

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group				<i>Finance Committee</i>			
Date: 2/25/13				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				Adleen Shed		X	
Secretary				Stacy E. Tadlock		X	
National Staff Rep.				Eugene Edmund		X	
National Staff Rep.				Sylvia Henry		X	
National Faculty Rep.							
National Faculty Rep.							
National Faculty Rep				John Haglegam			
Pohnpei Campus Faculty Rep				Stacy E. Tadlock		X	
Pohnpei Campus Faculty Rep				Phyllis Silbanuz			
Pohnpei Campus Staff Rep (Bus. Office)				Twyla Poll		X	
Pohnpei Campus Staff Rep				Adleen Shed		X	
Chuuk Campus Faculty Rep				Roger Arnold			
FMI Staff Rep				Clotilda Dugwen			
Yap Staff Rep				Rosemary Manna		X	
CRE Rep				Sonny Padock		X	
Kosrae Staff Rep				Alik J. Phillip		X	
Ex Officio Member				Danny Dumantay			
National Staff Rep (Business Office)				Juvilen Mariano		X	
National Staff Rep (Business Office)				Doman Daoas		X	
National Staff Rep (Business Office)				Pelma Palik			
Additional Attendees:							
Agenda/Major Topics of Discussion:							
<p align="center">I. The proposed changes to the TOR</p>							
Discussion of Agenda/Information Sharing:							
I. The proposed changes to the TOR							

Our meeting today was brought to order by our esteemed Chairperson Marian Medalla and the first topic for discussion was supposed to be the Summer Pay changes, but as Mariana Ben Dereas could not attend this meeting we could not get the information necessary for discussion. We also could not have a discussion about the issue because there is a working group on the topic and until they are done, we cannot move on the issue.

Our next order of business was proposed changes to our TOR because of changes and issues with new duties to the different offices; we needed to revise these issues with changes to our TOR.

The first changes have to do with the duties of the Chair which is section D of our TOR. We discussed how hard it is to be a new chair to the department and how it would be good if the previous chair trained the new chair before they left. So we added the following phrase:

“Orient the incoming FC Chair about the committee functions, fiscal/budgetary policies, and his/her duties responsibilities as Chair. The length of training will depend upon their discretion.”

We also added the following:

“Regularly attend the Council of Chairs meetings and relay information to committee members.”

The next change has to do with the duties for the Vice-Chair and we discussed what the changes should be and added the following:

“Arrange for the committee meeting venue, teleconferencing number, and PIN;”

The next change has to do with the duties of the Secretary and the following was added to their duties:

“Report and report attendance of committee members to the Vice-President for Administrative Services every three meetings.”

There was a discussion about changing the term “academic” on the TOR but no change was made at this time.

In section E. Meetings

We added the following to our TOR:

“Meetings are held on the 4th Monday of every month; if this day is a holiday, it will be moved to the 3rd Monday of the month.”

No other changes were made to the TOR at this time and the meeting was adjourned.

Handouts/Documents Referenced:

College Web Site Link:

Prepared by:	<i>Stacy Tadlock</i>	Date Distributed:	<i>18 March 2013</i>
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Approval of Minutes Process & Responses:

Submitted by:	<i>Stacy Tadlock</i>	Date Submitted:	<i>18 March 2013</i>
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities

