

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group <i>Finance Committee</i>		
Date: 12/03/12	Time: 4:00 p.m.	Location: President’s Conference Room

Members Present			
Titles/Reps	Name	Present	Absent
Committee Chair	Marian Medalla	X	
Committee Vice-Chair	Adleen Shed	X	
Secretary	Stacy E. Tadlock	X	
National Staff Rep.	Eugene Edmund		X
National Staff Rep.	Sylvia Henry		X
National Faculty Rep.	John Ranahan	X	
National Faculty Rep.	Nasako Madsen		X
National Faculty Rep	John Haglegam		X
Pohnpei Campus Faculty Rep	Stacy E. Tadlock	X	
Pohnpei Campus Faculty Rep	Phyllis Silbanuz	X	
Pohnpei Campus Staff Rep (Bus. Office)	Twyla Poll		X
Pohnpei Campus Staff Rep	Adleen Shed	X	
Chuuk Campus Faculty Rep	Roger Arnold		X
FMI Staff Rep	Clotilda Dugwen	X	
Yap Staff Rep	Rosemary Manna		X
CRE Rep	Sonny Padock		X
Kosrae Staff Rep	Alik J. Phillip	X	
Ex Officio Member	Danny Dumantay		X
National Staff Rep (Business Office)	Juvilen Mariano		X
National Staff Rep (Business Office)	Doman Daoas	X	
National Staff Rep (Business Office)	Pelma Palik		X

Additional Attendees: Danny Dumantay and the attending members of the PRC

Agenda/Major Topics of Discussion:

I. The proposed date change to the Payroll

Discussion of Agenda/Information Sharing:

I. The proposed date change to the Payroll

Our joint meeting between the Finance Committee and the PRC was brought to order by our Chairwoman Marian Medalla alone because the Chair of the PRC William Haglegam was not in attendance and the order of business for this meeting was to discuss the proposed date change to the Payroll so Danny Dumantay and Arlene from Payroll came to tell us about why they want to change the payday from Wednesday to Friday.

Danny began by telling us in the committees how the payroll is currently done by one week working on regular contracts and the next week on Special contracts and other payroll issues like Work Study, which accounts for 600 to 700 checks, Allotments, Social Security and so on. With the current system the people who work in the Business Office tend to work a lot of overtime like weekends and later evenings in order to get the paychecks out on Wednesdays because they have to check the information on the timesheets manually to make sure that everything is accounted for correctly. With an increase of inputs and also the number of checks has increased, it makes the job more difficult. Danny proposed that the new system would combine regular contracts and Special Contracts paydays together and then have the other week to work on the other payroll issues. With the increase of paperwork, the Business Office would issue these paychecks on Fridays instead of Wednesday giving the office two extra days to get this work done, thus alleviating the need of overtime and giving the people in the Business Office more time with their families on the weekends and evenings.

When Danny was done with his presentation, the floor was opened for questions and comments and one of the first was from Kind Kanto who suggested that the payroll be postponed for one week and then return to the payday on Wednesday and the consolidation of the two checks would now be on Wednesdays. The postponement would be so the office could catch up with the new schedule and then could continue with the new system once they got caught up.

Phyllis Silbanuz from the Finance Committee via the conference line asked whether the system could be changed or improved without making this change in the pay date and Danny said that there was nothing wrong with the system but they just needed more time to process more checks.

The College is also accommodating more Allotments than ever before and that is taking up more and more of their time so a change is needed so these other duties can be taken care of.

Phyllis also pointed out the Business Office had once before put the Regular and Special Contracts together in one week but over time it was decided that it was too much work and they were eventually separated, so she wondered how they knew that this time with more employees than before it this ideas would work this time.

Richard Womack from the PRC stated that he resented that he has been put into the situation to vote for something that in his opinion should be a internal matter for the Business Office and he said that it felt like a “red herring” so he voted for the change and promptly left.

There was concern by some and I was one of them that this payday change would be the most difficult for those who are barely or not really making from check to check and making the payday two days later would be even more difficult because it meant that more money would be needed, where they was none, for items such as gas, cash power, food and other necessary items.

The meeting was adjourned by saying for the members to think about it and then to go onto

Wiki with their comments about the proposal. Meeting was then adjourned.

Handouts/Documents Referenced:

College Web Site Link:

Prepared by:	<i>Stacy Tadlock</i>	Date Distributed:	<i>30 January 2013</i>
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Approval of Minutes Process & Responses:

Submitted by:	<i>Stacy Tadlock</i>	Date Submitted:	<i>30 January 2013</i>
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities