

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

Committee or Working Group: Planning and Resources Committee

Members Present:

Date: November 27, 2009	Time: 2:00 p.m.	Location:
		Board's Conference Room COM-FSM National Campus Palikir, Pohnpei, FSM

Titles/Representative	Name	Present	Absent	Remarks
President	Spensin James	✓		
VP, Administration	Joseph Habuchmai	✓		
VP, Student Services	Ringlen Ringlen	✓		
VP, Instructional Affairs	Jean Thoulag	✓		
VP, CRE	Jim Currie	✓		
Director, IRPO	Jimmy Hicks	✓		
Director, Maint. & Security	Francisco Mendiola	✓		
Director, Human Resources	Rencelly Nelson		✓	
Director, IT	Gordon Segal	✓		
Comptroller, Business Offc	Danny Dumantay	✓		
Director, DCR	Joseph Saimon		✓	
Director, LRC	Sue Caldwell	✓		
Director, Student Life	Reedson Abraham		✓	
FSS Rep	John Haglelgam		✓	
FSS Rep	Xavier Yarofmal		✓	
FSS Representative	Faustino Yarofaisug		✓	
Director, FAO	Eddie Haleyalig		✓	
Director, Pohnpei Campus	Penny Weilbacher		✓	
Director, OAR	Joey Oducado		✓	
Director, Chuuk Campus	Joakim Peter		✓	
Director, Yap Campus	Lourdes Roboman	✓		illuminate
Director, Kosrae Campus	Kalwin Kephass		✓	
Director, FMI Campus	Mathias Ewarmai		✓	
External Stakeholder	Joseph Villazon		✓	
External Stakeholder	Marcus Samo		✓	
Auxiliary Services Advisory	Martin Mingii		✓	
	Ray Vergin	✓		
Executive Secretary	Sinobu Lebehn	✓		Recorder

Additional Attendees: William Haglelgam , Raleigh Welly

Agenda/Major Topics of Discussion:

1. Balancing of FY2009 Budget by Danny
2. Balancing of FY2010 Budget by Danny and Jimmy
3. Approval of FY2011 Budget Allocations and Assumptions
4. FMI Budget.....Joseph Habuchmai and Mathias Ewarmai
5. Others

Discussion of Agenda/Information Sharing:

- ✓ Call Meeting to Order

VPAS thanked all the members for their votes on Cafeteria and Bookstore budget submittals and opened the meeting at 2:13 p.m.

✓ Review of Agenda

The agenda was revised to replace item #5 to Job Audit Funding. Agenda was amended and approved for discussion.

✓ Approval of FY2011 Budget Allocations and Assumptions.

Recommendations for budget allocations and assumptions is based on deficits against the budget assumptions, tuition and fees on actual credits and headcount for Fall 2009, Spring 2009 and Summer 2009, and actual revenues generated. With the anticipation that the Congress will maintain the appropriations at 3.8million, total expected budget for Fiscal Year 2011 including tuition increase of \$723,000 is approximately 10.9 million. SIS Data was generated by Hicks for the members' perusal in relation to the recommendations of the budget assumptions and allocations. Motion to endorse the FY2011 Budget Allocations and Assumptions to Cabinet was moved by Francisco Mendiola and seconded Ringlen Ringlen to send the 2011 Budget Allocations and Assumptions to the Cabinet. Motion was voted on and passed unanimously.

✓ FMI Budget.....Joseph Habuchmai and Mathias Ewarmai

Chairman Habuchmai presented FMI's budget submittal for members to review and endorsement. The budget submitted exceeded their budget cap. Motion was made by Danny Dumantay and seconded by Jim Currie for FMI to rework their budget submittal and bring down their budget at the suggested cap at \$655,110.00. Motion was voted on and approved unanimously.

✓ Job Audits Funding

Comptroller briefed the members on Finance Committee's action on the agenda item. President approved the use of fund balance to subsidize the job audit. Motion was moved to endorse the use of fund balance for the Job Audit. Motion was voted upon and approved unanimously.

Information Sharing:

✓ Balancing of FY2009 Budget

For information sharing only, Danny reported that we are balancing the FY2009 budget. Revenue projected for FY'09 is 10.786 million whereas revenue generated is 10.120 million leaving a deficit of \$665,000.00. Actual expenditure for FY'09 is 9.614 million leaving a credit balance of \$106,000.00. However, there are still encumbrances and bookstore operations that are still yet to be paid, but these amounts are not significant and will not effect the operation of FY2009.

✓ Balancing of FY2010 Budget by Danny and Jimmy

There will be a directive that will be presented to the Board in relation to FSM appropriation reduction of 3.9 million to 3.8 million by \$100,000.00. Total budget for Fiscal Year is \$11.583m. This \$100,000 will be addressed by cutting new positions in:

Pohnpei Campus...\$58,000.00

Kosrae Campus....\$30,000.00

NC IT.....17,000.00

There is a shortfall in the revenue of FY2009 amounting \$263,000.00. This shortfall will be addressed by delaying the hiring of unfilled positions. Budget savings will be determined from salaries, housing and benefits of these unfilled positions. Danny also briefed the members on other suggestions discussed by the Finance Committee as to continue the policy of freezing reprogram of funds in 2010, increasing tuition fee, charging parking fee for \$10.00, reducing expenditure by cutting travel budget, reducing administration and student services expenditures, 4hrs furlough for non-instructional employee and other suggestions in the finance committee;

President updated the members on current status Pell Grants reporting that only 20% of all the students registered have completed their Pell grants and received SAR. Ray Vergin shared pointers on utility cost savings.

✓ Adjourned: Ringlen moved and Danny seconded that the meeting be adjourned. Motion passed and the meeting adjourned at 4:30 p.m.

Comments/Upcoming Meeting Date & Time/Etc.: Next Meeting will be set up by VPAS

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Handouts/Documents Referenced:

- Performance Base Budgeting Handouts and worksheets

College Web Site Link:

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Prepared by:

Sinobu lebehn

Date Distributed:

Approval of Minutes Process & Responses:

Submitted by:

Date Submitted:

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

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