

**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 03, 2010	9:15-10:45 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		Grilly Jack representing
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. Update on status of May 2010BOR "To Do List"</li> <li>5. Updates on recommendations from the ACCJC</li> <li>6. President's Retreat</li> <li>7. Policies/Programs that need to be reviewed by Cabinet</li> <li>8. Accreditation Standing Committee/other standing committees</li> <li>9. Questions on shared information</li> <li>10. Miscellaneous</li> <li>11. Announcements</li> <li>12. Adjournment</li> </ol>

**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.** “Administrators’ Retreat was added as a sub-item under Miscellaneous. Ringlen moved and Lourdes seconded that the Cabinet adopt the agenda items as amended. The motion carried.

3. **Approval of Minutes.** The minutes of July 21, 2010 Cabinet meeting were reviewed. There were a few minor editorial corrections such as deletion of an extra “in” from the last line on page one, deletion of “s” from the word need in the sentence which read “Another factor is....., and deletion of the extra “on” in the sentence about recommendation (#10) on page two. Ringlen moved and Joe seconded that the Cabinet adopt the minutes as amended. The motion carried with one abstention.

Notation: Minutes should focus on content/issues/and discussions rather than individual quotes/who said what.

4. **Update on May 2010 BOR “To Do List”.** Response from the Board regarding rescheduling of their meeting to the week of September 27, 2010 is yet to be received. To reschedule the meeting will give the administration more time to address the “to do list” and complete reports to the Board. President has emailed out the action plan for the “To Do List” and urges members assigned to items to complete them.

There are several outstanding “To Do List” items from the March 17-19, 2010 Board meeting still pending: a) surveying parents regarding student health insurance options – VPSS and IRPO to handle. IRPO to put together the survey. b) determine how much college spent on medical cost for students in the past – VPA, Comptroller, and VPSS to handle. c) check if there is correlation between refund and retention – IRPO, Business Office, VPA. d) bookstore does not pay taxes to Pohnpei State Government – assigned to comptroller, bookstore manager and our legal counsel. e) solar energy project – administration has been working with the main principals of the project to ensure that the college receives benefits from the project since we will be housing the project and that the college will not be liable for accidents of the project’s malfunctions. An MOU is being worked on by the FSM AG.

The update to the Board directive regarding the faculty resolution is pending the job audit review and recommendations. A working group from the Cabinet is now reviewing the report from the job audit and how to properly disperse the recommendations due to the sensitivity of the report. Allan Searle will be traveling to the campuses to present the job audit report. For now an executive summary of the job audit report will be send out later this week.

5. **Updates on recommendations from the ACCJC Commissions.** President has started an action plan visiting areas that really need to start addressing the recommendations from the accreditation visit. LRC has started weeding out old publications and putting together a budget on how much is needed to supply current publications to be accessible to students systemwide. Planning Resources committee has begun working on a comprehensive plan for the whole college. Cabinet has starting looking at recommendation #10.

The four recommendations that did not meet accreditation standards are:

a) communications b) planning c) chuuk campus permanent site – a letter was sent to Chuuk Governor to put priority on the Nandaku site. d) create continuity

The first draft of the follow-up report should be done by the end of October 2010 and by second week of

February 2011 the Cabinet should be reviewing the second draft and working on the final report to be submitted by March 2011. Updates on the status of work being done regarding the recommendation should be submitted to the President biweekly until writing of the follow-up report. Vice Presidents should take the lead on getting information to the writers of the report. The ALO is to come up with a skeletal template/outline on what should go where.

The plans posing major concern right now include the education master plan, the financial master plan, the technology plan and the facilities plan. All the plans are dependent on the educational master plan. The deadline for a draft report on the educational master plan is October 31, 2010. Karen and Grilly have begun working on the educational plan.

**6. President's Retreat.** The President's Retreat is scheduled for September 22-24, 2010.

**7. Policies/Programs needing Cabinet Review.** Policies/programs need to go through the proper approval procedures before they can be reviewed by the Board. Everyone is reminded to be mindful of the preparation timeline for the Board meeting. Norma to email out the timeline once she confirms with the Board members.

Student Services Committee is working on the procedures for the sexual harassment policy. The policy itself is done- only the procedures still need work.

Land Grant has authorized four new positions. President and Currie are to discuss after the Land grant Board meeting in Palau whether Currie needs to prepare some form of document for the Board to review.

**8. Accreditation Standing Committee/Other Standing Committees.** An ad hoc committee consisting of Norma, Joe Saimon, Ringle Ringle, SBA President, and Staff Senate President was formed and tasked to establish an appropriate number of standing committees. We currently have 18 standing committees.. The committee is to have a recommendation for the Cabinet at its next meeting on August 17, 2010. VPCRE was appointed as the chair of this working ad hoc committee

Norma has emailed to people asking recommendation on members for standing committees. She checked the terms of reference for each standing committee and emailed to those people listed as ones who recommends members. It was suggested that they work with the chairs regarding their recommendations. The timeline for submission of recommendations is August 6, 2010.

**9. Questions on shared information.** Shared information was emailed out prior to Cabinet's meeting. Land Grant received notification of authorization of funding for the Caripac and distance education grant for next year and a request indication that they will be providing funding for research facilities development. Director Singeru has requested that Micronesia be included in the McIntire-Stennis funding which is forestry.

It was requested that shared information be given a bit more substance/a little bit of information.

A judo group from Japan will be arriving in Yap later this week and will do a judo demonstration on Monday and Tuesday of next week on campus while registration is going on. Lourdes is to take pictures and sent to Joe Saimon to be added in the newsletter.

**10. Miscellaneous.** Cabinet entertained ideas of having a retreat for administrators and faculty to reestablish a comradie.

**11. Announcements.** The newly installed generator at the Administration building at the National

Campus will be tested tomorrow. Freshmen orientation at Kosrae Campus kicked off this morning at 9:00a.m. Chuuk Campus has also started their orientation and faculty workshop. Kosrae campus inquired if CRE should be actively involved with state agriculture fairs and in-kind donations. CRE definitely should be involved with organization of such fair but no monetary or in-kind donations.

12. **Adjournment.** Joe Saimon moved and Jim Currie seconded that the meeting be adjourned. The motion carried and the meeting adjourned at 10:45 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)

**College Web Site Link:**

▪ Not applicable

**Prepared by:**

Hadleen Hadley

**Date Distributed:**

August 26, 2010

**Approval of Minutes Process & Responses:**

**Submitted by:**

**Date Submitted:**

**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

**Action by President:**

<b>Item #</b>	<b>Approved</b>	<b>Disapproved</b>	<b>Approved with conditions</b>	<b>Comments</b>