**College of Micronesia – FSM**

**Minutes Reporting Form**

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|  **Meeting Group:** |  Finance Committee |

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| **Date:**  | **Time:**  | **Location:**  |
| November 14, 2022 | 3:09 p.m (Pohnpei time) | Zoom |

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| **Summary of Recommendations with Suggested Timeline & Responsibilities:** |
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| **Members:** |
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| **Titles/Representative** | **Name** | **Present** | **Absent** | **Remarks** |
| Chair: CTech.  | Xavier Yarofmal |  | X | Funeral |
| Vice Chair: National | Julius Cecilio | *X* |  |  |
| Secretary: Chuuk  | Marie Mori-Pitiol | X |  |  |
| Ex. Officio: Comptroller | Roselle Togonon |  | x |  |
| CRE : |  |  |  |  |
| CTEC fac. rep | Debra Perman | *X* |  |  |
| CTEC Staff. rep | Leyolani S. Anson |  | X |  |
| Chuuk Campus Faculty Representative | Herner S. Braiel |  | X |  |
| Kosrae Staff: | Fred Espiritu |  | X |  |
| Kosrae Faculty: |  |  |  |  |
| FMI Staff: | Felisa Tmag |  | X |  |
| Yap Campus Staff: | Rosemary Manna | *X* |  |  |
| Yap Campus Faculty: | Gina E. Banua |  | X |  |
| NC Faculty: | Timothy Mamangon | X |  |  |
| President’s Office: | Hadleen Hadley |  | X |  |
| NC Staff: | Ritchie Joy Valencia | *X* |  |  |
| SBA Rep: |  |   |  |  |
| Special Guest: | PPMO Dir. Mario Ignacio |  X |  |  |

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| **Additional Attendees:** |  |
| 1. **Attendance:**
2. **Announcements:**
3. **Old Business:**
4. **New Business:**
5. **Adjournment:**
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| **Agenda/Major Topics of Discussion:*** **Quorum was met with 6 members present at 3:00 pm so the Vice Chair proceeded with the meeting**
* **Mission statement was read by Vice Chair, Julius Cecilio**
* **Mission Statement reads:** The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical educational programs characterized by continuous improvement and best practices.
* **Announcement:**
* **No announcement from members**
	+ **Old Business:**
* **Debra re-introduced motion to have special meeting for the rates for Bookstore and was voted in approval by majority members.**
	+ **New Business:**
1. **Proposed amendment Administrative Procedure 5301 and 5302**
	* + - **Director of Procurement, Mario Ignacio presented the proposed amendments in connection with the Microix used for processing of Purchase Request and Purchase Orders.**
* **Administrative Procedure 5301 (see attachment) Proposed amendment to #3**

. **Director Ignacio stated that Purchase Orders shall be processed for billings**  **Such as utilities, phone bills and others with the Billings attached to pay the**  **Company.*** **Administrative Procedure 5302 there are proposed amendments to #’s 1 and 2. Director Ignacio elaborated on the use of the new system which is much faster in processing and approval, taking only a few minutes depending on the personal receiving it.**
* **National Faculty Rep., Tim made a comment that the Proposal was confusing. He asked if committee was reviewing Administrative Procedure for Procurement or Microix. He was not sure what the committee’s task was. He also asked if Microix was already implemented.**
* **Respond from Director Ignacio was that he was trying to adopt the changes that we have about Microix since we are implementing it and yes Microix is already implemented.**
* **CTEC Faculty Rep., Debra questioned if the changes presented was already shared with the College Community, has it already gone through proper chanel or protocol. She further stated that FC does not have concrete documentations, that there’s supposed to be proper proposed procedures.**
* **Director responded that the proposal was not fully done and is still working on it.**
* **Another concern from Tim was that FC is reviewing Microix when it is already implemented which seems like we are working backwards.**
* **Debra made a motion that since there was not enough information, all Fiscal Officers should be present and Comptroller to make a list of items that are going to be changed, Procedures that will be affected by the new system that we’ve adopted and already using that meeting be adjourned since we are running out of time and suggested special meetings regarding this proposals.**
* **Motion was seconded by Tim.**
	+ **Adjournment: Meeting was adjourned at 4:11p.m (Pohnpei Time)**
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| **Comments/Upcoming Meeting Date & Time/Etc.:**  |
| Next meeting: December 12, 2022 |

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| **Handouts/Documents Referenced: Administrative Procedure 5301 & 5302** |
| **College Web Site Link:**  |
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| **Prepared by:** | Marie Mori-Pitiol | **Date Distributed:** | November 29, 2022 |

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| **Approval of Minutes Process & Responses:** |
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| **Action by President:** |
| **Item #** | **Approved** | **Disapproved** | **Approved with conditions** | **Comments** |