Handouts/Documents Referenced:</b>			
<ul style="list-style-type: none"> <li><i>a) Draft of BP Policy on Standby Differential</i></li> <li><i>b) Draft of AP Policy on Standby Differential</i></li> <li><i>c) Fiscal Policy Documents</i></li> </ul>			
College Web Site Link:			
<b>Prepared by:</b>	<i>Marian Gratia G. Medalla</i>	<b>Date Distributed:</b>	10/04/2017
<b>Approval of Minutes Process &amp; Responses:</b>			
<b>Submitted by:</b>	<i>Marian Gratia G. Medalla</i>	<b>Date Submitted:</b>	10/04/2017
<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities</b>			
1) Voting for a recommendation regarding the policy is reset on Friday, October 6, 2017 at 4:00-5:00PM.			