

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

Committee or Working Group:	A-Team Management Meeting
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Date: January 8, 2014	Time: 10:00a.m.	Location: BOR Conference Room
Members Present:		Members Absent:
▪ Joe Habuchmai, VPAS	▪ Francisco Mendiola, Dir/FM&S	
▪ Rencelly Nelson, Director, HRO	▪ Sinobu Lebehn, Recorder	
▪ Juvelin Mariano, Rep./Comptroller		

<p>Agenda/Major Topics of Discussion:</p> <p>VPAS opened the meeting at 10:00 a.m. and thanked all his directors for their supports over the past year.</p> <p>I. Approval of Agenda:        Members reviewed the agenda for adoption and amended the agenda to include Sharing Information under New Business. Director of HRO moved and Director of Maintenance &amp; Security seconded that they adopt the agenda as amended. Motion carried.</p> <p>II. Review of Minutes:        The members reviewed the minutes of July 18, 2013 and amended bullets #2 and #6 under Staff Member in Standing Committee. Director of HRO moved and Acting Comptroller seconded to adopt the minutes as amended. Motion carried.</p> <p>III. Old Business        TracDat: The Directors and VPAS had discussions on the status of the tracdat and voiced their concerns:</p> <ul style="list-style-type: none"> <li>✓ It is not clear now who is designated to be the lead person on the tracdat.</li> <li>✓ Training on the tracdat was not completed and was put on hold.</li> <li>✓ The use on the tracdat is too relaxed. Information was being uploaded to the tracdat but no feedback. No designated lead person to take it further by giving all the instructions what you need to do and what not</li> <li>✓ Tracdat should have a linkage to the creation of the budget in which it did not during the FY2015 formulation</li> </ul> <p>IV. Budget 2015: (update by VPAS)        VPAS thanked his directors for their efforts on the FY2015 budget formulation. NC Administrative Services was among the offices that made sacrifices on their budgets and balanced their budget at the first attempt. The FY2015 budget took another turn, and added about \$403,987 from COM-FSM Fund Balance in order to address the additional budget requests from other offices. A total of \$11,262,665 was requested for FY2015 budget. VPAS also reported that President Daisy is targeting to reduce personnel from 65% to 60% to put back the money we borrowed from fund balance.</p> <p>The BOR approved the budget as presented during their December 2013 meeting in Chuuk. BOR also approved the use of fund balance in the amount of \$403,987 for the FY2015</p>
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budget with the plan to further reduce its personnel from 65% to 60%.

All unfilled positions in FY2014, except one position at NC HRO, were not reflected in FY2015 budget request.

The timeline for identifying the additional 5% reduction in personnel is in FY2014. There will be a committee that will work on the layoff criteria.

The members had a long discussion over the additional reduction of personnel. Remarks raised including:

- is there any other foreseeable revenues that will hold the personnel in place until we are back on track on our budgeting?
- in the FY 2015 budget, funding was requested for recruitment, the college will be actively going out and seek students not only in FSM, but also abroad.
- we need to be sure that when we abolished a position, we don't go back and hire on special contract.
- each office to list all the services they're providing and the employees doing those services. Decisions will be made on what services to cut and positions under those eliminating services. Reduce services then we can also reduce personnel.

#### V. New Business

BOR Meeting in December/Chuuk (updates by VPAS)

- Budget FY2015

BOR approved all FY2015 budgets (COM-FSM operational, FMI, and BOR) as presented

BECA Update:

- The BECA consultant provided the BECA report and briefed the members on the BECA study. BECA will assist release the information to all the stakeholders, JEMCO, national government, state governments. The report will inform us the development of our Facilities Master Plan

Reports:

- Update for the upcoming BOR in Kosrae – March 2014
- First Quarter Report is due

#### VI. Share Information:

Human Resources Office -

Three instructors departed at the end of Fall Semester 2013

- NC Business Division – William Taylor
- NC Education Division – Sven Mueller
- English Division – Christina Madison

No new hire, because we are not hiring (freeze). The only vacancies we have are the ones from Trio programs and CRE.

- New hire for CRE at Yap campus (agriculture agent, starting on Monday this week)

Retirement plans – only 12 people applied, four of which are new hires, remaining are those who want to make changes.

Maintenance services needed at HRO office - lights are out, need replacement

Director of HRO is attending Insurance BOR meeting next month in Guam

Business Office-

Comptroller is still off-island on medical leave  
Registration is ongoing, as of yesterday only 700 students have registered  
Payroll is requesting time-clocks be installed to the system to help payroll in their computation of total hours.

Maintenance and Security -

Ponafacio went on medical retirement and his medical retirement is up. So the position is vacant. Requesting to could replace vacated position with a journey worker. Cause the journey worker is needed now.

Facilities – most of the work that done over the semester breaks is mainly renovations of classrooms, buildings, and rails.

Security – we increase security during holidays and tighten up security and nothing major happen. Only cases related to alcohol.

Transportation – a new bus was purchased and received at the National campus. The old shuttle bus was transferred to the Residence Hall and the new one to do the shuttle. No insurance yet.

Track & field and baseball field project. Japan is interested in funding the project.

They're awaiting their HQ in Japan to authorize that funding. Japanese engineers visited the college and looked at the designs to see how best they can do the geo testing. The BOR said they're going to vote for a \$100,000 from fund balance to help clear trees and do the prep of the sites.

Maintenance has two staff trained to help on the excavation.

VII.Next Meeting/Adjournment:

Next meeting was scheduled on the third week of February. Director Mendiola moved and Director HRO seconded to adjourn the meeting. Motion carried. Meeting adjourned at 12:05pm

✓ **Minutes from Last Meeting: Minutes of last meeting July 18, 2013 was approved as amended**

✓ **Announcement: Next meeting will be on the third week of February.**