

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

<b>Committee or Working Group:</b>	Executive Committee (Special Meeting)	
<b>Date</b>	<b>Time</b>	<b>Location</b>
October 21, 2013	2:00 PM	Board Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy	x		
VPAS	Joseph Habuchmai	x		
VPCRE	Jim Currie	x		
VPIA	Mariana Ben Dereas	x		
VPIEQA	Frankie Harriss		x	
VPSS	Joey Oducado	x		Acting
Dean, Chuuk Campus	Kind Kanto	x		
Dean, Kosrae Campus	Kalwin Kephass		x	
Dean, Yap Campus	Lourdes Roboman	x		
Director, Career & Tech Ed.	Grilly Jack	x		
Chair, Management Team	Jenny Hainrick	x		Representative
Chair, Council of Chairs	Richard Womack	x		
President, Faculty/Staff Senate	Ross Perkins	x		
President, SBA			x	
Chief of Staff	Universe Yamase		x	Off-island training

<b>Additional Attendees:</b>	Sinobu H. Lebehn, Recorder
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**Agenda/Major Topics of Discussion:**

Discussion of Agenda/Information Sharing:

**FY 2015 Budget Allocation and Distribution**

President opened meeting at 10am in the Board Conference Room

President Daisy briefed the Executive Committee members on latest development on FY2015 Budget allocation and distribution in terms of projected revenue and all of our fixed costs allocated into the budget.

		<u>personnel@65%</u>	<u>personnel@60%</u>
FY2015 Budget Scenario		10,859,450.00	10,859,450.00
Personnel Difference		<u>(7,058,642.71)</u>	<u>(6,515,670.20)</u>
		3,800,807.29	4,343,779.80
Housing	(695,600.00)	3,105,807.29	3,648,779.80
TCO	(1,333,114.00)	1,772,693.29	2,315,665.80
Communication	(306,960.00)	1,465,733.29	2,008,705.80

MIP/Insurance/Audit	(142,600.00)	1,323,133.29	1,866,105.80
Chuuk Lease	(95,600.00)	1,227,533.29	1,770,505.80
Summer Contracts	(265,987.41)	961,545.88	1,504,518.39
HRO Recruitment	(60,000.00)	901,545.88	1,444,518.39
Student Travel	(71,000.00)	830,545.88	1,373,518.39
Tutor Contract	(55,000.00)	775,545.88	1,318,518.39

With the recommended 65% personnel ratio and all fixed costs allocated into the budget, \$775,545 is left with to work on all operational costs such as travel, contractual, OCE and fixed assets across all campuses.

Current vacant positions will be removed from FY15 budget to balance the 65% personnel ratio. Daisy recommended that an additional 5% from current filled positions to put in more revenue for other operational cost across the college. This information was shared with representatives from the Council of Chairs, Finance Committee and Planning & Resources Committee during October 18, 2013 meeting.

**President:** What we've done is that we've been able look at in terms of revenue projection and all of the costs we know. And that's where we left with and while we can do things over the course to improve that situation that all remain to be seen and that is all based upon what we're able to achieve, but this is what we have to work with.

President assigned VPAS and Acting VPSS to conduct an all campus meeting that will focus on status of the FY15 this Wednesday, October 23, 2013.

#### Discussions on Cost Savings

- ✓ **Printing** – not allowing students to just print anything at office printers. (cost saving)
- ✓ **Energy Conservation** – turn off printers, lights, ac units, and all electrical appliances when not in use.
- ✓ **Minimize overload** – Schedule faculty to 6 week session instead of the 17 weeks, 16 weeks, and faculty teach up their full 15 credits rather than just 12 credits
- ✓ **Early Registration to promote enrollment** - (Acting VPSS) State campuses to encourage students, faculty members and non-academic staff to promote early registration is a good management decision – from early registration trend or early registration courses in demand could be realized and amendments could be made earlier.
- ✓ **Class Schedules:** Early posting of schedules in SIS before registration. Publicize available courses to be offered.
- ✓ **Intercampus Transfer.** Encouraging intercampus transfer would enable off-island students to the early register at NC and enroll with full time credit hours.
- ✓ **Reaching out beyond FSM.** JICA and Japan Embassy – Japan students interested in COM-FSM. Avail spaces at residence halls to accommodate students from abroad.

**President:** These are some of the things that we can do to that might help 2014 issue. It may impact 2015 issue but it doesn't change the budget available for us to work with now. It helps address some of issue we face in this current year. So let's share information and encourage people to think about what it means.

Encourage participation of the committees in terms of looking at real steps that we can take as oppose to mitigation that may or may not result in improve situation. But ultimately as the vice presidents have administrative and functional responsibility for respective areas of the college, it is going to fall to them to make budget recommendation which the Executive Committee to review, participate in, and reflect on. We need to bring before our board in Decembers both the FY 2015 Budget and the revision of FY 2014 Budget. I expect answers and solution right now today. Our attempt is to get the information out to everybody. Share what you know. The vice presidents will continue to work on looking at the budget, but, momentary we have only y775K right now, assuming nothing changes.

VPIA Ben-Dereas moved and Management Team Hainrick seconded that the meeting be adjourned. Motion passed and the meeting adjourned at 12:10

**Comments/Upcoming Meeting Date & Time/Etc.:**

All Campus Meeting Wednesday to focus of FY2015 Budget - assigned to VPAS and Acting VPSS

**Handouts/Documents Referenced: Data generated from FY15 budget submitted by all VPs**

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**College Web Site Link:**

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**Prepared by:**

Sinobu Lebehn

**Date Distributed:**

**Approval of Minutes Process & Responses: (no minutes reviewed on this special EC Meeting)**

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**Submitted by:**

**Date Submitted:**

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

1. Budget FY2015 revenue at \$10,859,450, fixed costs in dollar amount \$3,025,261 was identified and a fixed Personnel at 65% of total revenue projection in an amount of \$7,058,642 were allocated into the budget leaving only \$755,545 available for operational costs across all campuses. Recommended additional 5% cut from current filled position to increase revenue for operations.