

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
May 24, 2011	9:15 a.m. – 11:45 a.m.	President’s Conference Room COM-FSM National Campus Palikir, Pohnpei, FSM

Members Present:

Titles/Representative	Name	Present	Absent	Remarks
Acting President*	Ringlen Ringlen	x		
VP, Administration	Joseph Habuchmai	x		
Acting VP, Student Services	Jeffrey Arnold	x		
VP, Instructional Affairs	Jean Thoulag	x		
VP, Cooperative Research & Extensions	Jim Currie	x		
ALO	Jon Berger	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			x	
Director, IRPO	Jimmy Hicks	x		
Director, DCR	Joseph Saimon	x		
Executive Assistant to the President	Norma Edwin	x		
Executive Secretary to the President	Hadleen Hadley		x	

Additional Attendees:

Agenda/Major Topics of Discussion:

1. Review of minutes
2. Actions and Directives from May Board meeting
3. To Do List from May Board meeting
4. Information Sharing
5. Miscellaneous
6. Adjournment

Discussion of Agenda/Information Sharing:

Interim President began the meeting by thanking Penny and Pohnpei Campus staff for the great job in hosting the May Board meeting. The luncheon was “wonderful.” Some members were not aware about the luncheon.

1. **Review of minutes** – Minutes of the previous meeting were not available. Interim President stressed the need for minutes to be forwarded three days after the meeting and to be posted; the need to post minutes was cited by the Accreditation Visiting Team.
2. **Actions and Directives from May Board meeting** – The Interim President went over each item. See attached for list of actions and directives.
 - 1) The Comptroller is aware of the directive and VPAS will work with him.
 - 2) The meaning of this directive was discussed at length; the Interim President will get clarification from the Board. In the meantime, he asked that all work together and avoid negativity.
 - 3) This is a morale boost for the faculty and applies only to 10/2 faculty teaching this summer. Comptroller is to look into funding for this.
 - 4) Clarification was made; due to the JEMCO resolution, another tactic is planned.
3. **To Do List from May Board meeting** – The Interim President went over the list and made the following assignments:
 - 1) DDCR and VPAS; DDCR asked for more manpower for his office.
 - 2) DDCR, VPAS and IP; the Board is making growing the Endowment a priority. DDCR said there is a need to clarify the role of the Board and Cabinet in aggressive fundraising.
 - 3) VPCRE
 - 4) Cabinet; issues of Board minutes distributed earlier and clear priority areas to report to the Board were raised.
 - 5) VPAS
 - 6) IP
 - 7) Director, Pohnpei Campus
 - 8) VPAS and Comptroller
 - 9) VPAS and Comptroller
 - 10) VPSS
 - 11) SCDs and ICs – suggestion was made to share the essay grading rubric;
 - 12) IP, VPSS and DIRPO
 - 13) VPAS. DCR and Director, Chuuk Campus
 - 14) IP, VPAS. DIRPO – ways to get information to them were discussed; Jimmy has recommendations in his trip report.
 - 15) IP
 - 16) DIRPO and TRIO Directors – requirement for TRIO have changed
 - 17) DIRPO and Norma (AVPSS inquired about the dates for the Retreat so he could schedule an SSC meeting then.)
4. **Information sharing** – IP inquired whether the practice of sharing written information be continued. DDCR said the written reports are the major source of information for the newsletter. DIRPO suggested sharing major priorities at the table and email activities. DDCR suggested a one hour workshop on report writing during the Retreat.

A Steering Committee for the Retreat was appointed – Jimmy, Jeff, Joe S., Norma, Faustino/faculty rep, Joe H. and Grilly.

A request was made that when using acronyms in reports, explain what it stands for.

FSM FMI – Director reported on activities of the mobile training unit in Chuuk and in Pohnpei and the project with Yap CAP.

Pohnpei Campus – Director reported on meeting with SEA CAT team leaders regarding possible training for T&T students with the team working on projects in Pohnpei; meeting with Pohnpei

State Economic Affairs regarding proposed fees for PSBDC; and update on the Gear Up program.

Faculty Staff Senate – FSS President reported that election for next year’s officers was held; ballots will be tallied next week.

Development & Community Relations – The Director is working on the next edition of the newsletter; still reviewing the catalog and will send it to the publishers in the summer. The calendar is already online. During Mark Mendiola’s visit, he said the responsibility for the catalog should be under instructional; this can be considered later.

Institutional Research & Planning – The Director is working on evaluation of the communication plan; he said Cabinet members should be implementing their areas of the plan i so they can evaluate them. VPIA mentioned the difficulty because it is all over the place; priorities should be negotiated.

Faustino inquired with the additional load under the new structure, would the division chairs be compensated.

Administrative Services – The VP reported on the budget hearing; Congress supported the college’s streamlining effort. The VP made a pitch for supplemental funding for FMI. The covered walkway project begins next month. Approximately \$50,000 is needed for the housing and switches and cables for the generator for the classrooms. Fiber optic effort is slow; connection is to the main road. Seven thousand dollars needed for signage.

Instructional Affairs – VP reported on submission of two letters for support for HCOP grant; PIHOA public health training plans; Yap summer program delayed due to ship’s schedule; Dr. Velma Sablan and Dr. Linda Flinn on island to work on special ed grant; need for accountant for AHEC and nursing staff; plans to keep Jackie longer; need for library security gate at Chuuk Campus and to replace the one at National campus; Mariana Ben-Dereas accepted to Summer 11 HERS Institute for Women in Higher Education Administration; upcoming PREL conference; possibility of the SPF-SIG grant moving forward; Mahi International sponsored Health Fair June 15, mock disaster drill June 16 and EMT hands on class.

Cooperative Research & Extension – VP reported on MOU with UOG for CariPac phase 6; Yapese student selected for CariPac summer internship at UOG; arboriculture and tree worker training at Pohnpei Campus; funding assistance for fiber optic from CariPac; repairs to Pohnpei Campus research facility proceeding; need for funding from fund balance for Kosrae Campus CES and agriculture building; and upcoming COM Board meeting.

Accreditation Liaison Officer – ALO received verification that the report has been received and submitted to ACCJC. The 2010-2011 Annual Report is due June 1st. Jimmy asked for a copy of the report.

Student Services – Acting VP reported Summer term about to begin except for Yap Campus; a full house is expected since this is the last year for year-round Pell; preparation for Fall underway; Lore Nena and Mike Ioanis on professional development training in D.C.; Castro Joab also attending training clinic; federal audit of the Peer Counseling program; 146 teaches tested in Chuuk - no pay if not in a program by June 30th.

Interim President – The Interim President reported on giving welcoming remarks at the Pehlang and Sekere ECE graduation; meeting the Chinese Ambassador regarding another acrobatic show

in July before the PEC; budget hearing; courtesy visit with the Board to the Speaker and Floor Leader of Pohnpei Legislature; going to Palau for the Land Grant Board meeting; and need to keep the issue of the Land Grant building alive (Governor has offered any of the old houses for their office, but Singeru shows no interest.) The Interim President will make a site visit to Yap following the meeting in Palau.

5. Miscellaneous

- 1) The IP brought up the attendance and being on time issue saying as leaders the Cabinet needs to set the example. If an employee is running late, he/she should report that to the supervisor. He understands that at times personal issues may come up causing tardiness, but it should not become a habit.
- 2) Synchronizing the clocks on campus was raised. All clocks should be synchronized with the big screen in the lobby of the administration building.
- 3) Inquiry as made regarding the tone of the team report; we are on track but there are still things that need to be done.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

1. Agenda
2. A & D from May Board Meeting
3. To Do List from May Board Meeting
4. Info sharing – VPIA, and Director of Pohnpei Campus

College Web Site Link:

- Not applicable

Prepared by:

Norma Edwin

Date Distributed:

June 14, 2011

Approval of Minutes Process & Responses:

Submitted by:

Date Submitted:

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

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments