

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group | *Finance Committee*

Date: 04/30/12 | **Time:** | **Location:**

| 4:00 p.m. | President’s Conference Room

Members Present			
Titles/Reps	Name	Present	Absent
Committee Chair	Marian Medalla	X	
Committee Vice-Chair	John Ranahan	X	
Secretary	Stacy E. Tadlock	X	
National Faculty Rep.	Aleili Dumo	X	
National Faculty Rep.	Spensin James		X
National Staff Rep.	Eugene Edmund	X	
National Staff Rep.	Sylvia Henry		X
National Staff Rep.	Josephine Kostka		X
National Faculty Rep.	Juan Paolo Santos		X
National Faculty Rep.	Kitty Pappas	X	
Pohnpei Campus Faculty Rep	Stacy E. Tadlock	X	
Pohnpei Campus Faculty Rep	Phyllis Silbanuz		X
Pohnpei Campus Staff Rep	Twyla Poll		X
Pohnpei Campus Faculty Rep	Adleen Shed		X
Chuuk Campus Faculty Rep	Kind Kanto		X
FMI Staff Rep	Clotilda Dugwen	X	
Yap Staff Rep	Rosemary Manna		X
CRE Rep	Sonny Padock		X
Kosrae	Alik J. Phillip	X	

Additional Attendees: |

Agenda/Major Topics of Discussion:

- I. New Business – Agriculture Food Technology Classroom/Lab Kosrae Campus**
- II. Physical Resources Requisition Form (sample)**
- III. RAR request for input on whether or not to raise the COMET scores for Fall 2012**
- IV. Dormitory costs issues**
- V. Summer meetings**
- VI. Kitty Pappas Communication Update**
- VII. Student Participation at meetings**

VII. Other Matters: Approval of Minutes for March 5th and 12th.

Discussion of Agenda/Information Sharing:

- I. **New Business – Agriculture Food Technology Classroom/Lab Kosrae Campus**
The meeting was called to order by our Vice-Chairman John Ranahan because our chairman was running late but did come later. Kitty Pappas brought the new business to the committee's attention by letting us know what was discussed in Dana Lee Ling's Facilities and Campus Environment Committee. The Kosrae campus has been wanting to get funding to build a classroom/lab for their Agriculture and Food Technology department. According to Kitty Pappas, the request was denied by the Facilities and Campus Environment Committee at this time because new constructions are not in the budget right now. We, as the Finance Committee, voted to table our vote until we get approval from the Facilities and Campus Environment and it becomes more financial feasible to put such a request into our financial plans All present members voted to table the request.
- II. Kitty Pappas continued with the **Physical Resources Requisition Form** which was discussed in the Facilities meeting. This is a sample of the new form that is to used by any department who requests something to be done and the funds or equipment necessary for the completion of the task. When the question was asked where to get the form, Kitty said that it would be available from Mr. Mendiola's office.
- III. John Ranahan opened the next item on the agenda where the **RAR** asked us for input on whether or not the COMET scores should be raised for Fall 2012. We were asked for our input because it could have a big affect on the amount of money that comes into the college if fewer students enter the college. All present members voted to table the discussion until the RAR communicates with us a formal request on the matter.
- IV. There was a discussion about how the cost of keeping the **dormitories open** and how the **dormitory fees** are not meeting those costs. The fees have not changed in six years but every other cost such as utilities and the cost of maintenance have gone up in the last six years. There needs to be an increase in the dormitory fees in order to meet these rising costs.
- V. **Summer Meetings:** There was a discussion about who would and would not be around during the summer semester and how would the committee continue during the break between the Spring and Fall semesters. There was some talk about the possibility of electing new officers for summer via e-mail by the 7th of May, but I hadn't received any via e-mail as of that date. It was decided among the present members that our meetings would continue at the same time and day as always Monday from 4:00 to 5:00 on the 4th Monday of the month and would do this for at least May, June and July.
- VI. **Kitty Pappas gave us the Communication Update:** She spoke about the meeting David Adams from Sandy Pond and Associates gave on the Chain of Command and where the information goes and who does it flow through. Dana Lee Ling made a diagram showing this chain of command which Kitty sent to me and I sent it out to all members of the committee. The point of the diagram was to show what happens to information in all forms and it makes clear what was done with that information and why so people can know what happens and the college can have effective transparency. Another effective idea that she

said that came out of this meeting was the need for summaries to be given at the end of every meeting so that everyone would know what was discussed and what actions, if any, were taken at that meeting. She also mentioned that we as members of the various committees need to let people know what was done and or said at the meetings and this could be done in various ways such as, via e-mail, voice, or Wiki.

- VII. **Student participation at our meetings.** We haven't had any student participation in our meetings for the last several meetings, but John said that he would follow up with Ringlen Ringlen and it might be too late for this academic year but maybe for the fall semester.
- VIII. **Other Matters: Minutes for March 5th and 12th:** The minutes have been approved and are on Wiki for your perusal.

Handouts/Documents Referenced:

1. Agriculture Food Technology Classroom Lab
2. Physical Resources Requisition Form
3. Flow Chart Proposal by Dana Lee Ling

College Web Site Link:

Prepared by:	<i>Stacy Tadlock</i>	Date Distributed:	<i>09 May 2012</i>
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Approval of Minutes Process & Responses:

The minutes for March 5th and the 12th have been approved and are on the Wiki page.

Submitted by:	<i>Stacy Tadlock</i>	Date Submitted:	<i>09 May 2012</i>
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities

- We voted to table the discussion on the building for Kosrae Campus
- We voted to table the discussion on the raising of the COMET scores until RAR sends us a formal request.
- Summer meetings would be on the 4th Monday of the months of May, June and July at the same time.