

**College of Micronesia – FSM
Committee Minutes Reporting Form**

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
October 20, 2009	9:00-10:50 A.M.	President's Conference Room COM-FSM National Campus Palikir, Pohnpei, FSM

Members Present:				
Titles/Representative	Name	Present	Absent	Remarks
President*	Spensin James	x		
VP, Administration	Joseph Habuchmai	x		
VP, Student Services	<i>Ringlen Ringlen</i>	x		
VP, Instructional Affairs	Jean Thoulag	x		
VP, Cooperative Research & Extensions	Jim Currie	x		
ALO	<i>Joseph Saimon</i>		x	
Staff Senate President	Faustino Yarofaisug	x		
Director, Pohnpei Campus	Penny Weilbacher	x		Jeff Arnold Representing
Director, Yap Campus	Lourdes Roboman		x	
Director, FSM FMI	Matthias Ewarmai	x		Via teleconference phone
Director, Kosrae Campus	Kalwin Kephass		x	
Director, Chuuk Campus	Joakim Peter		x	
SBA President	Fabiano Retuleilug		x	
Executive Assistant to the President	Norma Edwin	x		
Executive Secretary	Hadleen Hadley			Recorder

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Update on early registration 2. Installation of time clock at all campuses 3. Workshop on Preparation for Accreditation Team visit and Program Review at GCC 4. Working together on improving retention , completion, and graduation rates 5. Should there be a cap on system wide enrollment? General Studies enrollment? 6. Questions on shared information 7. Review and approval of minute(s) 8. Adjournment

Discussion of Agenda/Information Sharing:
President called the meeting to order at 9:10am.

Review of the Agenda. Faustino suggested shifting agenda number four (retention, completion, and graduation rates) to number one. Jim moved and Ringlen seconded that Cabinet adopt Faustino's recommendation on adjustment of agenda items order of discussion. The motion passed unanimously.

1. **Retention, Completion and Graduation Rates.** Data generated by SIS on these three areas only shows rating on how we are doing in each area. It is clear that we need to go beyond the data collection to find out what challenges and obstacles are hindering the success of our students and find ways to address these obstacles. What can the College as a whole do to overcome these challenges. Suggested strategies included offering a first year seminar course, promoting customer service, boosting students' self-worth and attitude toward success, career placement assistance for students after graduation and tasking the Counselors to fill in reasons for students' withdrawal from school. VPIA and VPSS were tasked to work on a seminar course for freshmen.
2. **Update on Early Registration.** All campuses are ready to implement early registration beginning November 16-20, 2009. Students will be told to follow-up after semesters over on changes, if any, on their early registrations. Students may make the necessary revisions during add and drop week. The promissory note usually provided during the regularly scheduled registration will also be made available to students during early registration.
3. **Installation of Time Clock System-wide.** Cabinet entertained opinions on the suggestion to install time clocks at all COM-FSM campuses. Discussion included budget streamlining, man power time the college loses when employees come in late; effectiveness or fairness of the current timesheet; the time clock only applies to staff; and what mechanism should be put in place so others are not punching in for coworkers. Vice presidents were to discuss the idea within their departments.
4. **Upcoming Accreditation Visit and Program Review Conference at GCC.** PPEC is sponsoring a Program Review conference at Guam Community College (GCC). President is recommending key staff from COM-FSM to attend in preparation of the upcoming accreditation visit in March. He will be emailing out a list of key staff to attend this conference. Vice Presidents may add more staff to the list but travel expenses will be covered out of department/offices own budgets. PPEC will be covering registration fees for participants at the conference.
5. **Should there be a cap on system-wide enrollment.** Enrollment has increased and with budget cuts, resources will be limited. Quality of programs and services are likely to decrease. President urges Cabinet to give serious thought to whether we should put a cap on enrollment. Discussions included credibility of programs versus not wanting to turn away students; implementation of the proposed development programs; perception that the College is running an unsophisticated high school, that students only come here to get Pell and that our graduation rates are really bad; and who should take full responsibility of bridging the gap between college and K-12.

Lourdes has submitted the Gear-Up model to Yap Department of Education as a mode of bridging the gap. Penny and Jeffrey at Pohnpei Campus have been proactively working with Pohnpei Department of Education on methods to bridge the gap.

6. Questions on shared information. Cabinet members shared information via email (attached for reference). Habuchmai congratulated Jean on Nursing Program. Currie extended appreciation to Maintenance for Thomas' assistance during their World Food day event. Jean shared with the vice presidents copies of the "Summary of New Higher Education Act." and concerns of our compliance. President asked Cabinet members to read the Finance Committee minutes he emailed out for discussion at the next Cabinet meeting. Ringlen asked if SBA

President has submitted his class schedule to ensure his attendance at future Cabinet meetings. It was suggested that SBA can always send a representative when the SBA President could not attend. The same goes with Staff Senate President, perhaps the vice could attend on his behalf given his teaching schedule. Norma shared that she finished typing the appointment letters of committee membership and would be distributing shortly. Suggestion was made that concerns that need action and follow up be flagged from the emailed information sharing and be added to next meeting agenda to ensure them being taken cared of.

7. Review and approval of Minutes. The minutes of October 5, 2009 meeting were reviewed. Revision was made to item 2 of the minutes which should read request of \$150,000 from the interest on fund balance to finance the job audit. **Ringlen moved and Currie seconded that Cabinet adopts the minutes as revised. The motion passed unanimously.**
8. Adjournment. Currie moved and Ringlen seconded that the meeting be adjourned. The motion passed and the meeting adjourned at 10:50am.

Comments/Upcoming Meeting Date & Time/Etc.:

- Next Cabinet Meeting will be on Monday, November 02, 2009 at 9:00 am PNI/KOS (8:00 am CHK/Yap) time in President’s Conference room

Handouts/Documents Referenced:

1. Agenda
2. Information Sharing data (emailed to members prior to meeting)
3. Minutes of Cabinet meeting of 10/05/09
4. Summary of the New Higher Education Act (copies for the vice presidents only)

College Web Site Link:

- Not applicable

Prepared by:	Hadleen Hadley	Date Distributed:	October 28, 2009
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Approval of Minutes Process & Responses:

Submitted by:		Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

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Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments