

Subject: FW: FY2015 Budget Allocation Ratio
From: "Joe Habuchmai" <jhabuchmai@comfsm.fm>
Date: 11/13/2013 1:58 PM
To: "Sinobu Lebehn" <sinobu@comfsm.fm>

Sinobu,

Please print and upload this on the website for all to see as evidence of communication to carry out the participatory level of committees in the budget 2015 development.

Joe H.

From: Joe Habuchmai [mailto:jhabuchmai@comfsm.fm]
Sent: Friday, October 25, 2013 9:13 AM
To: 'rwomack@comfsm.fm'
Subject: FW: FY2015 Budget Allocation Ratio
Importance: High

Richard,

FOR YOU AND ALL MEMBERS OF PRC AND FINANCE COMMITTEES. Your inputs and feedback is highly solicited.

Based on a ratio of what was actually turned in by the VPs for their respective units, we divide up the remaining \$755,546 to departments and offices. VPIA portion includes all of the campuses. VPs and office heads will meet with their respective units and allocate within their TRAVEL, SPECIAL SERVICES CONTRACTS, OCE, AND FIXED ASSETS.

I have all of next week until Friday to get the performance to be linked to the figures so we can meet the deadline of the budget. I have asked all VPs, office heads and Program heads to expedite this process.

Attached, please find the spreadsheet on the allocation Ratio. The second tap shows how much is determined for each office to allocate to the rest of their Travel, Contractual Services, OCE, and Fixed Assets. This ratio, per your request, is based on the remaining budget requests, all campus, vs. the remaining available budget after we have allocated all fixed costs and all personnel+ benefit costs to Scenario #4 as requested by President Daisy.

On the first tap (table in green) shows how much we saved from removing all vacancies from all campus personnel + benefit (using 65% ratio in personnel).

Thank you.

Have a nice payday and weekend.

Joe H.

— Attachments: —

Budget 2015 allocations_distribution_102413.xlsx

45.0 KB

Subject: FW: FY2015 Budget Allocation Ratio
From: "Joe Habuchmai" <jhabuchmai@comfsm.fm>
Date: 11/13/2013 1:56 PM
To: "Sinobu Lebeh" <sinobu@comfsm.fm>

Please print and upload this on the website for all to see.

Joe H.

From: Joe Habuchmai [mailto:jhabuchmai@comfsm.fm]
Sent: Friday, October 25, 2013 8:59 AM
To: 'Mariana Dereas'; 'frankieh@comfsm.fm'; 'Jim Currie'; 'Joey Oducado'; 'Dr. Joseph Daisy'
Subject: FW: FY2015 Budget Allocation Ratio
Importance: High

Dear Colleagues,

We have made verifications of the existing personnel to ensure we account for all personnel, housing and all fixed costs. We believe we have taken care of allocations for all of these items. Left for each VPs, offices and programs is to meet with their respective programs and units and allocate the rest of the remaining \$755,546 for Travel, contractual services, OCE, and fixed assets. This has to be done immediately as we can meet the budget deadline.

1. Call a meeting of your programs and office heads and allocate portion of your share of the remaining balance to all of your priorities within you respective units.
2. Complete your workbooks that we have prepared for you. Copies of those will be sent to you by Sinobu and Francis.
3. Work on your performance worksheet to correspond to the figures.
4. We will zero out all of your column on travel, special services contract, OCE, and fixed assets and then you need to fill them in with your new line items budgeting. Please be reminded that you will link all of these planning with your IEMP, new strategic directions, and the results of your assessment reports 2012-13.
5. We have up until next week Friday to complete this work. We would like to respectively ask of you to stick with this deadline, please.
6. Since PRC and Finance Committee are already joining us in the development and planning of the budget, I believe its proper to send it directly to EC.
7. We will compile this and get it ready for EC to endorse it to the President and the BOR.
8. Our staff need time to compile the budget for the BOR.

Attached, please find the spreadsheet on the allocation Ratio. The second tap shows how much is determined for each office to allocate to the rest of their Travel, Contractual Services, OCE, and Fixed Assets. This ratio is based on the remaining budget requests, all campus, vs. the remaining available budget after we have allocated all fixed costs and all personnel+ benefit costs to Scenario #4.

On the first tap (table in green) shows how much we saved from removing all vacancies from all campus personnel + benefit (using 65% ratio in personnel).

I note that all VPs are still out but I ask humbly that we begin the process right away. The good news is that the budget is balanced based on very safe budget projections that can help us in the long run. We will need to focus on strategic planning during this fiscal year to achieve a better 2015 funding level.

Thank you and have a nice weekend.

Joe H.

— Attachments: —

Budget 2015 allocations_distribution_102413.xlsx

45.0 KB

Subject: FW: Emailing: Budget 2015 allocations_Working OCT 11 2015_sinobu.add'l columns 5%
From: "Joe Habuchmai" <jhabuchmai@comfsm.fm>
Date: 11/13/2013 2:01 PM
To: "Sinobu Lebehn" <sinobu@comfsm.fm>

Sinobu,

Please print and post on the website for all to see as evidence of involvement of the college community with regards to the 2015 budget development.

Joe H.

-----Original Message-----

From: Joe Habuchmai [mailto:jhabuchmai@comfsm.fm]
Sent: Monday, October 21, 2013 10:52 AM
To: 'rperkins@comfsm.fm'; 'Kalwin Kephass'; 'Lourdes Roboman'; 'kank@comfsm.fm'; 'Grilly Jack'
Subject: FW: Emailing: Budget 2015 allocations_Working OCT 11 2015_sinobu.add'l columns 5%
Importance: High

Ross,

Here is the budget information for our meeting now. Please look at this as we discuss in our meeting today. Once we are done with our meeting, the VPs will continue to deliberate on the budget to allocate the rest of the fund that is available.

Joe H.

-----Original Message-----

From: Joe Habuchmai [mailto:jhabuchmai@comfsm.fm]
Sent: Friday, October 18, 2013 4:29 PM
To: 'rwomack@comfsm.fm'
Subject: FW: Emailing: Budget 2015 allocations_Working OCT 11 2015_sinobu.add'l columns 5%

Richard,

Here is the latest work on the budget 2015 for yours and FC, PRC, COC to review. Please explain to them about the figures for me.

Joe H.

----- Attachments: -----

Budget 2015 allocations_Working OCT 11 2015_sinobu.add'l columns 5%.xlsx

33.5 KB

Subject: FW: Emailing: Budget 2015 allocations_Working OCT 11 2015_sinobu.add'l columns 5%
From: "Joe Habuchmai" <jhabuchmai@comfsm.fm>
Date: 11/13/2013 2:03 PM
To: "Sinobu Lebeh" <sinobu@comfsm.fm>

Sinobu,

Here is another document that can be posted on the website indicating the involvement of the college community with the 2015 budget development.

Joe H.

-----Original Message-----

From: Joe Habuchmai [mailto:jhabuchmai@comfsm.fm]
Sent: Friday, October 18, 2013 4:33 PM
To: 'Dr. Joseph Daisy'; 'Mariana Ben Dereas'; 'Jim Currie'; 'frankieh@comfsm.fm'
Subject: FW: Emailing: Budget 2015 allocations_Working OCT 11 2015_sinobu.add'l columns 5%
Importance: High

Dear Colleagues,

Here is the budget 2015 allocations to date after we worked on today. For your information, we will meet EC committee on Monday at 11am and have working lunch on Monday to work further on the allocation.

Thank you.

Joe H.

—Attachments:—

Budget 2015 allocations_Working OCT 11 2015_sinobu.add'l columns 5%.xlsx

33.5 KB

Subject: FW: Emailing: Budget 2015 allocations_Working OCT 11 2015_sinobu.add'l columns 5%
From: "Joe Habuchmai" <jhabuchmai@comfsm.fm>
Date: 11/13/2013 2:04 PM
To: "Sinobu Lebeh" <sinobu@comfsm.fm>

Sinobu,

Print and avail it on our website for all to see as evidence of involvement of the college community on the 2015 budget development.

Joe H.

-----Original Message-----

From: Joe Habuchmai [<mailto:jhabuchmai@comfsm.fm>]
Sent: Friday, October 18, 2013 4:29 PM
To: 'rwomack@comfsm.fm'
Subject: FW: Emailing: Budget 2015 allocations_Working OCT 11 2015_sinobu.add'l columns 5%

Richard,

Here is the latest work on the budget 2015 for yours and FC, PRC, COC to review. Please explain to them about the figures for me.

Joe H.

— Attachments: —

Budget 2015 allocations_Working OCT 11 2015_sinobu.add'l columns 5%.xlsx

33.5 KB

Subject: FW: Special EC Meeting on Monday at 11am in the BOR CONFERENCE ROOM
From: "Joe Habuchmai" <jhabuchmai@comfsm.fm>
Date: 11/13/2013 2:06 PM
To: "'Sinobu Lebehn'" <sinobu@comfsm.fm>

Sinobu,

Here is another email you can print and avail on the website as part of the college involvement in the development of the 2015 budget process.

Joe H.

From: Joe Habuchmai [mailto:jhabuchmai@comfsm.fm]
Sent: Friday, October 18, 2013 4:54 PM
To: 'rperkins@comfsm.fm'; 'rwomack@comfsm.fm'; 'Jim Currie'; 'frankieh@comfsm.fm'; 'Universe Yamase'; 'Mariana Ben Dereas'; 'Joey Oducado'; 'Kind Kanto'; 'Kalwin Kephass'; 'Lourdes Roboman'; 'Grilly Jack'; 'Dr. Joseph Daisy'
Subject: Special EC Meeting on Monday at 11am in the BOR CONFERENCE ROOM
Importance: High

Dear EC Members,

There will be SPECIAL EC MEETING on Monday at 11am to review the status of the 2015 budget progress. It is very important that you attend this meeting to be informed of the status of the budget 2015 allocations.

The conference line is:

320-0501 pin 9876

Mr. Joseph Joe Habuchmai
Vice President for Administrative Services
P.O. Box 159
Kolonia, Pohnpei FM 96941
Phone: 691-320-2482

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FY 2015 Budget Allocation Levels

Office	FY14 Budget	FY15 Allocations	FY15 Dept. Totals	% Change
President's Office	338,226	384,085		13.6%
CRE	74,000	73,621		-0.5%
Total President's Office	412,226	457,706	457,706	11.0%

Date:

VP for Administrative Services	FY14 Budget	FY15 Allocations	FY15 Dept. Totals	% Change
VPAS	90,215	109,298		21.2%
Business Offices	422,417	406,842		-3.7%
Maintenance/Security	1,414,527	1,968,603		39.2%
Human Resources	242,790	193,750		-20.2%
Total AS	2,169,949		2,678,493	23.4%

VP for Instructional Affairs	FY14 Budget	FY15 Allocations	FY15 Dept. Totals	% Change
VPIA	485,853	468,214		-3.6%
Social Science	186,908	199,207		6.6%
Public Health	160,663	165,400		2.9%
Math & Science	650,542	693,238		6.6%
Library Resources Center	341,010	324,502		-4.8%
LangLit	378,293	403,114		6.6%
Education	340,062	349,647		2.8%
Business Div.	226,510	286,790		26.6%
Total IA (national)	2,769,841		2,890,111	4.3%

Yap Campus	FY14 Budget	FY15 Allocations	FY15 Dept. Totals	% Change
Admin	284,499	324,612		14.1%
Instructional	326,905	373,190		14.2%
Student Services	84,998	87,749		3.2%
Yap campus	696,402		785,551	12.8%

IA - PNI Campus	FY14 Budget	FY15 Allocations	FY15 Dept. Totals	% Change
Administration	454,894	477,644		5.0%
Instructional	1,029,043	1,070,743		4.1%
Student Service	192,255	196,040		2.0%
Pohnpei campus	1,676,192		1,744,427	4.1%

IA - CHK Campus	FY14 Budget	FY15 Allocations	FY15 Dept. Totals	% Change
Administration	400,053	409,013		2.2%
Instructional	839,432	880,114		4.8%
Student Service	155,828	151,493		-2.8%
Chuuk campus	1,395,313		1,440,620	3.2%

IA - KSA Campus	FY14 Budget	FY15 Allocations	FY15 Dept. Totals	% Change
Administration	268,394	278,542		3.8%
Instructional	444,048	435,482		-1.9%
Student Service	118,908	107,208		-9.8%
Kosrae campus	831,350		821,233	-1.2%

VP for IEQA	FY14 Budget	FY15 Allocations	FY15 Dept. Totals	% Change
VPIEQA	195,428	253,834		29.9%
IRPO	176,786	106,430		-39.8%
ITO	590,943	241,960		-59.1%
IEQA	963,157		602,223	-37.5%

VP for Student Services	FY14 Budget	FY15 Allocations	FY15 Dept. Totals	% Change
VPSS	217,674	213,331		-2.0%
OAR	120,348	129,845		7.9%
FAO	148,564	149,380		0.5%
Counseling	89,972	91,427		1.6%
Student Life	262,882	287,713		9.4%
Student services	839,440		871,696	3.8%

	FY14 Budget	FY15 Budget	% Change
Totals	11,753,870	12,292,060	4.6%

	FY15 Rev.	FY15 Budget	Difference
Scenario1	11,632,723	12,292,060	685,993
Scenario2	12,019,359	12,292,060	299,356
Scenario3	11,246,086	12,292,060	1,072,629
Scenario4	10,859,450	12,292,060	-1,432,610

Scenario #4	personnel@65%	personnel@60%
Personnel	10,859,450.00	10,859,450.00
Difference	(7,058,642.71)	(6,515,670.20)
Housing	3,800,807.29	3,648,779.80
TCO	(695,000.00)	3,105,807.29
Communication	(1,333,114.00)	1,772,693.29
MIP/Insurance/Audit	(306,960.00)	1,465,733.29
Chuuk Lease	(142,600.00)	1,323,133.29
Summer Contracts(all campus)	(95,600.00)	1,227,533.29
HRO Recruitment	(265,987.41)	961,545.88
Student Travel	(60,000.00)	901,545.88
Tutor Contract	(71,000.00)	830,545.88
	(55,000.00)	775,545.88

(3,025,261.41)

FY 2015 BudgetDevelopment Worksheet							Date:	Net Bal After	Ratio/Total	Available
Office	Travel (D)	Travel (I)	Contracts	OCE	Fixed Assets	Total	Fixed Costs	Other Items	Budget	
President's Office	6,000	28,000	30,000	96,665	-	160,665				
CRE						-				
						-				
						-				
VP for Administrative Services	Travel (D)	Travel (I)	Contracts	OCE	Fixed Assets	Total				
VPAS	22,660	10,000	2,000	7,000	-	41,660				
Business Offices				15,000	1,500	16,500				
Maintenance/Security			60,000	153,798	10,000	223,798				
Human Resources				50,995	-	50,995				
						-				
						-				
						-				
VP for Instructional Affairs	Travel (D)	Travel (I)	Contracts	OCE	Fixed Assets	Total				
VPIA		10,000	-	42,300	20,000	72,300				
Social Science				10,500	-	10,500				
Public Health			1,500	10,000	-	11,500				
Math & Science				31,000	-	31,000				
Library Resources Center			3,000	50,000	8,000	61,000				
LangLit				14,000	-	14,000				
Education				14,000	-	14,000				
Business Div.				15,000	-	15,000				
						-				
						-				
Yap Campus	Travel (D)	Travel (I)	Contracts	OCE	Fixed Assets	Total				
Admin	350	-	6,000	3,772	-	10,122				
Instructional			20,000	20,100	-	40,100				
Student Services				4,800	-	4,800				
						-				
						-				
IA - PNI Campus	Travel (D)	Travel (I)	Contracts	OCE	Fixed Assets	Total				
Administration			4,160	8,132	-	12,292				
Instructional			60,000	54,000	-	114,000				
Student Service				25,000	-	25,000				
						-				
						-				
IA - CHK Campus	Travel (D)	Travel (I)	Contracts	OCE	Fixed Assets	Total				
Administration			10,000	10,023	2,000	22,023				
Instructional			30,000	38,700	-	68,700				
Student Service				27,000	-	27,000				
						-				
						-				
IA - KSA Campus	Travel (D)	Travel (I)	Contracts	OCE	Fixed Assets	Total				
Administration			12,000	2,500	-	14,500				
Instructional			40,000	48,500	-	88,500				
Student Service				8,000	-	8,000				
						-				
						-				
VP for IEQA	Travel (D)	Travel (I)	Contracts	OCE	Fixed Assets	Total				
VPIEQA		25,000	82,800	61,000	-	168,800				
IRPO				27,280	-	27,280	248,080	15% x	775,545.88 \$116,331.88	
ITO			10,000	12,000	30,000	52,000				
						-				
						-				
VP for Student Services	Travel (D)	Travel (I)	Contracts	OCE	Fixed Assets	Total				
VPSS	32,237	-	-	55,116	-	87,353				
FAO				9,000	-	9,000				
OAR				24,400	-	24,400				
Counseling				5,300	-	5,300	228,224	14% x	775,545.88 \$108,576.42	
Student Life			45,646	49,325	7,200	102,171				
						-				
						-				

1,634,259 1,634,259 \$ 775,545.88