

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
September 02, 2010	9:05-10:57 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		Jon Berger representing
Staff Senate President	Faustino Yarofaisug	x		Martin Mingii representing
Director, Pohnpei Campus	Penny Weilbacher	x		Partial attendance
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	x		Recorder

Additional Attendees:	Raleigh Welly
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Agenda/Major Topics of Discussion:

1. Call to order
2. Review of Agenda
3. Review & Adoption of Minutes
4. Action Items
 - a. Sexual Harassment Policy
5. Accreditation follow-up report
6. Update on the President's Retreat
7. Questions on shared information
8. Announcements
9. Adjournment

Discussion of Agenda/Information Sharing:

1. **Call to order.** President called the meeting to order at 9:05 a.m.

2. **Review of agenda items.** Cabinet reviewed the agenda and added the sexual harassment policy under number 4. Action Items. **Jim moved and Ringlen seconded that the Cabinet adopts the agenda as revised. The motion carried.**

3. **Approval of Minutes.** Ringlen moved and Jim seconded that action on the minutes of August 26, 2010 be moved to the end of the meeting. The motion carried. The minutes of August 26, 2010 Cabinet meeting were reviewed. There were no revisions. **Joseph Habuchmai moved and Ringlen seconded that the Cabinet adopt the minutes as presented. The motion carried.**

4. ACTION ITEMS

a) **Sexual Harassment Policy.** Suggested modifications from last cabinet meeting were incorporated to the policy language as shown in blue hi-lighted areas. A flow chart was also added. Upon further review, Section 5.1 Reporting procedure was modified to read: "If a COM-FSM employee observes sexual harassment of a student, he/she should report it to the Vice President for Student Services or Campus Director" and the last sentence should read " persons who report incidents of sexual harassment shall not be harassed or retaliated against in any manner by any member of the College community."

Section 5.2 Specific Responsibilities. The last sentence of the first paragraph was modified to flow better by deleting the period after Campuses and adding "who initiates" appropriate investigation based on the complaints made. The whole third paragraph which starts with supervisors was deleted.

Jean moved and Jim seconded that the Cabinet adopts the above recommended modifications to the language of the policy. Ringlen is to share the finalized policy with students, appropriate groups or committees before the policy can be taken to the Board for action. The motion carried and the sexual harassment policy will be presented to the Board for approval pending.

5. Accreditation Follow-up Report. Jon Berger is sitting in for the Accreditation Liaison Officer (ALO) in his absence. Jon Berger has been appointed the new ALO effective October 01, 2010.

Offices have started looking at recommendations but we still have a lot to do. Board needs to do recommendation #10 regarding stakeholders involvement in policy making process. Communications and planning are the major issues of concern that need addressing.

Chairs of committees have been appointed to address each of the recommendations. President is to share with Jon Berger the plan of action he has put out regarding the recommendations. Each of the committees was asked to submit biweekly updates to the President on the status of work done to address recommendations.

6. President's Retreat. Raleigh represented Jimmy and updated Cabinet on the president's retreat preparations. The update included distribution of the retreat agenda and a diagram of the seating set-up of the retreat; several purchase orders have been prepared for supplies, gifts, and payment of caterer; Bollie Ludwig's group has been selected to cater at the retreat; their services is the cheapest at \$800 per day; seventeen (17) participants will be coming from the state campuses: 9 from Chuuk campus(only six will be funded by the retreat, chuuk will cover three) , 3 from Kosrae, 3 from Yap, 2 from FMI; only three confirmations have been received from invitations send to external participants. Jimmy will finalize the

agenda for the retreat when he receives Cabinet's input and after his visit to the campuses. Jimmy is to clarify what objectives should be accomplished after each breakout session.

7. Questions on Shared Information. There were no questions on information shared by Cabinet. Only three members emailed out their reports.

8. Announcements. The meeting is scheduled for Tuesday, September 28, 2010. Board's meeting with faculty, staff, and students be scheduled for Wednesday, September 29, 2010 at 1:00 p.m. in the practice gym. Per inquiry regarding holding meetings external stakeholders of the college, Board members should meet with state leadership and constituents in their respective states and bring to the Board meeting issues of concern.

The draft agenda for the Board meeting was reviewed. Under Old Business, d. Faculty Compensation was added and under New Business, g. Stream-lining Update was added.

President is heading a group that is going from campus to campus conducting presentations of the job audit results and recommendations. Jim Currie will be acting in his place.

9. Adjournment. Jim moved and Kalwin seconded that the meeting be adjourned. The motion carried and the meeting adjourned at 10:57 a.m.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

1. Agenda
2. Cabinet minutes of 8/26/10
3. Agenda for President's Retreat
4. Sexual Harassment Policy
5. Draft Agenda for the Board meeting
6. Information Sharing data (emailed to members prior to meeting)

College Web Site Link:

▪ Not applicable

Prepared by:

Hadleen Hadley

Date Distributed:

August 27, 2010

Approval of Minutes Process & Responses:

Submitted by:

Date Submitted:

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

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Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments