

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

<b>Committee or Working Group:</b>	Cabinet
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<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
December 16, 2011	10-11:40am	President's conference room

<b>Members:</b>	<b>Present:</b>	<b>Absent:</b>	<b>Remarks:</b>
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		

<b>Additional Attendees:</b>	<ul style="list-style-type: none"> <li>•1 Doman Doas, State Campus Accountant</li> <li>•2 Francisco Mendiola, Dir. Security &amp; Maintenance Office</li> </ul>
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<b>Agenda/Major Topics of Discussion:</b>
<ul style="list-style-type: none"> <li>▪ <b>Review of Minutes:</b></li> <li>▪ <b>FY budget 2013 Budget:</b></li> <li>▪ <b>FMI 2013 Budget:</b></li> <li>▪ <b>Bookstore and Cafeteria Budget:</b></li> <li>▪ <b>Fund Balance requests:</b></li> </ul>

<b>Discussion of Agenda/Information Sharing:</b>
<ul style="list-style-type: none"> <li>▪ <b>Review of Minutes:</b> <ul style="list-style-type: none"> <li>➤ The cabinet members reviewed the minutes of August 2, 2011. <b>VPCRE moved and VPAS seconded that cabinet adopt the minutes of August 2, 2011. The motion passed unanimously.</b></li> </ul> </li> <li>▪ <b>FY budget 2013 Budget:</b> <ul style="list-style-type: none"> <li>➤ VPAS reported that the PRC committee reviewed the FY budget 2013 and recommended not to increase the tuition by \$10.00 but to use the fund balance and freeze salary instead. This motion was not formally adopted by the PRC committee. Interim President said all committees need to be organized and prioritize all issues to meet deadlines. Considering the timeline, cabinet decided to go ahead and act on the budget without the recommendation from PRC committee. <b>VPCRE moved and VPAS seconded that the cabinet adopt the FY13 budget</b></li> </ul> </li> </ul>

**using the fund balance and freezing salary and not increase tuition. The motion passed unanimously.** In addition, Interim president asked that all VP's submit their performance budget to IRPO office.

- **FMI 2013 Budget:** VPAS presented the FMI budget. It was realized that the budget included salary increase in FY 13 budget. Interim President deferred the FMI budget to the next cabinet meeting in order for the business office adjusts the budget.
- **Bookstore and Cafeteria Budgets:** VPAS also presented on the auxiliary budgets. It was also realized that salary increases were included in both cafeteria and bookstore budgets. President also asked that both budget be taken back to business office to adjust and be voted on electronically.
- **Fund Balance Requests:** The cabinet members reviewed the requests from Pohnpei Campus regarding the ramp, walkway cover, and utilities. The request of \$130,000.00 for utilities was deferred until next month. It will be taken out of the fund balance if needed. Francisco Mendiola explained to the cabinet members where and how the ramp and stairs would be constructed. **VPCRE moved and VPAS seconded that the cabinet adopt the Pohnpei Campus ramp and stairs project of \$16, 000.00 and deferred \$130,000.00 for utilities. The motion passed unanimously.**
- **Adjournment:** VPAS moved and VPCRE seconded that the cabinet meeting be adjourned and resume on Monday, December 19, 2011, at 10am. Motion passed and meeting adjourned at 11:40am.

**Comments/Upcoming Meeting Date & Time/Etc.:**

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**Handouts/Documents Referenced:**

- FY 13 Budget
- FMI Budget
- Auxiliary Budgets
- Minutes of August 2, 2011

**College Web Site Link:**

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<b>Prepared by:</b>	Camihla Santos Clerk IV	<b>Date Distributed:</b>	January 25, 2012
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**Approval of Minutes Process & Responses:**

<b>Submitted by:</b>		<b>Date Submitted:</b>	
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

1.			
<b>Action by President:</b>	<b>Item numbers:</b>	<b>Date:</b>	<b>Comments/Conditions:</b>
<b>Approved:</b>			
<b>Approved with</b>			

<b>conditions:</b>			
<b>Disapproved:</b>			