

**College of Micronesia – FSM
Committee (Working Group) Minutes Reporting Form**

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
December 13, 2011	10-12:00pm	President's conference room

Members:	Present:	Absent:	Remarks:
Interim President	X		
VPAS	X		
Acting VPSS	X		Jeffery Arnold
VPCRE	X		
Acting VPIA	X		Karen Simion
SBA President		X	
Faculty/Staff Senate President		X	
ALO		X	
Acting Dir. PNI Campus		X	Maria Dison
Dir. KSA Campus	X		
Acting Dir. CHK Campus		X	Mariano Marcus
Dir. Yap Campus		X	
Dir. FSM-FMI	X		
Exec. Assistant to President	X		

Additional Attendees:	<ul style="list-style-type: none"> • Doman Doas, State Campus Accountant • Pelma Palik, Business Office Manager
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Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> • Minutes: • FY Budget 2013: • Policy Proposals: • Fund Balance requests: • To Do List: • Adjournment:

Discussion of Agenda/Information Sharing:
<ul style="list-style-type: none"> • Minutes: Interim President reported that the minutes will be emailed and voted on electronically. • FY Budget 2013: VPAS reported on the FY13 budget with the cabinet members; there will be no salary increases for FY13. He also added that there forty positions were put on hold and one was the public health position. There were discussions made on this item and the budget still needs some adjustments. The PRC committee recommended to cabinet two options; one is to increase tuition by \$10.00 or use college reserves to cover the \$700, 000.00 that was cut from the college budget. Interim President suggested that VPAS take back the recommendation to PRC committee to discuss and recommend to cabinet just one option for them to act on it. VPCRE moved and Acting VPSS seconded that cabinet adopt the FY13 budget as a first reading and tabled until the next cabinet meeting. Motion passed unanimously. • Policy Proposals: Interim President asks the cabinet members if there is any policy proposal and there were none that needs to be taken to the BOR members for the BOR meeting. • Fund Balance requests: • IT renovation of \$26,000.00: The cabinet members review the IT renovation request and VPAS explain that the IT office needs to be expanded in order for them to properly store college equipment and supplies and also provide more office space for staff to work. He also added that right currently our equipments are piled up in the

IT office because there is no more space in the storage room to store the equipment. **Director for IRPO moved and VPCRE seconded that the college approve the \$26,000.00 from the fund balance IT renovation to meet the needs of the college. Motion passed unanimously.**

- Pohnpei Campus ramp and stairs project of \$16,000.00: The cabinet members review the Pohnpei campus request and decided that this request needs more information. Interim President asked VPAS to invite Francisco Mendiola to the next cabinet meeting to explain more about the project. **VPCRE moved and Director for IRPO seconded that the item be tabled until the next cabinet meeting because it needs more clarification. Motion passed unanimously.**
- Unpaid balance for SDSU of \$35,700.00: VPAS reported on the unpaid balance for SDSU of \$35, 7000.00 and explained that this was caused by one of the student passed away and one was suspended from the Masters Program. It was decided that the college pay off the balance it is a legal issue and make sure that this will not happen in the future. The cabinet members asked that VPAS provide the MOU for review and to establish another MOU between the college and the student. **Director for IRPO moved and VPCRE seconded that the cabinet approve the \$35,700.00 from fund balance for the outstanding balance with SDSU. The motion passed unanimously.**
- Pohnpei Campus Utilities supplemental of \$130,000.00: The cabinet reviews the request for utilities for Pohnpei campus of \$ 130,000.00 and decided to table the item until the next cabinet meeting because it needs more clarification . **VPCRE moved and Acting VPSS seconded that the item be tabled until the next cabinet meeting. Motion passed unanimously.**
- **To Do List:** This item was tabled until the next cabinet meeting.
- **Adjournment:** **VPCRE moved and VPAS seconded that the meeting be adjourned. The meeting adjourned at 12pm.**

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- To Do list and Directives
- FY13 Budget
- Fund Balance Requests

College Web Site Link:

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Prepared by:	Camihla Santos Clerk IV	Date Distributed:	January 25, 2011
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Approval of Minutes Process & Responses:

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Submitted by:		Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

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Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:			
Approved with conditions:			

Disapproved:			
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