

**College of Micronesia – FSM
Committee Minutes Reporting Form**

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
November 05, 2018	9:00a.m – 10:01a.m	Board’s conference room

Members Present:				
Members:	Name:	Present:	Absent:	Remarks:
President	Joseph Daisy		x	Off island
VPAS	Joseph Habuchmai	x		
VPEMSS	Joey Oducado	x		
VPIA	Karen Simion	x		Also President’s Designee
VPIEQA	Shaun Suliol		x	On Travel Authorization

Additional Attendees:	Roselle Togonon (comptroller);Hadleen Hadley(recorder)
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Call to Order; declaration of quorum 2. Reading of the Mission Statement <i>“The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical educational programs characterized by continuous improvement and best practices”</i> 3. Review of Agenda 4. New Business <ol style="list-style-type: none"> a. 2020 budget proposal 5. Other 6. Adjournment

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. President’s designee called the meeting to order 10:00a.m 2. VPEMSS read the mission statement. 3. The agenda was revised to reflect 2020 budget review and other business if time allows 4. New Business <ol style="list-style-type: none"> a. FY2020 consolidated budget – the general consolidated FY2020 budget proposals were at \$14 million as compared to \$13 million budget submissions of 2019 and 2018. It was recommended that FY2020 budget submission be at the same level of FY2019. <p>Vice presidents and comptroller had a lengthy discussion and review of line items and allocations within each department’s budget. Strategies to trim the budget included centralizing certain line items under respective vice presidents or certain offices. Travel and staff development related funds were centralized under respective vice presidents; communication and computer were centralized under Director of IT; vehicle funding under VPAS; and funds for facilities repair and equipment were centralized under Director of Facilities and Maintenance.</p>

It was also proposed to tap the Technology fee as possible source to deal with the shortfall in revenue. VPAS shared history of the technology fee fund. VPAS is to have discussion with AVPIEQA regarding the recommendation to tap technology fee.

5. Others- VPEMSS shared concern that some offices have not completed their 2018 TracDat assessments. Vice presidents are to be diligent and remind respective offices that TracDat assessment must be completed before offices can access FY2019 budget.

6. Meeting adjournment

VPAS moved and VPEMSS seconded that Cabinet meeting be adjourned. Motion passed and the meeting adjourned at 4:24 p.m.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- Agenda
- FY2020 Budget (e-copy presentation)

College Web Site Link:

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Prepared by:

Hadleen Hadley

Date Distributed:

Approval of Minutes Process & Responses:

- Draft minutes were shared with cabinet members for review then approved by Cabinet at its next meeting

Submitted by:

Hadleen Hadley

Date Submitted:

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

1. Agenda was edited.
2. After lengthy review of the FY2020 budget, cabinet recommends submission of budget be the same as FY2019 budget of \$13 million.
3. Budget line items like travel, staff development, computers, communications, vehicles, equipment, and facility repairs were centralized under respective vice presidents and offices.
4. It was also proposed to tap the Technology fee as possible source to deal with the shortfall in revenue. VPAS will have a discussion with AVPIEQA regarding tapping the technology fee.
5. Vice presidents are to be diligent and remind respective offices that TracDat assessment must be completed before offices can access FY2019 budget.
6. Meeting adjourned at 4:24 p.m

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