

COLLEGE OF MICRONESIA-FSM
FY2025 BUDGET DEVELOPMENT
STRATEGIES AND TIMELINE

From: jhabuchmai@comfsm.fm <jhabuchmai@comfsm.fm>

Sent: Wednesday, October 11, 2023 10:37 AM

To: 'Delihna Ehmes' <dmanuel@comfsm.edu.fm>; 'Cc: 'Theresa Koroivulaono' <theresa.koroivulaono@comfsm.edu.fm>; 'Joey Oducado' <joducado@comfsm.fm>; 'Jennifer Helieisar' <jenniferh@comfsm.edu.fm>; 'Steven Young-Uhk' <syoung@comfsm.edu.fm>; 'Roselle Togonon' <rbtgonon@comfsm.fm>; 'Lisa Dereas' <lisa.dereas@comfsm.edu.fm>; 'Sinobu Lebehn' <sinobu@comfsm.edu.fm>

Subject: FW: FY2024 Budget Status and FY2025 Development

Importance: High

Dear President Theresa, Acting President Delihna and SLT Members,

In our last SLT Meeting, President requested our department to list priorities to use to carry out the FY2025 Budget development.

Here are our recommendations:

1. Put a hold on all regular vacant positions for staff until further notice except for key positions to be determined by the President
2. Prioritize hiring of faculty both regular and part time at all campuses to provide courses for students to enroll in all degrees and certificates programs.
3. Align all FY 2025 budget allocations to the priorities of the Department of Instructional Affairs.
4. Using your TracDat Assessment plan outcomes, formulate your budget allocations to address priority needs and routine of your departments, offices and campuses.

Ms. Sinobu Lebehn, my Executive Secretary will be available to support your work by request via phone or email Extension: #118 or sinobu@comfsm.edu.fm

Thank you all.

Joe H.
VPAS

From: jhabuchmai@comfsm.fm <jhabuchmai@comfsm.fm>

Sent: Wednesday, October 11, 2023 10:10 AM

To: 'Delihna Ehmes' <dmanuel@comfsm.edu.fm>

Cc: 'Theresa Koroivulaono' <theresa.koroivulaono@comfsm.edu.fm>; 'Joey Oducado' <joducado@comfsm.fm>; 'Jennifer Helieisar' <jenniferh@comfsm.edu.fm>; 'Steven Young-Uhk' <syoung@comfsm.edu.fm>; 'Roselle Togonon' <rbtgonon@comfsm.fm>; 'Lisa Dereas' <lisa.dereas@comfsm.edu.fm>; 'Sinobu Lebehn' <sinobu@comfsm.edu.fm>

Subject: RE: FY2024 Budget Status and FY2025 Development

Acting President/VPIA Delihna, President Theresa and Esteemed member of SLT,

Good morning to you all on this very sunny Wednesday morning. It is a very beautiful day here in Palikir. Thank you Madam President and Acting President for asking for us to issue recommendations for the college to begin the process of the FY2025 development.

We hope SLT would provide additional ideas and strategies to use to achieve higher level of revenues for us to launch the development of the FY2025 budget. As we speak, I'm comfortable to recommend to SLT to go ahead and begin the FY2025 budget development using the FY2023 level of budget.

The FY2025 Budget development will now begin without waiting for the signing of the Compact of Free Association for us to know the level of government subsidies for the college. We now know that the FSM will have a total of \$12,000,000 from the compact which the FSM budget office indicated to the college that of this amount, the college will be given priority for funding prior to giving the national government its shares.

In consultation with the COM-FSM Comptroller and from the last SLT meeting which President Theresa asked that we recommend priorities for addressing the development of the FY2025 budget.

My department is recommending the following strategies to follow to achieve more revenues for FY2025 budget:

1. Aggressive Academic Advisement for students to enroll them in 15 credits or more. If good students want to take up to 18 credits, VPIA can approve that. All academic advisers usually attended Academic Adviser Training at every beginning of Fall term and also Spring prior to engaging in selecting courses for students. They will learn how to assign courses based on their major as listed in the current college catalog.
2. Aggressive Students Recruitment- Instead of waiting for students to come and enroll, we go to the high schools and also schedule other venues to help students to enroll in classes. We can bring forms to them and also seek adult in-service employees who wants to come back to school or attend the Bachelors programs in Elementary Education and Business and Accounting programs. We can also recruit students to attend other AS degrees in Agriculture, certificate programs, etc.

We recommend the following timeline to follow:

1. October 11-13Budget forms release to all departments and offices from VPAS Executive Secretary.
2. October 16-26.....Development of FY2025 budget by department, campuses, and offices
3. October 27th.FY2025 budget submitted to the VPs and President for review and adjustments.
4. October 31st.....FY2025 balanced budget due to the Comptroller for consolidation
5. November 1-3.....SLT and Finance Committee will review and provide inputs
6. November 6-10thExecutive Committee review and endorse the FY2025 budget to the Board of Regents
7. December 2023.....Board of Regents review and approve the FY2025 budget

8. December 2023-January 10, 2024.....FY2025 Budget conversion to the FSM Budget template by VPAS Secretary.
9. January 15, 2024.....College operation budget, FMI budget, BOR Budget, Compact education fund, and auxiliary enterprises budget sent to FSM President's Office.

Joe Habuchmai

VPAS