

**College of Micronesia – FSM
Minutes of Meeting (Draft)**

Committee or Working Group:	Finance Committee
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Date: January 15, 2009	Time: 2:00 pm to 4pm	Location: Board Conference Room
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Members Present: 9 (45%)	Members Absent: 11
<ul style="list-style-type: none"> ▪ Danny D, Comptroller ▪ Ringleen R, VPSS ▪ Pelma P, BO Manager ▪ Penny W, Pni Director ▪ Eddie H, FAO Director ▪ Kimberly A, Student Rep ▪ Karen S, Proxy for Jean T., VPIA ▪ Doman D., SC Accountant ▪ Jimmy H, IRPO Director 	<ul style="list-style-type: none"> ▪ Rafael P, Bus. Div. Rep. ▪ Joe H, VPA ▪ Jim C, VPCRE ▪ Debra P, SC Faculty Rep ▪ Jojo P., Chk, Director ▪ Kalwin K, Ksa Director ▪ Lourdes R, Yap Director ▪ Matthias E, FMI Director ▪ Rencelly N. HRO Director ▪ Jay P. Student Rep. ▪ Ray Vergin, Faculty Rep NC

Additional Attendees:	Francisco Mendiola, Director of Maintenance
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<p>Agenda:</p> <ol style="list-style-type: none"> 1. In the discussion of the adoption of minutes of meetings, the Chair suggested to revisit the Terms of Reference to clarify whether 9 members can make an action to adopt minutes of meetings. <ul style="list-style-type: none"> • The committee revisited the provision “E. Meetings” of the TOR. The Chair advised that it is not clear in the provisions of TOR on how to proceed with only 9 or 45% members present. Jimmy Hicks said that there are issues in the provisions of the TOR that are unclear. • The Chair presented the suggested amendments on the TOR. The committee discussed the suggested amendments/changes. The committee agreed to present to all members the following amended provision of “E. Meetings” of the TOR for email voting: <p>“E. Meetings and Adoption of Action Items Meetings are held monthly. The schedule is determined at the beginning of each academic term. The chairperson may call special meetings or upon consent of the majority of the members reschedule the regular meetings. Meetings may be held face-to-face or via teleconferences or other communication technologies. Twenty-five percent of members present constitute a quorum for discussion purposes. The committee can act on a motion by a majority vote from a quorum of a least fifty - one percent or from 11 members present in the meeting.</p> <p>Electronic voting may be utilized when necessary, however if a member expresses objection for an electronic vote, the matter is tabled to the next special meeting for discussion and appropriate action. A majority vote of fifty – one percent or 11 members from all members is required to adopt a motion through electronic voting. Results of electronic voting are to be documented in the finance committee electronic voting form.</p>

Minutes of meeting can be adopted through electronic voting if no objection is received from member.

Silence and/or no response from members within three days from the date of email shall be considered a favorable vote for the adoption of the action item and/or minutes of meeting.

All adopted action items by the committee are to be approved by the President before implementation.”

- The committee agreed to handle the adoption of the minutes of meetings via electronic voting.

2. Indirect cost

- Director Penny says that state campuses indirect cost share is not sufficient in providing administrative support to program.
- The committee agreed that SC campus directors will provide to the committee the proposed changes of the indirect cost policy.
- The Chair also advised to include FAO's Administrative costs funding in the policy.

3. Pohnpei campus request for supplemental budget of \$50,000 from fund balance

- Directors Penny and Ankie presented the request for the construction of the CES building as replacement of the old building. The old building is already rotting and unsafe.
- The Chair raises the concern whether it is appropriate for fund balance to fund programs that do not contribute to fund balance.
- The Chair also indicated the need to be cautious in tapping fund balance due to huge deficits in fiscal years 2007 and 2008. The Chair suggested for the review of the conditions of fund balance before accommodating any supplemental budgets.
- Mr. Francisco Mendiola stated that the building could stand for 5 years if no natural disaster will occur.
- The Chair suggested to Penny and Ankie to coordinate with COM Land Grant Director for the possibility of using the \$25,000 annual appropriation from FSM Government.
- The committee agreed to defer action on the request until the conditions of fund balance has been reviewed by the committee.

4. Old Business

The Chair provided updates on the following:

- Developmental program – emailed Curriculum committee on Dec. 19
 - Awaiting the response of the Curriculum committee on the Issues and concerns sent to them.
- \$150k supplemental budget from fund balance for construction of access road at Nantaku – approved by the board via teleconference on January 14
 - Mr. Mendiola advised that he would advise the contractor to provide estimates and work within the approved budget.
- Training account – report from SC Director for the status
 - Director Penny will coordinate with the other Directors on the guidelines and procedures of training account.

The meeting was adjourned by Ringlen and seconded by Jimmy at 4:00 pm.

Next meeting:

February 5, 2009 at 3:30 pm, Board conference room. It was agreed that the meeting will still be held every first Thursday of the month but time was moved from 2:00 pm to 3:30 pm to accommodate members from faculty.

Handouts/Documents for the Meeting:

1. Minutes of Meeting (September 18 to December 5, 2008)
2. Request from Pohnpei campus of \$50k

Prepared by:

Date Distributed: