

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
November 02, 2009	9:00-10:35 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	
Director, Yap Campus	Lourdes Roboman		x	
Director, FSM FMI	Matthias Ewarmai		x	
Director, Kosrae Campus	Kalwin Kephass	x		
Director, Chuuk Campus	Joakim Peter		x	
SBA President	Fabiano Retuleilug			
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. Recommendations from Finance Committee 2. Status of Early Registration for Spring Semester 2010 3. Status of Budget Preparation for FY2010 4. Update on balancing of 2010 5. Update on Self-Study Report and Action needed by President on having Standards Completing their sections 6. Update on budget Preparation for FY2010 7. Questions on shared information 8. Approval of minutes 9. Reminders on Submission Date for BOR Report 10. Adjournment

Discussion of Agenda/Information Sharing:

President called the meeting to order at 9:00am.

Review of the Agenda. The agenda was revised to reflect the following: #3 was replaced with Workshop on Accreditation and Program Review; #7 became Information sharing; and #8 was deleted off the agenda. **Ringlen moved and Currie seconded that Cabinet adopt the agenda as revised. The motion passed unanimously.** Faustino is to incorporate requests from constituents in his information sharing for Cabinet's review. Information sharing is to be emailed out prior to each cabinet meeting.

- 1. Recommendations from Finance Committee.** Measures to balance the FY2010 budget included the following recommendations from the Finance Committee: Freeze on hiring of new positions and to continue the policy of freezing reprogramming for fiscal year 2010 and motion to give 4 hours furlough per month for non-instructional employees. Closing out of FY2009 is still in the works; there are still a lot of encumbrances that need to be dealt with. President felt more information regarding the balancing of FY2009 is needed before Cabinet can act on these recommendations submitted by Finance Committee. **Currie moved and Saimon seconded that the measures put in place in 2009 be extended until Cabinet receive information that would allow them to take the next step into 2010 with the amendment that positions that are needed and justified to the President be decided under the discretion of the President and that reporting of budget expenditures be required quarterly. The motion passed.**
- 2. Status of Early Registration for Spring 2010.** All campuses are ready to implement early registration starting on November 16-20, 2009. National Campus will hold its early registration at the A+ center.
- 3. Workshop on Accreditation and Program Review.** The accreditation portion of the workshop is to prepare institutions who will be visited by accreditation teams this spring. President James has submitted a list of participants from the College for the workshop on accreditation and program review. Participants included President, vice presidents, ALO, Standard Committee chairs, instructional coordinators, student services coordinators, SBA President, and teaching faculty members. PPEC will be covering registration fees. Travel expenses of participants will be covered by participant's department/offices.
- 4. Update of Balancing of FY2010.** The issue is tabled until Cabinet receives more information after the close out of the FY2009 budget.
- 5. Update on the Self-Study Report.** Only Standard Committee IV of the Self-Study has completed its report and ALO has forwarded said report to the editors for editing. The rest of the Standard Committees are yet to submit their reports to the ALO. President is mandating that reports be in by this Friday at 5 pm. All reports will then be compiled into one and ready for a consultant to review to assess where we stand. Fifteen copies of our self-study report and college catalog will be sent to WASC by December 30, 2009. Once the self-study report is printed, the ALO will travel to the campuses to address questions regarding the report.
- 6. Update on Budget Preparation for 2011.** A workshop was conducted for the formulation of the FY2011 performance based budget. Participants were able to formulate their smart objectives, outputs, and outcomes. VPA's staff will continue to assist offices should they need it. Budget reports is on November 14, 2009 to VPA's office. VPA's staff will then compile the reports into one from 15th to 17th of November to get it ready in time for the December Board meeting.
- 7. Sharing of Information.** Ringlen reported that Jimmy will meet with student services staff on Wednesday to further work on their performance based budget; the ad hoc committee on streamlining will meet on Friday; the Beta Omicron Upsilon Chapter of Phi Theta Kappa is

having an informal induction ceremony of new members and new officers on Wednesday at 3:30pm at the A+ Center; the COMET will be administered at the state campuses the week of November 16-20, 2009 for students attending the campuses; Ringlen is to work with Admissions Board on adjusting admission criteria to reflect we also accept students with high TOEFL/SAT scores and not just COMET admissions.

Kalwin shared three concerns: 1. His role in Cabinet is ambiguous since campus directors are no longer voting members of Cabinet and that they should be made voting members. 2. Concern over the perception that the President of the FSM Nation does not consider the College his primary higher education and service provider when he signed an agreement with the Micronesian Empowerment Center to receive money directly from DOI and JEMCO; 3. Kosrae Campus Infrastructure Development Plan projects -particularly the vocational center project –nothing has been done yet, all campuses’ primary role is to concentrate on vocational education and without a vocational center they can not do what they are mandated to do. He asked if President and VPA can please look into the issue.

8. **Reminders on Submission date for BOR Report.** Submission of reports to the Board is due on November 20, 2009. Updates on the “To Do List from BOR August meeting is also due with respective reports.

9. **Adjournment.** Saimon moved and Thoulag seconded that the meeting be adjourned. The motion passed and the meeting adjourned at 10:35am.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

1. Agenda
2. Minutes of Finance Committee meeting 9/24/09
3. Information Sharing data (emailed to members prior to meeting)

College Web Site Link:

- Not applicable

Prepared by:	Hadleen Hadley	Date Distributed:	November 19, 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