

College of Micronesia – FSM
Department of Student Services

Mission of the Department of Student Services

The Department of Student Services’ mission is to support student development by providing learner-centered programs and services that fulfill the diverse educational, recreational, social, and cultural needs of student population and the college’s community.

Committee or Working Group:	Student Services Management	
Date	Time	Location
September 1, 2014	10am – 12pm	BOR Conference Room

Attendance				
Attendees	Position Title	Present	Absent	Remarks
Joey Oducado , <i>Presiding</i>	Acting VP for Student Services, Director of Admissions, Records and Retention	✓		
Arinda S. Halbert	Acting Director, Financial Aid Office	✓		
Penselynn E. Sam	Lead Counselor	✓		
Morehna Rettin-Santos	Director, Student Life	✓		
Castro Joab	Coordinator, Sports and Recreation	✓		
Benina Ilon	College Nurse	✓		
Ermine Walliby	Coordinator, Peer Counseling Center		✓	
Marlou Gorospe	Acting Manager for Residence Hall	✓		
Executive Secretary to VPSS	Bastora Loyola	✓		Recorder

Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Call to Order 2. FY2016 Budget 3. Adjournment

Discussion of Agenda/Information Sharing:
<p>Call to Order The presiding chair apologized to all members for a very short notice and explained the importance of this meeting. A quorum have been established, the presiding chair called the meeting to order.</p> <p>FY2016 Budget There was a meeting for all the VPs with the Comptroller concerning the FY2016 process. The presiding chair recommended the members to meet ahead of time since time is limited. The budget worksheet template is available on line from the VPA’s website, and can be clicked on worksheet hyper link to download the template.</p>

- *The presiding chair informed everyone to check their inbox regarding the worksheet that contains details of salaries and wages for all employees budgeted under their respective offices based on the FY2015 budget in reference for FY2016 budget process. The following were thoroughly discussed and highlighted:*
 - *Salaries - most of the information can be cut and pasted from the FY2015 budget. And note that in the worksheet, there are resources available from the human resources website specifically on appendix 26 (master pay scale) that can identify the next pay level and the amount. There are built in formulas on each columns, once the amounts are populated, the amounts will be automatically calculated for each column.*
 - *Benefits - this is the same process with the previous worksheet except for those employees without the fringe benefits, amounts should be manually inputted.*
 - *Justification – insert amounts and provide self-explanatory justification*
 - *Budget Category – input amount available in the FY2015 budget and make sure to classify each category as fixed, priority and other budget.*
 - *Performance per Tracdat – in collaboration with the Comptroller especially on linking the outcomes and performances against resource allocations from the 2013-2014 assessments plans. All information should be typed in **text wrap** to fit each column.*
 - *Articulated set of outcomes to address the follow up and improvement plan that were identified in the 2013-2014 assessment plans.*
 - *Show linkages for continuity improvement plans and services to inform budget allocations.*
 - *Include target on line #5 to show linkages of next year’s plans is congruent or addressing it’s standards, strategic directions, institutional student learning outcomes, and IEMP. All to check on the website on IEMP areas that the outcomes for FY2016 will be addressing.*
 - *Budget Allocation to Performance – distribution of percentage and dollar value. Activities should be justifiable and properly allocated.*

- *The presiding chair requested all to use the FY2015 budget as baseline for FY2016 budget proposal. All offices anticipated some reduction in the FY2015 to balance the expenditures and revenues. Based on Fall 2014 enrollment, all should expect some level of reduction during this budget process.*

- *The presiding chair emphasized the importance of **timeliness** during this process and requested all that the budget is due on next Friday 9/5/14. Anyone not in compliance will be reprimanded as insubordination.*

Adjournment

- *The meeting adjourned at 11:23am.*

Comments/Upcoming Meeting Date & Time/Etc.:

- *Next meeting is scheduled for Friday September 5, 2014 in the BOR conference room.*

Handouts/Documents Referenced:

College Web Site Link:

Prepared by:	Bastora Loyola	Date Distributed:	9/2/14
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Approval of Minutes Process & Responses:

Submitted by:	Joey Oducado	Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments