

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

Committee or Working Group:	Student Services Management	
Date	Time	Location
October 28, 2013	9am – 12pm	President’s Conference Room

Members Present:				
Titles/Representative	Name	Present	Absent	Remarks
Acting Vice President for Student Services	Joey Oducado	✓		Presiding
Director of FAO	Eddie Haleyalig	✓		
Coordinator, Sports & Recreation	Castro Joab	✓		
College Nurse	Benina Ilon	✓		
Lead Counselor	Penselynn E. Sam	✓		
Director for Student Life	Morehna Rettin-Santos	✓		
Acting Manager for Residence Hall	Marlou Gorospe	✓		
Peer Counseling Coordinator	Ermine Walliby		✓	
Pohnpei SSC	Jeffrey Arnold		✓	
Yap SSC	Cecilia Dibay		✓	
Kosrae SSC	Arthur Jonas		✓	
Chuuk Acting SSC	Memorina Yesiki		✓	
Executive Secretary to VPSS	Bastora Loyola	✓		

Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. FY2015 Budget 2. Adjournment

Discussion of Agenda/Information Sharing:
<p><i>The Chair requested the managers to meet to discuss only the FY2015 Budget as it will presented in the upcoming Board of Regents meeting. The outcome of this meeting is to have a purposeful dialog on how to remedy and address the FY2015 Budget especially with different factors and scenarios that may have direct or indirect effects and shortfall in the revenues for FY2015 as we foreseen them and therefore a reduction in the budget. The Chair recommended that by end of the day the managers should have completed 80% of the proposed FY2015 budget. As recommended by the office of IRPO, all managers should utilized the FY2014 budget to make estimates for the proposed FY2015 budget. A few minor adjustments will be made to balance the FY2014 budget in reference to the shortfall of the enrollment by missing the enrollment projection. The vice presidents and members of Executive Counsel have met and discussed the preparation of FY2015 budget. They have recommended scenario #4 in reference with the current enrollment which only allows a projected revenue of 10 million dollars, a shortfall of 1.4 million dollars. The recommendation is to identify some fixed costs that are considered fixed and essential. To retain salaries, fringe benefits and other expenditures specifically on student services such as student travel, tutoring contracts, student travel. 60% will go to personnel costs, all unfilled positions will no longer open. All personnel are entitled to 5% increment (step increase). After a lengthy discussion, the Chair recommended all managers to complete their budget and submit to his office for review at the end of the week.</i></p>

The meeting adjourned at 1:15pm.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

- *FY2014 approved budget workbook*
- *FY2015 budget template workbook*
- *FY2015 budget allocation workbook*

College Web Site Link:

Prepared by:

Bastora Loyola

Date Distributed:

Approval of Minutes Process & Responses:

Submitted by:

Joey Oducado

Date Submitted:

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

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments