

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group		<i>Finance Committee and Planning</i>	
Date: 12/9/2014	Time:	Location:	
	4:00 p.m.	Pohnpei Campus Conference Room	
Members Present			
Titles/Reps	Name	Present	Absent
Committee Chair	Richard Womack	x	
Committee Vice-Chair	Doman Daoas	x	
Secretary	Phyllis Silbanuz	x	
National Staff Rep.	Eugene Edmund		x
National Staff Rep.			
National Faculty Rep.	William Taylor		x
National Faculty Rep.	Kiyoshi Phillip	x	
National Faculty Rep	John Haglelgam		x
Pohnpei Campus Faculty Rep			
Pohnpei Campus Faculty Rep			
Pohnpei Campus Staff Rep (Bus. Office)	Twyla Poll	x	
Pohnpei Campus Staff Rep (IC Ofc)	Adleen Shed		x
Chuuk Campus Faculty Rep	Roger Arnold		x
FMI Staff Rep	ClotildaDugwen	x	
Yap Staff Rep	Rosemary Manna	x	
CRE Rep	Sonny Paddock	x	
KosraeStaff Rep	Alik J. Phillip	x	
Ex Officio Member	Danny Dumantay		x
National Staff Rep (Business Office)	Juvilen Mariano	x	
National Staff Rep (Business Office)			
National Staff Rep (Business Office)			
SBA Rep	Sebastian Tairuwetairuwepiy		x

Additional Attendees: | **VPA Joe Habuchmai**

Agenda/Major Topics of Discussion:

- I. Budget 2015**
- II. VPIEQA'S Recommendations to committees**
- III. TOR**
- IV. VPA presentation on Budget 2015 and 2014 Adjustments**

Discussion of Agenda/Information Sharing:

Chair Womack opened meeting at 4pm and asked all members to vote on November 19,

2013 minutes by this week. VoIP was not clear and kept losing Yap and Kosrae.

I. Budget 2015

- A. Womack advised FC that Board had approved FY budget FY 2015 Agenda Item 11b with Fund Balance.
- B. Ross' letter by email on discussions on FY 2015 reductions:
 - 1. to look at layoff policy and see how it will affect Budget
 - 2. Program Prioritization
 - 3. Tuition waivers for employees (employees should utilize Pell Grant for tuition or laptop and if not available, then waive tuitions)
 - 4. Not sure of amount and number of people involved
 - 5. Recruitment and COMET administered by state campuses to minimize travel costs
 - 6. Will send out a memo next week to include questions on:
 - a. VPIEQA's large line item
 - b. VPIEQA added when discussion to merge VPA and VPSS positions
 - c. Chief of Staff and ALO assistant positions also opened during this time

II. VPIEQA's recommendation re: Committee Chair and Co-chair

- A. CoC rejected due to continuity issues
- B. Elections in May and trainings for Chair and Co-Chair in August
- C. Should have officers from State Campuses but hindered by communications issue
- D. Should allow open meetings except for personnel sensitive matters.
- E. Report actions and names/numbers if needed
- F. TOR for all committees

Note: A concise list of all the VPIEQA's recommendations with rationale is being sent from CoC to President.

III. VPA's presentation:

- A. Board approved \$11,262,00 for FY 2015, a decrease from FY 2014 of \$11,753,870
- B. On personnel reduction of 60%, Board had questions and concerns
- C. On borrowing Fund Balance, it will be returned after 5% reduction in personnel
- D. Discussed reductions to include payroll reduction to 1 instead of 2 per month, cut student travel but that will also decrease enrollment, and employment benefits.
- E. FY 2014 Adjustments
 - 1. Due to FTE decrease a shortfall of \$591, 129 is expected for Spring 2014.
 - 2. Implement a freeze on hiring for new and vacant positions start Oct. 2013.
 - 3. Total of \$685,993 budgeted for new and vacant positions including housing and benefits.
 - 4. Therefore the freeze should allow FY 2014 to be balanced and any surplus will be given to Fund Balance.
 - Phyllis asked whether FC will be screening any requests for the Fund Balance but VPA said no because the whole \$403,215 has been approved by the Board.
 - Womack asked when FC's input will be solicited again and VPA confirmed in January 2014.
- F. Budget will go through two hearings: with VP of the FSM and Executive Budget Review Committee (EBRC) then Congress.

- Womack also advised all to be mindful of reduction in force and get involved in campus activities and be knowledgeable
- Womack also asked about TCO regarding BECA report and costs involved
- VPA responded that two million dollars have been set aside
- Womack asked about FMI re: BECA and old buildings on campus and VPA said FSM National Government funded FMI and other cost saving ideas are being considered
- Phyllis asked about the requirements on reducing payroll and VPA responded that President Daisy will appoint committee responsible for these.
- Question of personnel morale was discussed and general view from VPA was everyone should pull their weight now and work together as one college.

Womack thanked VPA for attending and for his presentation and asked for motion to adjourn.

Kiyoshi moved to adjourn and Sonny 2nd. Meeting adjourned at 4:55 p.m.

Handouts/Documents Referenced:

- 1. Budget FY 2015**
- 2. Budget FY 2014 Adjustments**
- 3. TOR**

College Web Site Link:

Prepared by:	<i>Phyllis Silbanuz</i>	Date Distributed:	<i>12/09/2013</i>
---------------------	-------------------------	--------------------------	-------------------

Approval of Minutes Process & Responses:

Minutes were approved in Feb. 03, 2014 meeting with corrections for Sebastian's name and addition to item II.

Submitted by:	<i>Phyllis Silbanuz</i>	Date Submitted:	<i>12/09/2013</i>
----------------------	-------------------------	------------------------	-------------------

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

- Minutes for 11/19/2013 to be electronically voted by next week and tabulated by Secretary
- Review FC TOR for next meeting