

Summary of discussion on the FY2018 Proposed Budget Budget Line Items

September 23, 2017 – Present: VPAS, Joe Habuchmai; VPIA, Karen Simion; VPEMSS, Joey Oducado; Rep for VPIEQA, Robert Andrews; Comptroller Roselle Togonon, representatives of President’s office, and staff Sinobu H Lebehn.

Picked up from September 20, 2017 discussions/dialogue over challenges and what can be addressed as part of the FY2018 budget development

- The operations budget consists of the Office of the President (Office of the President and Office of Institutional Advancement & External Affairs), 4 state campuses (Pohnpei, Chuuk, Kosrae, and Yap), Institutional Effectiveness and Quality Assurance Department (Office of VPIEQA, IRPO, IT0), Instructional Affairs Department (Office of VPIA plus subsidy to CRE, Social Science, Education, Business, Math & Science, Lang & Lit, Health Science divisions and LRC; Administrative Services Department (Office of VPAS, HRO, Business Office, Facilities & Maintenance Office, Procurement & Property Management); and Student Services Department (Office of VPSS, OAR, FAO, Counselling and Student Life).

President and his vice presidents had four meetings on the development of the FY2018 Performance Budget. The group decided on priorities focus for FY2018. To promote writing in all subjects taught at the college and focus on setting up and improving writing labs at all college campuses. Discussions also covered accreditation matters as to what each department and office must focus resources on to either resolve or continue improving.

Total consolidated FY2018 budget includes requests submitted by campuses and office across the college surpassed the total revenue projected for Fiscal Year 2018. Budget was analyzed vertically (by campuses by offices).

- Review the revenue assumptions.
- Review the guidelines in the development of expenditure budgets
- Review and analyze the consolidated submitted budgets by campuses/offices.
- Highlights of the consolidated budget
- Revenue vs Expenditure Budgets Per Category
- Percentages of Increases Per Office/Campus
- Analysis of CNP per Campus
- Review of expenditure budgets per Department to check consistency of assumptions.
- Review the details of the submitted office/campus budgets.
- Check compliance with expenditure budget categories.
- Review justifications.

November 15, 2017 – Present: VPAS, Joe Habuchmai; VPIA, Karen Simion; VPEMSS, Joey Oducado; Rep for VPIEQA, Robert Andrews, Comptroller Roselle Togonon, and staff Sinobu H Lebehn.

Budget dialogue and discussions continued from September 23, 2017 meeting. The group analyzed the budget horizontally (by line items)

November 16, 2017 – Present: President Daisy; VPAS, Joe Habuchmai; VPIA, Karen Simion; VPEMSS, Joey Oducado; VPIEQA, Frankie Harris; Comptroller Roselle Togonon, and staff Sinobu H Lebehn.

Budget dialogue and discussion from the conclusion of the meeting on November 15, 2017. The group balanced the operational budget at \$12,975,134.

Personnel 69.45%
 Travel..... 2.92%
 Contractual Services 4.46%
 OCE -..... 21.28%
 Fixed Assets 1.89%

Revenue projection is as follows:

FY2018 Budget Revenue Projection

	2016	2017	2018
Tuition	\$ 7,245,822.00	\$ 7,753,531.94	\$ 8,099,092.69
Registration/Health/Student Activity	\$ 280,200.00	\$ 278,962.00	\$ 262,750.00
Facility fee	\$ 876,064.00	\$ 820,675.50	\$ 713,290.99
	\$ 8,402,086.00	\$ 8,853,169.44	\$ 9,075,133.68
Dormitory	\$ 120,000.00	\$ 96,000.00	\$ 100,000.00
FSM-ESG	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00
FSM-Gen Fund	\$ 2,800,000.00	\$ 2,800,000.00	\$ 2,800,000.00
Recovery of IC	\$ 100,000.00		\$ -
Total 2018	\$ 12,422,086.00	\$ 12,749,169.44	\$ 12,975,133.68

FY2018 Revenue Projection

1. Number of students based on FY 2016 Actual Enrollment Headcount
 2. Credits calculated based on FY 2016 average credit plus 5% increase
 3. Tuition fee at \$135 per credit
 4. Facilities Fee calculated based on FY2016 actual percentage of Full Time and Part Time students
- The budget is projected to serve 5,255 students (3yrs average):

	Fall	Spring	Sum	Total
○ National campus	- 948	885	428	2,261
○ Pohnpei campus	- 642	543	251	1,436
○ Chuuk campus	- 249	232	127	608
○ Kosrae campus	- 205	178	124	507
○ Yap campus	- <u>176</u>	<u>178</u>	<u>89</u>	<u>443</u>
Total	<u>2,220</u>	<u>2,016</u>	<u>1,019</u>	<u>5,255</u>

Action Items:

- Remove Division Chair positions and replace with only two IC's at National Campus allowing the faculty in the current division chair position to conduct class sessions. Another Instruction Coordinator is also budgeted under Pohnpei Campus.
- All computers budget are consolidated under National Campus ITO. To replace all 5yrs old computers
- All vehicle budgets are consolidated under Vice President Administrative Services office
- World Teach programs ending in FY2017 – two faculty positions were budgeted Pohnpei Campus
- Security officers are relocated Vice President of Student Services administration

- Reduced overload budget – with the plan to eliminate the division chair positions and allowing them to conduct class sessions
- Student Activities fee allocated per headcount per actual enrollment per semester
- Health Fee allocated per headcount per campuses
- Tech Fee to support Student Internet expenses