

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

Committee or Working Group: Administrative Services Management Meeting		
Date: October 13, 2014	Time: 9:30a.m.	Location: BOR Conference Room
Members Present:		Members Absent:
▪ Joe Habuchmai, VPAS	▪ Francisco Mendiola, Dir/FM&S	
▪ Rencelly Nelson, Director, HRO	▪ Sinobu Lebehn, Recorder	
▪ Doman Daoas, BO rep.		
Agenda/Major Topics of Discussion:		
<p>VPAS opened the meeting at 10am</p> <p>The purpose of this get together is to look at each office proposed budget and trim some of the proposed budget request as a result from All VPs meeting. President’s recommendation is that the College to set the FY16 budget revenue to a total of \$12,143,660. Total all campus proposed budget submitted for the FY16 budget exceeds the budget revenue by \$1,115,729.</p> <p>The group reviewed together all of Administrative Services proposed budgets totals and the budget line item schedules.</p> <p>VPAS budget – original budget request was \$102,892. After careful review of this budget, the group took cut all of VPAS outside travel and reduced the supplies by \$1,000.00. Adjustment was made on VPAS off-island budget to a new balance of \$7,000. It was agreed amongst all members to have a uniform amount of for all site visits within the department. \$7,000 per person per office. VPAS Office budget new total is now at \$...</p> <p>HRO budget – was originally requested at total was \$262,163. Adjustments were made on the following line items: Recruitment and repatriation \$80,000 - \$30,000 was trimmed from this line item, leaving a new total of \$30,000 Other supplies was originally at \$9,000 - \$4,000 was trimmed from this item to a new total of \$5,000 Reference materials – at \$8,000 – the total amount was trimmed from HRO request Accreditation Activities – at \$2,000 - \$1,000 was trimmed from this line item leaving a total of \$1,000 Staff Development at \$30,000 - \$5,000 was trimmed from this line item to a new total of \$25,000. It was recommended that Staff Development be segregated in a similar format like Kosrae Campus Staff Development of FY2016. International travel was submitted at \$12,000 - \$2,000 was trimmed from this line item to a new total of \$10,000. Site Visit – was submitted at \$8,000 – reduction of \$1,000 from site visit to a uniform \$7,000 across all office in the Admin Services office.</p> <p>Business Office proposed total was \$353,140 – no adjustments were made on this budget</p> <p>Maintenance & Security proposed total was \$1,507,210. Adjustments were made on the following line items: Salaries – adjustments were made to correct pay levels on 4 staff. Salaries at freeze pay levels should maintain at the ceiling level until reallocation is approved.</p>		

HRO emphasized to identify positions on special contracts as vacant but not individual names
The group also discussed dress codes for the security offices

Contingency Fund - \$50,000 was originally requested. This line item was removed from this budget per BOR's prior approval to assignment \$50,000 from Fund Balance to TCO account annually.

Site Visit - \$6,000 was originally requested for site visit - \$1,000 was added to this line item per the recommendation that all site visits would be at a level of \$7,000 per person per office.

Total amount trimmed from National Campus Administrative Office is as follows:

VPAS Office - \$6,000
HRO - \$51,000
Maintenance - \$49,000
Business Offc - (\$1,400)

\$104,600

To Do List:

Maintenance to provide breakdown list for two budget line items:

Repair Maintenance Building - \$200,000
Equipment Maintenances – 20,000

Correct pay levels on as mentioned above.

Repair Maintenance Bldg	\$	200,000.00	
Equipment Maintenance	\$	20,000.00	

Meeting was adjourned 12:13pm

✓ Minutes from Last Meeting:

✓ Announcement: