College of Micronesia – FSM Minutes of Meeting

Committee or Working Group: Finance Committee			
Date:	Time:	Location:	
October 21-23, 2008	9:00 am to 5:00 pm	MITC Room	

Members Present: 12		Members Absent: 2, 1 unfilled
 Danny D, Comptroller Joe H, VPA Jean T, VPIA Ringlen R, VPSS Jim C, VPCRE Pelma P, BO Manager Jojo P., Chk, Director Kalwin K, Ksa Director Matthias E, FMI Director Rencelly N. HRO Director 	 Penny W, Pni Director Lourdes R, Yap Director Eddie H, FAO Director Rafael P, Bus. Div. Rep. Kimberly A, Student Rep. Jay P. Student Rep. 	 Jimmy H, IRPO Director Debra P, SC Faculty Rep Vacant, SC Accountant

Additional Attendees:	Directors/Office Heads of all Departments (Administrative Services, Student Services and Instructional Affairs), Chuuk and FMI Fiscal
	Officers

Agenda: Development and Budget Hearings for COM-FSM FY 2010 Budgets

FIRST DAY: 21 October 2008 (9:00 am to 5:00 pm)

- 1. Welcoming Remarks from Chair to all Finance Committee members and other attendees.
- 2. Opening Remarks from COMFSM President The President welcomed all members of FC and other attendees. He stated that Compact II funding is decreasing and reminded everyone to be mindful of the enrollment projections. The overall enrollment for Fall 2008 is way behind the projection. President advised to consider other funding source to balance revenue and expenditure budgets. He also stated that we also have to be mindful of the college's accreditation issues.
- 3. Chair Introduction and presentations:

The Chair provided a power point presentations of the following:

- Stages of Budget process
- COM-FSM Budget
- Budget Hearing Agenda
- Operations Revenue Budget
- Operations Expenditure Budget
- Operations Budget As Submitted
- FSM-FMI Budget
- Auxiliary Enterprise Budget
- Infrastructure Development Project
- Land Grant Project
- SEG Project
- US DOE TRIO Programs' Budget

- 4. Chair stated the FC members' roles and responsibilities:
- Review the submitted Revenue and Expenditure Budget
- **Budget Hearing**
- **Balance the Revenue and Expenditure Budget**
- **Develop IDP Budget with Facility Director**
- Recommend FY 2010 Budget to Resource and Planning Committee
- 5. Chair presented FC schedule and agenda for three days (Oct. 21-23, 2008)

Oct 21 **FC** Briefing

Department of Student Services

Yap Campus Chuuk Campus

Office of the President and Land Grant (CRE)

Oct. 22 **Kosrae Campus**

FSM FMI

Pohnpei Campus

Department of Instructional Affairs

Oct. 23 **Department of Administrative Services**

Auxiliary Enterprises

IDP

Actions in balancing the FY 2010 Operations Budgets

- 6. Budget Hearings and Discussions for the Department of Student Support Services:
- Office of the VPSSS

- \$ 259,816 (FY'09 - \$ 283,724)

Financial Aid Office

- \$ 144,819 (FY'09 - \$ 146,819)

Counseling Office

- \$80,712 (FY'09 - \$77,142)

Counseling Office - \$80,712 (FY'09 - \$77,142)
Office of Admissions and Records - \$136,292 (FY'09 - \$139,493)
Campus Life and Recreation - \$361.072 (FY'09 - \$336.069) Campus Life and Recreation

- \$ 361,072 (FY'09 - \$ 336,069)

- 7. Budget Hearing and Discussions for YAP campus:
- The following Yap Campus budget was justified by Director Lourdes Roboman, FY 2010 Budget: \$ 790,055 (FY'09 - \$ 709,287)
- 8. Budget Hearing and Discussions for Chuuk campus:
- The following Chuuk Campus budget was presented by Campus Director Joakim Peter, FY 2010 Budget: \$ 1,973,550 (FY'09 - \$ 1,704,206)
- 9. The budget of the Office of the President was presented by President Spensin James, FY 2010 Budget: \$ 248,043 (FY'09 - \$ 213,974)
- 10. The budget of FSM-FMI was presented by Campus Director Matthias Ewarmai, FY 2010 Budget: \$ 781,936 (FY 09 - \$655,110)
- 11. The budget for Kosrae campus was presented by Campus Director Kalwin Kephas, FY 2010 Budget: \$ 907,785 (FY'09 - \$ 744,264)
- 12. The budget for Pohnpei campus was presented by Campus Director Penny Weilbacher and her key staffs,

FY 2010 Budget: \$1,741,274 (FY'09 - \$1,513,277)

13. Budgets for Instructional Affairs were presented by VPIA and Division Chairs,

Office of the VPIA
 Social Science Div
 Education Division
 Business Division
 Math and Science
 Language and literature
 Agriculture
 LRC/MITC
 \$ 366,099 (FY'09 - \$358,252)
 \$ 146,431 (FY'09 - \$140,487)
 \$ 240,025 (FY'09 - \$360,483)
 \$ 241,595 (FY'09 - \$233,352)
 \$ 564,777 (FY'09 - \$574,888)
 \$ 476,497 (FY'09 - \$498,503)
 \$ 400,124 (FY'09 - \$52,077)
 \$ 42,265 (FY'09 \$44,065)
 \$ 419,863 (FY'09 - \$412,787)

14. Budgets for Administrative Services were presented by VPA Joe Habuchmai and Directors/Comptroller of each office:

Office of the VPA

 \$ 73,245 (FY'09 - \$73,007)
 Business Office
 \$ 391,525 (FY'09 - \$ 391,485)

 DCR

 \$ 76,700 (FY'09 - \$ 66,376)

 HR

 \$ 358,375 (FY'09 - \$ 261,619)
 IRPO
 \$ 132,576 (FY'09 - \$ 126,026)
 IT
 \$ 389,700 (FY'09 - \$ 314,197)

 Facilities and Security
 \$ 1,226,005 (FY'09 - \$ 960,925)
 Bookstore
 \$ 102,202 (FY'09 \$ 101,185)
 \$ 702,329 (FY'09 - \$ 588,811)

15. Infrastructure Development Projects (IDP) were discussed with Facility and Maintenance Director Francisco Mendiola. All existing IDP were reviewed vis-à-vis appropriated IDP funds from FY 2005 to 2009 in considering the level of IDP fund to be requested for FY 2010. The Committee agreed to request the remaining balance of \$500k to complete the LRC Vocational and \$2 Million for Phase I of Chuuk Campus permanent site. It was noted that appropriation law for FY 2009 has not been received. Please refer to the IDP worksheet developed during the meeting.

16. Balancing of FY 2010 Budget:

- Alternative I Submitted budget less detailed budget cuts per office
- Alternative II
 - o Base Budget + Increment according to priorities
 - o Increase in revenue from tuition fee
 - FSM appropriation to be allocated to campuses including instructions at National campus based on percentage of fund balance deficit after increasing tuition
- The Committee agreed to use alternative II. Summary of Alternative II are as follows:

Total Deficit of Campuses
(excluding system support budgets) \$ 1,618,319
Less: Allocation of excess from 3.9M 557,682
Deficit after allocation \$1,060,637

Budgets to be funded from tuition increase 723,400
Unfunded FY 2010 submitted budgets \$ 342,974

Breakdown of unfunded submitted budgets: National - \$ 160,520 Pohnpei - \$ 51,176 Chuuk - \$ 22,067 Kosrae - \$ 71,884 Yap - \$ 37,307 Total - \$ 342,974 Items for consideration in the balancing of budget: > Salary increments for step increases will be provided in consideration of the existing policy of the college. State Campuses to provide a new position for Security Supervisor. Shift Supervisor at National campus is not to be provided for FY 2010. > Two new positions, Webmaster and Programmer were recommended. Benefits should be based on actual (SSS, Insurance, health and retirement). > Budgets for increments in utilities to be fully provided for. Provision for housing will only be for faculty and staff with existing housing. Housing for vacant and unfilled positions will be categorized as another line item. Housing budget will not be used for reprogramming. Accreditation expenses to be provided for. Supplies, contracts and travel will be based at FY 2009 level. Travel budget may provide for car rental. Computers and IT equipments will be funded from IT fund. Washing machine for dormitory students to be considered in FY 2010 budget. Handouts/Documents for the Meeting: 1. Submitted budget for FY 2010 by all Offices 2. Institutional Priorities Prepared by Date Distributed:

Adoption of Minutes by FC & Responses:	
· · · · · · · · · · · · · · · · · ·	