

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

<b>Committee or Working Group:</b>	<b>Cabinet</b>
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<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
August 26, 2010	9:15-11:50 A.M.	President's Conference Room COM-FSM National Campus Palikir, Pohnpei, FSM

<b>Members Present:</b>				
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		x	
Executive Assistant to the President	Norma Edwin	x		
Executive Secretary	Hadleen Hadley			Recorder

<b>Additional Attendees:</b>	
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Call to order</li> <li>2. Review of Agenda</li> <li>3. Review &amp; Adoption of Minutes</li> <li>4. Action Items             <ol style="list-style-type: none"> <li>a. Graduation Fee Waiver</li> <li>b. Sexual Harassment Policy</li> <li>c. Modification on Tuition waiver and reduction for dependents</li> <li>d. Modification of compensation policy as it relates to overtime pay</li> <li>e. Recommendations by Working Group on Standing Committees</li> </ol> </li> <li>5. Questions on shared information</li> <li>6. Miscellaneous             <ol style="list-style-type: none"> <li>a. Preparation timeline for next Board meeting</li> </ol> </li> <li>7. Announcements             <ol style="list-style-type: none"> <li>a. presentation by Jean Thoulag</li> </ol> </li> </ol>

8. Adjournment

**Discussion of Agenda/Information Sharing:**

1. **Call to order.** President called the meeting to order at 9:15 a.m.

2. **Review of agenda items.** Amendments included e) Recommendations by Working Group on standing committees was added under 4. Action Items; a) preparation timeline for next board meeting was added under 6. Miscellaneous; and a) Jean's presentation was added under 7. Announcements. **Ringlen moved and Jim seconded that the Cabinet adopt the agenda items as modified. The motion carried.**

3. **Approval of Minutes.** The minutes of August 03, 2010 Cabinet meeting were reviewed. Jim Currie will provide the correct spelling of the name for the forestry grant Singeru has registered Micronesia for. **Joseph Habuchmai moved and Jim Currie seconded that the Cabinet adopt the minutes as amended. The motion carried.**

4. **ACTION ITEMS**

- a) **Graduation Fee Waiver.** Student Services Committee recommended that the graduation fee of \$36.50 be waived but the Finance Committee differed action on the recommendation needing further review.

Discussion: Student Services' rationale was completion data is under reported on our SIS because students could not pay the \$36.50 graduation fee, making our statistics incorrect. Waiving the fee would provide a reward to students who worked so hard for number of years to satisfactorily complete their studies but yet their statistics are not reported on the SIS. Finance Committee's rationale was all institutions require students to pay graduation fees to get their degrees and compared to other institutions our fee is minimal. Data reporting is internal so the college can report students' completion of studies but hold their degrees/certificates until they pay the graduation fee.

**Cabinet returned the recommendation to Student Services to work with Finance Committee to provide a breakdown of the fee and the financial implications of such recommendation. Student Services Committee to revisit our policy on recording of statistics on the SIS and how this impacts on IPEDS reporting. Last Cabinet meeting to act on this would be on September 7, 2010.**

- b) **Sexual Harassment Policy for Students.** Minor changes included a little tweaking of the policy paragraph on page one and under section 5.2 clarifying specific responsibilities of management.

**Cabinet returned the policy to Student Services to incorporate editorial modification to the policy paragraph to say "... in any activity at any venue..."; under section 2.0 definitions , the first paragraph is incomplete; and to rework the procedure's flow chart to include campus directors. Ringlen will check Trio policies to see if they have their own sexual policy covering students under their programs. Jim will check USDA policies for community members Land Grant programs cater to.**

- c) **Modification on Tuition waiver and reduction for dependents.** Modifications included change of wording for clarity on number 4 under dependents taking courses; redefining dependent's age eligibility and defining documents required to support dependency eligibility.

**Jean moved and Ringlen seconded that the Cabinet adopts the modified policy on tuition waiver benefit policy for presentation to the Board. The motion carried unanimously.**

- d) Modification on Compensation policy as it relates to overtime pay. The Personnel Committee clarified and made more specific the definition of overtime work; they also clarified the approval procedure; clarified and defined the compensation section for hours worked in excess of 80 hours with in a pay period.

Discussion: Cabinet recognizes that employees in the Professional and Managerial classifications often work hours beyond the norm but can not be compensated under overtime pay. Clarification was needed in regards to approval of overtime work when President or designee couldn't be reached. Suggestion included changing designee to the next level of authority, vice presidents or campus directors.

**Joseph Saimon moved and Ringlen seconded that the Cabinet adopts the compensation policy regarding overtime pay as recommended. The motion carried with 4 yes, 3 abstention, and 2 nays.**

- e) **Working Group's Recommendation on Standing Committees.** At the August 03, 2010, Cabinet meeting, President delegated a working group consisting of Jim Currie (chair), Norma Edwin, Joseph Saimon, Faustino Yarofaisug, and Babyano Retuleilug to review the existing standing committees and present an evaluation of their findings to Cabinet.

The Committee report: standing committees are functioning as working committees and by the time decisions get to Cabinet there is no decisions to be made; the general population of faculty and staff feel that their input is of no value plus there are just too many committees as is; standing committees need to focus more on plan to plan connection and what is actually good for the whole college; each standing committee should be looking at how decisions that are made are linked into the other plans; need to identify master plans involved in each of the standing committees and how they interact; to increase the responsibilities of members- when selecting, shouldn't impress upon them, they need understand the master plans that are being linked and understand their commitment to distribute information across the system; reduce sizes of committees by creating subcommittees within certain committees like Recruitment, Admissions and Retention, etc.; need to change leadership on standing committees- Cabinet members be taken off standing committees to freely express their concerns and have them sent to Cabinet for discussion; Cabinet members can be "ex-officio" members on certain committees; to get rid of Accreditation committee since many other committees are addressing same issues; to also do away the Publication committee since couldn't identify its real purpose; Endowment Committee to be renamed Development Committee to broad the scope of responsibilities; Personnel Committee to have one representative from each classification to balance the voting structure; to have consistency of names across committees clarified; to form campus level advisory councils for each committee; and training on structure and how meetings should be conducted. The Group asked that President also check with campus directors how their staff at respective campuses feel about their participation in committees right now.

Cabinet supported the working group to continue their work in the direction they've started as a document for reference.

**5. Questions on shared information.** Shared information was emailed out prior to Cabinet's meeting. There was an inquiry regarding allowing ex-convicts to enroll at COM-FSM. Our legal counsel is looking into the issue.

The Student Support Services Program is going to face out soon. Administration is still waiting for the

official word from US Department of Education. We will be following our internal policies on how to handle this kind of situation. Ringlen plans to seek possible assistance with the Education USA Advising Center.

Inquiry was also made regarding the fuel money for Chuuk Campus. Chuuk Legislature claimed they appropriated the money but Governor's office claimed it was de-appropriated due to insufficient local revenues from taxes collected.

**6. Miscellaneous.** A preparation timeline for the next Board meeting was distributed to members. The Board meeting will be here in Pohnpei.

**7. Announcements.** Jean presented an official letter thanking the College for their support and understanding during her family's time of need. As customary to her family's tradition, she also presented a Yapese lava-lava and a traditional Yapese wisdom basket.

Joe Habuchmai shared several designs for our covered walkway for Cabinet's consideration. Option one is a round roof; option two is an arched roof; and option three is a flat roof; and option four is a one post with an open faced curved roof.

The generator for the administration building at the national campus is up and running.

Next Cabinet meeting will be Thursday, September 02, 2010 and the last meeting will be on September 07, 2010.

**12. Adjournment.** Jim moved and Joe Habuchmai seconded that the meeting be adjourned. The motion carried and the meeting adjourned at 11:50 a.m.

**Comments/Upcoming Meeting Date & Time/Etc.:**

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**Handouts/Documents Referenced:**

1. Agenda
2. Information Sharing data (emailed to members prior to meeting)
3. Working Groups recommendations
4. Preparation Timeline for next Board meeting
5. Sexual Harassment Policy
6. Graduation Fee
7. Tuition Waiver and Reduction Policy
8. Page 14 of the VIII. Compensation Policy

**College Web Site Link:**

▪ Not applicable

**Prepared by:**

Hadleen Hadley

**Date Distributed:**

August 27, 2010

<b>Approval of Minutes Process &amp; Responses:</b>

<b>Submitted by:</b>		<b>Date Submitted:</b>	
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<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>

<b>Action by President:</b>				
<b>Item #</b>	<b>Approved</b>	<b>Disapproved</b>	<b>Approved with conditions</b>	<b>Comments</b>