

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
March 1, 2011	9:15-10:40 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, Administrative Services	Joseph Habuchmai	x		
VP, Cooperative Research & Extension	Jim Currie		x	
VP, Instructional Affairs	Jean Thoulag	x		
VP, Student Services	Ringlen Ringlen	x		
ALO	Jon Berger		x	
Director, Chuuk Campus	Joakim Peter		x	
Director, FSM FMI	Matthias Ewarmai		x	
Director, Kosrae Campus	Kalwin Kephass		x	
Director, Pohnpei Campus	Penny Weilbacher	x		
Director, Yap Campus	Lourdes Roboman		x	
Director, Institutional Research & Planning	Jimmy Hicks		x	
Director, Development & Community Relations	Joseph Saimon	x		
Staff Senate President	Faustino Yarofaisug	x		
SBA President	Richard Porter	x		
Executive Assistant to the President	Norma Edwin	x		
Executive Secretary	Hadleen Hadley		x	Recorder

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Copyright policy 2. Using humans in research policy 3. Acting on documents that need your approval and time to hold on these documents 4. Submission of documents/reports for BOR notebooks for next BOR meeting 5. Announcements 6. Adjournment

Discussion of Agenda/Information Sharing:

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

The primary purpose of the meeting is to review policies for submission to the Board for its review at the next meeting later this month.

1. **Copyright policy:** Based on the legal counsel review, the policy needs further work. Because of its urgency, a teleconference can be requested. Federal regulations requires implementation of a policy effective January 2011. Request was made to have IT post what we currently have in place so not to jeopardize our federal aid. The working group should get clarification on the legal counsel's concerns.
2. **Using humans in research policy.** The legal counsel has not yet reviewed this. Since this is not urgent, it can be presented to the Board in May.
3. **Timely review of documents.** enCabinet entertained opinions on the suggestion to install time clocks at all COM-FSM campuses. Discussion included budget streamlining, man power time the college loses when employees come in late; effectiveness or fairness of the current timesheet; the time clock only applies to staff; and what mechanism should yebe put in place so others are not punching in for coworkers. Vice presidents were to discuss the idea within their departments.
4. **Upcoming Accreditation Visit and Program Review Conference at GCC.** PPEC is sponsoring a Program Review conference at Guam Community College (GCC). President is recommending key staff from COM-FSM to attend in preparation of the upcoming accreditation visit in March. He will be emailing out a list of key staff to attend this conference. Vice Presidents may add more staff to the list but travel expenses will be covered out of department/offices own budgets. PPEC will be covering registration fees for participants at the conference.
5. **Should there be a cap on system-wide enrollment.** Enrollment has increased and with budget cuts, resources will be limited. Quality of programs and services are likely to decrease. President urges Cabinet to give serious thought to whether we should put a cap on enrollment. Discussions included credibility of programs versus not wanting to turn away students; implementation of the proposed development programs; perception that the College is running an unsophisticated high school, that students only come here to get Pell and that our graduation rates are really bad; and who should take full responsibility of bridging the gap between college and K-12.

Lourdes has submitted the Gear-Up model to Yap Department of Education as a mode of bridging the gap. Penny and Jeffrey at Pohnpei Campus have been proactively working with Pohnpei Department of Education on methods to bridge the gap.

6. **Questions on shared information.** Cabinet members shared information via email (attached for reference). Habuchmai congratulated Jean on Nursing Program. Currie extended appreciation to Maintenance for Thomas' assistance during their World Food day event. Jean shared with the vice presidents copies of the "Summary of New Higher Education Act." and concerns of our compliance. President asked Cabinet members to read the Finance Committee minutes he emailed out for discussion at the next Cabinet meeting. Ringlen asked if SBA President has submitted his class schedule to ensure his attendance at future Cabinet meetings. It was suggested that SBA can always send a representative when the SBA President could not attend. The same goes with Staff Senate President, perhaps the vice could attend on his behalf given his teaching schedule. Norma shared that she finished typing the appointment letters of committee membership and would be distributing shortly. Suggestion was made that concerns that need action and follow up be flagged from the emailed

information sharing and be added to next meeting agenda to ensure them being taken cared of.

7. Review and approval of Minutes. The minutes of October 5, 2009 meeting were reviewed. Revision was made to item 2 of the minutes which should read request of \$150,000 from the interest on fund balance to finance the job audit. **Ringlen moved and Currie seconded that Cabinet adopts the minutes as revised. The motion passed unanimously.**
8. Adjournment. Currie moved and Ringlen seconded that the meeting be adjourned. The motion passed and the meeting adjourned at 10:50am.

Comments/Upcoming Meeting Date & Time/Etc.:

- Next Cabinet Meeting will be on Monday, November 02, 2009 at 9:00 am PNI/KOS (8:00 am CHK/Yap) time in President’s Conference room

Handouts/Documents Referenced:

1. Agenda
2. Information Sharing data (emailed to members prior to meeting)
3. Minutes of Cabinet meeting of 10/05/09
4. Summary of the New Higher Education Act (copies for the vice presidents only)

College Web Site Link:

- Not applicable

Prepared by:	Hadleen Hadley	Date Distributed:	October 28, 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:

Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments