**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** |
| 8-28-2017 | 4:00 – 5:00pm | Board Conference Room |

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| **Members** | **Name** | **Present** | **Absent** | **Remarks** |
| Chairperson | William Haglelgam [whagle@comfsm.fm](mailto:whagle@comfsm.fm) | x |  |  |
| Vice Chairperson | Cirilo Recana loyrecana@comfsm.fm | x |  |  |
| Secretary | Yoneko Kanichy, [Yoneko@comfsm.fm](mailto:Yoneko@comfsm.fm) |  |  |  |
| *“Ex-Officio Member” - Comptroller* | Roselle Togonon  roselle@comfsm.fm | x |  |  |
| National Faculty Rep | Marian Medalla [marian\_gratia@comfsm.fm](mailto:marian_gratia@comfsm.fm) | x |  |  |
| Chuuk Campus Staff Rep | Marie Mori Pitiol  memori@comfsm.fm | x |  |  |
| Chuuk Campus Faculty Rep | Herner Braiel [hsbraiel@comfsm.fm](mailto:hsbraiel@comfsm.fm) |  |  |  |
| FMI Staff Rep | Clotilda Dugwen  clotilda@comfsm.fm | x |  |  |
| Kosrae Campus Staff Rep | Eileen S. Nena, [eileens@comfsm.fm](mailto:eileens@comfsm.fm) |  |  |  |
| Kosrae Campus Faculty Rep | Skipper Ittu  [ittu@comfsm.fm](mailto:ittu@comfsm.fm) | x |  |  |
| National Campus Staff Rep | Hadleen Hadley [hadi@comfsm.fm](mailto:hadi@comfsm.fm) | x |  |  |
| National Campus Staff Rep. | Paul Sonden [psonden@comfsm.fm](mailto:psonden@comfsm.fm) |  |  |  |
| National Campus Staff Rep. | Sonny Padock  spadock@comfsm.fm |  |  |  |
| National Staff Rep. (Education Div.) | Josephine Kostka [josephine@comfsm.fm](mailto:josephine@comfsm.fm) |  |  |  |
| National Campus Staff Rep. | Arinda S. Halbert, [aswingly@comfsm.fm](mailto:aswingly@comfsm.fm) |  |  |  |
| National Faculty Rep. (Educ. Div.) | Scott Snaden [scottsnaden@comfsm.fm](mailto:scottsnaden@comfsm.fm) | x |  |  |
| National Campus Staff Rep. | Ritchie Valencia  rjvalencia@comfsm.fm | x |  |  |
| National Faculty Rep. | John Haglelgam  johnh@comfsm.fm |  |  |  |
| Yap Campus Staff Rep. | Rosemary Manna  manna@comfsm.fm |  |  |  |
| Kosrae Campus staff Rep. | Alik J. Phillip  aphillip@comfsm.fm |  |  |  |
| VPA | Joe Habuchmai  [jhabuchmai@comfsm.fm](mailto:jhabuchmai@comfsm.fm) |  |  |  |
|  | Sweena Nourmang  [sweenour@comfsm.fm](mailto:sweenour@comfsm.fm) |  |  |  |
| Pohnpei Campus Staff Rep. | Leyolany S. Anson  leyolany@comfsm.fm | x |  |  |
| Yap Campus Staff Rep. | Serphin Ilesiuyalo  [serphin@comfsm.fm](mailto:serphin@comfsm.fm) | x |  |  |
| National Campus SBA rep. | Ardy Arthurson | x |  |  |

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| A**genda/Major Topics of Discussion:** |
| 1. Board Policy No. BP700 (Standby Differential Policy)  2. Finance Committee TOR (format revision as per EC\_TOR format) |

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| **Discussion of Agenda/Information Sharing:**  The Chair call to order the meeting at 4:00pm.  **1. BP700**  The FC chair, Comptroller and members had a substantial discussion on the provisions of the policy forwarded to the committee for review and recommendation. Some of the points raised during the discussions are: the policy statement, was this different from the night differential that COM employee received beyond their forty-hour workweek; was there enough budget for the next fiscal year to give this 20%; On the definition, the committee are confused with statement of *restricted from freedom of movement and or consumption of any food item or beverages that may cause inability to effectively perform his/her duty.* Therefore, FC Chair and members present decided to pending the recommendation of this policy and ask more inputs from HRC and FCE for further clarification.  **2. Finance Committee TOR (format revision as per EC\_TOR format)**  The committee goes over the FC\_TOR and the format complies with what the EC\_TOR format used. There were a suggestions and questions raised on item E (meetings); if the time for the meeting can be change to earlier time so that state campus members may be able to join due to time difference. The Chair will look into the schedule of other committees so that there will be no overlapping of time and day with other committees. Also they ask about if the 4th of Monday every month falls in a Holiday, and state campus have different Holidays does this also applies. As per stated in the TOR, this also applies to state campuses holidays. Other than that, the rest of the TOR parts are ok and the committee approved the TOR as presented.  Meeting adjourned at 4:40pm |
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| **Comments/Upcoming Meeting Date & Time/Etc.:** |
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| **Handouts/Documents Referenced:** |
| * Copy of BP700 |

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| **College Web Site Link:** |
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| **Prepared by:** | Cirilo Recana | **Date Distributed:** |  |

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| **Approval of Minutes Process & Responses:** |
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| **Submitted by:** | Cirilo Recana | **Date Submitted:** | 9/28/17 |

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| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:** |
| 1. Pending recommendation of BP700. 2. Recommendation of approved FC\_TOR as presented. |