

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

Committee or Working Group: College-wide Budget Development/Fiscal Year 2022

Date: August 12, 2020 Time: 10:00 a.m. Location: BOR Conference Room

Members Present: Members Absent:

▪ Interim President, Karen Simion	▪ VPIEQA Caroline Kocel, via ZOOM
▪ VPEMSS Joey Oducado	▪ Comptroller Roselle Togonon
▪ VPAS Joe Habuchmai	▪ Sinobu Lebehn, Recorder

Agenda/Major Topics of Discussion

Call Meeting to Order –Interim President Simion announced that this meeting is a combination of Cabinet and FY2022 budget development. IP Simion opened the meeting at 10:00 a.m.

1) **Reading of Mission Statement** – Vice President Oducado read the mission statement
The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical educational programs characterized by continuous improvement and best practices.

2) **Review of Agenda Items** – Vice President Oducado moved and Vice President Habuchmai seconded to adopt the agenda as presented. Motion carried unanimously.

3) **Old Business:** No items reported under Old Business

4) **New Business**

a) **VPEMSS**

i) **Cost of face masks at Bookstores** – Recommendation was made to waive the markup bookstore normally charges merchandises for sale and to sell face masks at the cost purchased from vendors. The rationale is that the amount of mark-up realized may be negligible and will never outweigh the College’s commitment to care for the safety and health of the people and it will cost the College more if a person get sick on campus because of lack of protective gears. Facial masks are not something that the Bookstore usually sell so the effort is to minimize costs to student, staff, and faulty to wear masks on college campuses.

Comptroller Togonon shared history on costs of masks procured at bookstore and the vendors selling masks to the bookstores at the campuses.

VP Oducado moved and VP Habuchmai seconded that just exclusive of the facial masks under this different normal and global pandemic and in the College’s commitment to exhibit and show care to the Public whether they are part of the College community or outside the community, the mark-up that the bookstore usually imposed on items for sale at the bookstore for face masks be waived. Motion carried unanimously. Mark-up on face masks are now waived and face masks at Bookstore will be sold at the cost purchased from vendors.

b) **VPIEQA**

i) **HABELE donation**

ii) Vice President Kocel submitted a request to donate \$15,000 from COM-FSM funds to HABELLE, a foundation to help young readers in Micronesia. Habelle is a nonprofit organization serving students across Micronesia. Their goal is to provide one book a

month to children from birth through age five years old, delivered to Micronesian children. Habele needs to provide about \$2.50 a book, or \$150 per child, to cover the 60 books, mailed one per month, that they'll receive from birth through their fifth birthday. The vision is that the project can build upon its success in Yap and evolve across the four FSM states. The evolution of their work with scholarships, libraries, traditional skills and robotics demonstrates both their existing network across the four states and commitment to serving Micronesians from all across the nation, in line with COM-FSM's mission and values. Collective agreement

The consensus of the Cabinet is that this foundation is actually in relation to the college's mission statement and in fact by its action of donating is an explicit manifestation of the college's commitment of the success of the FSM Nation. By this investment, it will address our recurring predicament on the issue on college readiness of the student.

VP Joey moved and VP Habuchmai seconded the College to provide a one-time donation of \$15,000 to Habele foundation. Motion carried unanimously. COM-FSM will donate \$15,000.00 to Habele foundation. VP Kocek is tasked to send the supporting documents to Procurement & Property Management for payment process.

c) VPAS

i) Budget Guidelines for FY2022

VP Habuchmai presented FY2022 Budget Guidelines for the Cabinet to review and approval. The group reviewed the guidelines and made some minor adjustments. Bullet "line two" were inserted under section "Budget Development Process and Timeline":

- Monday August 17, 2020 - Enrollment data for revenue projection will be formulated by VPEMSS

VP Oducado moved and VP Kocel seconded to adopt the Budget Guidelines for FY2022, with exception that the revenue projections will be discussed again with VP Oducado's enrollment data. Motion was approved unanimously. Budget Guidelines for FY2022 was approved by the Cabinet.

d) VP/IA/Interim President

IP Simion announced that she has prepared presentation on Budget Hearing for the upcoming FY2021 Budget hearing tentatively scheduled on September 2020. She further announced that should the vice presidents have any comments or input to share at the FY2021 budget hearing, to upload their inputs in the Cabinet Dropbox.

The group will resume on August 17, 2020.

Meeting adjourned at 12:15p.m.