

**College of Micronesia – FSM**

**Committee Minutes Reporting Form**

<b>Committee or Working Group</b>				<i>Finance Committee</i>			
<b>Date:</b>		<b>Time:</b>		<b>Location:</b>			
April 7, 2014		4:00 p.m.		Board Conference Room			
<b>Members Present</b>							
<b>Titles/Reps</b>		<b>Name</b>		<b>Present</b>	<b>Absent</b>		
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. (Lang/Lit)		Monty Vierra		x			
National Faculty Rep. (AG)		Kiyoshi Phillip		x			
National Faculty Rep (SS)		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		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)							
National Staff Rep (Business Office)							
SBA Rep		Sebastian Tairuwetairuwepiy			x		
<b>Additional Attendees:</b>		President Joseph Daisy					
<b>Agenda/Major Topics of Discussion:</b>							
<p><b>I. Approval of Minutes</b>  <b>II. COC Report</b>  <b>III. Committee Elections</b>  <b>IV. Committee Officers Training</b>  <b>V. Combined PRC/FC meeting</b>  <b>VI. Self Assessment</b>  <b>VII. TOR</b>  <b>VIII. BECA Report</b></p>							

## **Discussion of Agenda/Information Sharing:**

### **I. Approval of minutes**

- A. Chair suspended approval of minutes—noting to FC Secretary re: Updating current minutes. Our committee is fine but suspending approval of minutes will leave us behind a month. Minutes of all committees should be in order by the last week in April.

### **II. CoC Report**

- A. Attendance—FC Chair reported that the Assistant ALO had requested an attendance update from Chairs. Your FC Chair concurred with all CoC Chairs that since the attendance at meetings is to be reflected in employee evaluation then the matter of checking attendance is a supervisory responsibility. CoC chairs promised to keep accurate and updated minutes on the WIKI to assist supervisors. The Chair explained this was purpose of inviting the President to the FC but first reading the August 2012 VPIA memo of supervisor responsibility. The Chair said he would check with the Secretariat if as suggested by FC a clause should be added in the TORs stating “Following two consecutive absences without proxy the FC Secretary will request a replacement from a supervisor”. The issue of academic divisions with 5-6 faculties already are serving on committees was brought up—who would the chair send? The Chair agreed that such a clause puts administrative responsibility upon the committee and will continue to continue with the attendance issue at CoC and even the EC.

### **III. Committee Elections**

- A. Chair reminded the committee elections of the new officers are to be held at the May meeting. He reviewed the idea the vice-chair would be a chair” in waiting”. He said the CoC did not recommend this as a mandated matter as was suggested by the Secretariat (VPIEQA). A variety of reasons were cited among them being three (3) vice chairs said they would have never taken the position of vice chair and the difficulties of finding willing candidates for chair. The Secretariat also suggested one year terms for chairs. The chair asked those present to think about stepping up and assuming more leadership. He mentioned his own experience of accepting a chairs position by default.
- B. Chair posed the issue of the communication and assuming officer positions in committees. He noted the difficulties when running the meeting from Pohnpei Campus late last year. Chair noted the faithful service of FMI—Yap Campus and Pohnpei Campus and said such personnel were perfectly capable and demonstrated both knowledge and participation while serving on the Finance Committee. State Campus personnel all agreed that running meetings from State sites would damper any thoughts of assuming a chair or secretary position on any committee.

### **IV. Committee Officers Training**

- A. August training has been requested though the CoC for all Committee Officers. We will add attend training can be added in our TORs. Likewise we should add in the FC Chair’s responsibility—attendance and participation in the Council of Chairs.
- B. FC and some other committees will ask for separate Committee Member training in August. Chair suggested Comptroller and VPSS meet and go over the “nut’s and bolts” of the budget and what and when should the FC respond. FC chair is still exploring how to do this—just a memo to secretariat through the CoC? Or it could be as simple as asking the Comptroller and VPSS?

- V. PRC chair finally asked for a joint meeting with FC. This was to see if changes should be made on the Budget Procedures Handbook—he asked on a Tuesday for a Thursday meeting. FC reminded PRC that FC had asked door such a meeting

- since early February. Inasmuch as FC is already recommending inclusion at earlier stages the FC chair offered to include PRC. There was no response.
- VI. Self-Assessment Report-Chair passed out copies of the last draft. He will check with the FC Secretary to see what she has added and together they will have a report for FC approval at the May 5<sup>th</sup> meeting.
- VII. Terms of Reference—(see above comments as well)
- A. A copy of Terms of References with suggested changes was circulated to those present. They were read aloud for Campuses. There were no objections to the changes purposed and several changes were suggested and approved. The Chair will send a copy of changes read to the Secretary to begin changes
- B. Dr. Vierra pointed out that there were inconsistencies or that Committee Responsibilities were referred to in two places. Members present agreed and Dr. Vierra agreed to sit and sort those out.
- C. Chair has prepared a revised TOR and will await Dr. Vierra’s work and move them on to the FC Secretary for draft for May meeting.
- D. Dr. Vierra was also asked to prepare a News Feed article about the FC Committee---sort of a recruitment piece noting the committee could use some revitalization. This of course will be run by the Secretariat for approval. Chair was sure there was no “Open Season” to solicit members from other committees and an article doing that would not be proper. But it should be mentioned we are welcoming new members.
- VIII. BECA Report
- A. It was moved, seconded and approved that the FC Secretary send a memorandum noting the FC’s review of the BECA and our endorsement of the energy section and energy plans for both efficiency and cost savings. The chair noted this was a recommendation for cost savings several months ago.

Adjourned—moved—seconded—at 5:07.

**Handouts/Documents Referenced:**

1. Agenda

**College Web Site Link:**

<b>Prepared by:</b>	<i>Dr.Womack/Secretary Silbanuz</i>	<b>Date Distributed:</b>	<i>5/5/2014</i>
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**Approval of Minutes Process & Responses:**

Approved online.

<b>Submitted by:</b>	<i>Phyllis Silbanuz</i>	<b>Date Submitted:</b>	<i>5/28/2014</i>
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities**



