

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

|                                    |                        |
|------------------------------------|------------------------|
| <b>Committee or Working Group:</b> | Finance Committee (FC) |
|------------------------------------|------------------------|

| <b>Date</b>       | <b>Time</b>         | <b>Location</b>     |
|-------------------|---------------------|---------------------|
| February 12, 2019 | 3:00 p.m. -4:00 p.m | BOR Conference Room |

| <b>Members</b>                          | <b>Name</b>                               | <b>Present</b> | <b>Absent</b> | <b>Remarks</b> |
|---|---|----------------|---------------|----------------|
| Chairperson                             | Cirilo Recana<br>loyrecana@comfsm.fm      | x              |               |                |
| Vice Chairperson                        | Skipper Ittu<br>ittu@comfsm.fm            |                | x             | Power outage   |
| Secretary                               | Arinda S. Halbert,<br>aswingly@comfsm.fm  | x              |               |                |
| “Ex-Officio Member” -<br>Comptroller    | Roselle Togonon<br>roselle@comfsm.fm      | x              |               |                |
| National Faculty Rep                    | Marian Medalla<br>marian_gratia@comfsm.fm |                |               | Resigned       |
| Chuuk Campus Staff Rep                  | Marie Mori Pitiol<br>memori@comfsm.fm     |                | x             |                |
| Chuuk Campus Faculty Rep                | Herner Braiel<br>hsbraiel@comfsm.fm       |                | x             |                |
| FMI Staff Rep                           | Clotilda Dugwen<br>clotilda@comfsm.fm     | x              |               |                |
| Kosrae Campus Staff Rep                 | Eileen S. Nena,<br>eileens@comfsm.fm      |                | x             | Power outage   |
| CTEC Rep                                | Yoneko Kanichy,<br>Yoneko@comfsm.fm       |                | x             |                |
| National Campus Staff Rep               | Hadleen Hadley<br>hadi@comfsm.fm          | x              |               |                |
| National Campus Staff Rep.              | Paul Sonden<br>psonden@comfsm.fm          |                | x             |                |
| National Campus Staff Rep.              | Sonny Padock<br>spadock@comfsm.fm         |                | x             |                |
| National Staff Rep.<br>(Education Div.) | Josephine Kostka<br>josephine@comfsm.fm   |                | x             |                |
| National Campus Staff Rep.              |   |                |               |                |
| National Faculty Rep. (Educ.<br>Div.)   | Scott Snaden<br>scottsnaden@comfsm.fm     | x              |               |                |
| National Campus Staff Rep.              | Ritchie Valencia<br>rjvalencia@comfsm.fm  |                | x             | Travel         |
| National Faculty Rep.                   | John Haglelgam<br>johnh@comfsm.fm         |                | x             |                |
| Yap Campus Staff Rep.                   | Rosemary Manna                            | x              |               |                |

|                           |  |   |   |                  |
|---------------------------|--|---|---|------------------|
|                           | manna@comfsm.fm                                |   |   |                  |
| Kosrae Campus staff Rep.  | Alik J. Phillip<br>aphillip@comfsm.fm          |   | x | Power outage     |
|                           | Sweena Nourmang<br><u>sweenour@comfsm.fm</u>   |   | x |                  |
| Pohnpei Campus Staff Rep. | Leyolany S. Anson<br>leyolany@comfsm.fm        | x |   |                  |
| Yap Campus Staff Rep.     | Serphin Ilesiuvalo<br><u>serphin@comfsm.fm</u> |   | x |                  |
| National Campus SBA rep.  | Ardy Arthurson                                 |   |   | No longer around |
| Additional Attendee:      | Caroline Kocel, VPIQA                          | x |   |                  |

**Agenda/Major Topics of Discussion:**

1. Policy 5500 – Financial Reporting
2. Policy 5607 – Non-Payment of Plant, Trees, Crops Planted on College Property
3. Policy 5608 – Policy to Provide Incentive for the Securing of Grant Funding College of Micronesia-FSM
4. Policy 5700 – Bookstore Operation
5. Policy 5721 – Dining Hall Operation
6. Policy 6009 – Established of Accountability & Movement of Assets

**Discussion of Agenda/Information Sharing:**

A. The Chair declared quorum and called the meeting to order at 3:10 pm.

B. Items discussed:

1. Policy 5500 – Financial Reporting

The FC members agreed to Business Office to reformat the paragraphs of the policy.

2. Policy 5607 – Non-Payment of Plant, Trees, Corps, Planted on College Property

The FC members have No comments and No changes.

3. Policy 5608 – Policy to Provide Incentive for the Securing of Grant Funding College of Micronesia-FSM

The FC recommended that this Policy will be temporarily suspended until new policy is made to clear out those concerns.

4. Policy 5700 – Bookstore Operation Policy

Changes to “Dean/Director” in the third paragraph and insert “Campus” before Fiscal Officer.

5. Policy 5721 – Dining Hall Operational Policy

FC agreed to Business Office for revision in the first paragraph for the word “decent” to nutritional.

This policy is for the National Campus Dining Hall only. FMI is using it. They should make another policy.

FC members had a lengthy discussion over some concerns/complaints from students residing in the Halls for not having options whether to take meals or not. These residents are paying for 3 meals a day whether they take it or not.

6. Policy 6009 – Established of Accountability & Movement of Assets

FC agreed to the revision on the last paragraph. Taking away and changing it to “The Procurement and Property Management Office shall be responsible for monitoring the accountability and movements of all Fixed Assets.”

**Adjournment:** The meeting adjourned at 4:30pm

**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:**

Arinda S. Halbert

**Date Distributed:**

**Approval of Minutes Process & Responses:**

▪

**Submitted by:**

**Date Submitted:**

**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

1.