

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
May 29, 2009	9:15am-11:00am	President’s Conference room

Members Present:		Members Absent:
<ul style="list-style-type: none"> ▪ President ▪ VPIA ▪ Dir. PNI Campus ▪ Dir. Yap Campus (Call in) 	<ul style="list-style-type: none"> ▪ VPSS ▪ VPCRE ▪ Dir. KSA Campus (Call in) ▪ Exec. Asst. to Pres. 	<ul style="list-style-type: none"> ▪ VPA ▪ SBA President ▪ Staff/Faculty Senate Pres. ▪ Dir. CHK Campus ▪ Dir. FSM-FMI Campus ▪ ALO

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> ▪ Actions and Directives from the May 2009 Board Meeting ▪ Things to do from the meeting ▪ President’s trip report ▪ Information sharing ▪ Others ▪ Adjournment

Discussion of Agenda/Information Sharing:
<ul style="list-style-type: none"> ▪ Agenda: <ul style="list-style-type: none"> ❖ VPCRE moved and VPSS seconded that a policy on salary adjustment for staff that returning from the developmental studies or detaining degrees be considered. The motion passed unanimously. ▪ Actions and Directives: <ul style="list-style-type: none"> ❖ The increase in meal and revised alcohol policy were approved and will be effective fall 2009. Advancing 100% of per diem was approved. The phasing out for the AS degree program in Elementary Teacher Education needs to be communicated to everyone before fall 2009. The president asked all the VP’s and office heads to recommend an implementation date when submitting items to the Board. He also asked the VPIA to work with the curriculum committee and state campuses to come up with a policy on how long a student has to complete an AS degree and certificate program. The guideline for FY2010 needs the finance committee to attach a timeline and recommend it to the Board before the December 2009 board meeting. The next board meeting will be the week of on August 24 at Kosrae site. ▪ To do list: <ul style="list-style-type: none"> ❖ The president made assignment to the cabinet members from May 2009 board meeting list of things to do. ▪ President’s trip report: <ul style="list-style-type: none"> ❖ The president and the college were invited to do a presentation at the APIL conference on June 9-12, 2009 in Guam. He also said that he met with the person who did audit at GCC and he suggests that the college consider hiring him to do the job audit for the college employees. There will be 42 participants for the leadership conference in Hawaii including 5 people and one regents from the College of Micronesia-FSM. The PPEC will fund 70% of the trip. Each department need to put up at least \$1000.00 if they are sending people to attend the leadership conference in Hawaii. ▪ Information sharing: <ul style="list-style-type: none"> ❖ Dir. KSA site: Registration is still ongoing. The Kosrae state met with OIA regarding the vocational

- education building. There is no vocational program at the Kosrae high school.
- ❖ **Dir. Yap site:** Registration is scheduled for next week and classes will start on June 11, 2009. She also reported that the Yap site project was forwarded to Ankie and VPA. In addition, the recruitment campaign in the villages is ongoing.
 - ❖ **VPSS:** He reported that registration is still ongoing and as of May 28, 2009, there are 334 students registered. The teacher corp students are asking to stay in the dorm for the summer and he is working with Robert Andreas on this issue. VPSS and his staffs are still sending out the result of the COMET to the high school counselors.
 - ❖ **Dir. PNI site:** She reported that the registration is still ongoing. They had a meeting with the Lt. Governor regarding the PSBDC budget. The budget will be resubmitted to the President's office through the Governor's office and to the OIA before the due date.
 - ❖ **VPCRE:** He reported that the Vocational Education needs to be advertised. Deadline for CRE matching fund is June 1, 2009. The land grant board meeting is scheduled for next week in Majuro. He needs to meet with Andrew Yatilman and HR Director regarding hiring of CRE staff. Money for COM carryover fund will be use to buy microscopes for Kyoshi's lab. He has been approached to collaborate on food and nutrition program for Micronesians who live in Hawaii and Guam.
 - ❖ **VPIA:** The VPIA office and her staff hosted the LRC conference last week and in return they gave the LRC two laptops to continue the project. Faculty recruitment is still ongoing but slow. The Japanese instructor arrived yesterday and will be shared between the National and Pohnpei campuses. Smart boards already sent to Chuuk. She was informed by Dayle Dannis that we did not get the Japanese Small Grant to fund the small dish for the smart boards. Julia Martin will be going to Hawaii to work on her Masters degree.
 - ❖ **President:** He reported that he has already received the confidential report from ACCJC.
- **Adjournment: VPCRE moved and VPSS seconded that the meeting be adjourned. The motion passed and the meeting adjourned at 11:00 am.**

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- To do list
- Actions and Directives

College Web Site Link:

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Prepared by:	Camihla Santos Clerk IV	Date Distributed:	
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Approval of Minutes Process & Responses:

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Submitted by:		Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:			
1. Agenda: The recommendation is to revisit the Policy for any staff that returns from developmental studies or detaining their degrees.			
Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:			
Approved with conditions:			
Disapproved:			