

**College of Micronesia – FSM  
Minutes of Meeting**

<b>Committee or Working Group:</b>	<b>Finance Committee</b>
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<b>Date:</b> December 05, 2008	<b>Time:</b> 8:30 am to 11:30 pm	<b>Location:</b> Pohnpei Campus SS Center
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<b>Members Present: 13 (65%)</b>	<b>Members Absent: 7</b>
<ul style="list-style-type: none"> <li>▪ Danny D, Comptroller</li> <li>▪ Joe H, VPA</li> <li>▪ Jean T, VPIA</li> <li>▪ Ringlen R, VPSS</li> <li>▪ Pelma P, BO Manager</li> <li>▪ Jojo P., Chk, Director</li> <li>▪ Kalwin K, Ksa Director</li> <li>▪ Matthias E, FMI Director</li> <li>▪ Rencelly N. HRO Director</li> </ul>	<ul style="list-style-type: none"> <li>▪ Penny W, Pni Director</li> <li>▪ Lourdes R, Yap Director</li> <li>▪ Jimmy H, IRPO Director</li> <li>▪ Doman D, SC Accountant</li> <li>▪ Jim C, VPCRE</li> <li>▪ Eddie H, FAO Director</li> <li>▪ Rafael P, Bus. Div. Rep</li> <li>▪ Kimberly A, Student Rep.</li> <li>▪ Jay P. Student Rep.</li> <li>▪ Ray Vergin, Faculty Rep NC</li> <li>▪ Debra P., Faculty Rep SC</li> </ul>

<b>Additional Attendees:</b>	<b>Karen Simeon, Director for Academic Affairs</b>
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<p><b>Agenda :</b></p> <ol style="list-style-type: none"> <li>1. <b><u>Developmental Program</u></b> <ul style="list-style-type: none"> <li>• Director for Academic Programs (DAP) provided the committee the working paper for the list of needs per campus in relation to the proposed restructuring of the developmental program.</li> <li>• DAP discussed the following points of the proposed development program:           <ol style="list-style-type: none"> <li>a. Most students entering the college are under prepared</li> <li>b. Proposed entrance criteria</li> <li>c. Proposed coordinator at all campuses and overall coordinator</li> <li>d. Problem with math classes</li> <li>e. Needed budget for the program of \$430k</li> <li>f. General impact of the program</li> </ol> </li> <li>• Discussions with DPA, VPIA and members of FC regarding the following issues and concerns:           <ol style="list-style-type: none"> <li>a. Clarifications of some items on the proposal;</li> <li>b. Financial impact of the proposal to the college particularly the reduction of revenue due to speculated reduction of enrollment by 65%, from 857 students to 300 students;</li> <li>c. Plan for students who will be displaced by the proposal or who will not be accepted by the college;</li> <li>d. Clarification whether the proposal is in line with the mission of the college, and the specification of the objective/goal of the proposal.</li> </ol> </li> <li>• After lively discussions and exchanges of opinions between DAP and VPIA with members of FC, Joe H. moved and Penny W. seconded the motion to transmit to Curriculum Committee through memorandum the following issues and concerns by FC:           <ol style="list-style-type: none"> <li>a. The need to provide an overall evaluation of the proposed developmental program by all committees;</li> <li>b. The need to develop a revised operations budgets for FY 2010 particularly budgets for state campuses, instructional department and other</li> </ol> </li> </ul> </li> </ol>
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- departments;
- c. To identify and quantify the impact of the proposed developmental program on tuition and fees and other revenues of the college to determine whether the proposed developmental program will provide sufficient revenue to fund the existing costs of operations of the college;
- d. To develop a definite plan for students who will not be accepted by the college.
- e. Comments and inputs from other committees must be considered and there must be a thorough discussion and evaluation of the impact and effects of the program to the college.

The chair volunteered to prepare the draft of the memorandum that will be transmitted to curriculum committee for review and comments by members. The motion passed unanimously.

**2. Supplemental budget of \$197,604**

- Joe H. presented to the committee the request for supplemental budget of \$197,604 from fund balance to fund the clearing of Nantaku access road.
- Joe H. and chair advised that the college received \$350,000 from FSM National Government as reimbursement for the improvements provided by the college for Chuuk campus in accordance with FY 2004 IDP appropriation by FSM.
- Joe H. provided the breakdown of the \$197,604. Comments from FC members on the requested supplemental budget are as follows:
  - The amount of \$197k seems high without information on the length of road that need to be cleared;
  - The 10% administration expenses as well as the 10% provision for contingencies were requested to be clarified.
- After discussions and clarifications, Penny moved and Jimmy H. seconded the motion to recommend supplemental budget of \$150,000 for the clearing of Nantaku access road. The motion passed unanimously.
- The chair advised to work within the recommended funding level of \$150k and to communicate with FC in the event that the recommended funding is not sufficient.

**3. Campus training account**

- The chair provided information on the training account of Pohnpei campus called Pohnpei Campus Training Institute (PCTI) account.
- The need to establish similar account for instructions and other departments at national campus were presented and discussed.
- The committee agreed that policies and procedures in the administration of training account must be developed.
- It was agreed that Penny will provide to members the guidelines of PCTI account for review and comments.
- State campus directors were tasked to submit to finance committee the recommended guidelines of the training account.

**4. Indirect cost**

- This agenda item was tabled in the next regular meeting.

**Handouts/Documents for the Meeting:**

1. Developmental Educational Proposal, Needs Per Campus (provided by DAP)
2. Breakdown of the \$197,604 Supplemental Budget (provided by VPAS)

Motion Adopted by Finance Committee

Item	FC Vote/ Remarks	President Approval/ Disappvl
1. Joe H. moved and Penny W. seconded the motion to transmit to Curriculum Committee the concerns from Finance Committee regarding the proposed developmental program by Curriculum Committee.	The motion passed unanimously	
2. Penny moved and Jimmy H. seconded the motion to recommend supplemental budget of \$150,000 for the clearing of Nantaku access road.	The motion passed unanimously	

Next Meeting: January 15, 2009 at 2:00 pm

Prepared by:	Date Distributed:
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