

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
July 26, 2011	9:07-11:00 a.m.	President's conference room

Members Present:				
Members:	Name:	Present:	Absent:	Remarks:
Interim President	Ringlen Ringlen	x		
Acting VPIA	Karen Simion	x		
VPAS	Joseph Habuchmai	x		
Acting VPSS	Jeffrey Arnold	x		
VPCRE	Jim Currie	x		
Director, Chuuk Campus	Joakim Peter		x	
Director, FSM-FMI	Matthias Ewarmai	x		Via teleconference phone
Director, Kosrae Campus	Kalwin Kephass		x	
Director, Pohnpei Campus	Penny Weilbacher	x		
Director, Yap Campus	Lourdes Roboman	x		Via teleconference phone
Director, IRP	Jimmy Hicks	x		Represented by Raleigh Welley
Director, DCR	Joseph Saimon	x		
President, SBA				
President, FSS	Faustino Yarofaisug		x	
ALO	Frankie Harriss	x		
Executive Assistant to Pres.	Norma Edwin	x		Recorder
Executive Secretary	Hadleen Hadley		x	Sick

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Review and approval of minutes 2. President's Retreat agenda update – Acting IRPO Director Raleigh 3. Board of Regents meeting action/agenda items – Norma 4. Streamlining standing committees – Frankie 5. Questions on shared information 6. Others/Miscellaneous

Discussion of Agenda/Information Sharing:
The President called the meeting to order at 9:07 a.m.
<ol style="list-style-type: none"> 1. Minutes of the previous meeting were not available. 2. President's Retreat agenda update. The draft invitation letter was distributed to indicate the contents of the Retreat and to inform the Cabinet of the critical issues to prepare for the discussions. IRPO is waiting for the list of participants from each department; only Student Services has submitted their list. Meetings will be open and not by invitation only; campuses may send more participants than the allotted slots if they can fund the other participants. VPCRE mentioned that CRE is never

included in the slots for the campuses; IP mentioned that they are an important stakeholder and should be given a slot. Names of participants should be submitted to IRPO soonest. IP asked that the ALO present the accreditation issue during the Retreat and that it be included as a bulleted item. The ALO raised concern that we have not yet done some of the things that we said we will do in the report such as common meeting time and training and encouraged that we continue practices that received favorable comment from the commission such as broad-based participation during the Retreat. Suggestion was made to have an open forum during the first day for stakeholder input and to inform them in the invitation. Inquiry on whether the streamlining issue will be discussed was made. According to Raleigh, Jimmy had a list of issues that will be discussed under bullet #3. Raleigh will revise the invitation letter to accommodate the above comments; IP asked to see the revisions. The need for a survey on the effectiveness of the sessions was raised.

3. **Board of Regents meeting action/agenda items.** No agenda items for the next Board meeting have been received. IP mentioned that JEMCO will be meeting in Hawaii August 29th to August 2nd and he will be attending since lifting of resolution is on the agenda. He will be discussing the possibility of moving the Board meeting back in the week. VP/directors were instructed to submit agenda items to Norma.
4. **Streamlining standing committees.** ALO presented five recommendations for streamlining standing committees. Making the standing committee structure more effective is one of the things we said we would do. She stressed that we should be doing it, not because WASC expects us to, but because it is best for the college. Her recommendations were: 1) standing committees be reduced to a realistic, manageable number; 2) standing committees be chaired by a faculty or staff member and chair, vice chair and secretary be nominated/elected by committee members; 3) administrators be encouraged and allowed to sit in on any committee meeting, but not as chair, nor as a voting member; 4) Assigning tasks to existing committees or relevant offices and administrators instead of forming endless ad hoc committees, task forces, working groups, etc.; and 5) total number of participants be reduced to a reasonable working number. She expressed current problems and provided rationale for her recommendation. She also made the following recommendations 1) all campus meetings at both national and state campuses to improve communication flow and feeling of inclusion; 2) task committees to review their TORs for currency; 3) committee minutes be posted on the website to keep college community informed and inform others of committee members to direct concerns; and 4) minimize time away from work until accreditation status improved. The presentation was well received and the chair of the Streamlining Task Force said it was something they could adopt. It was pointed out that last year the governance policy was assessed and based on the assessment an action plan was developed which already includes some of the recommendations. ALO pointed out the urgency and the need to do something this fall semester and then review and make improvements as needed. DAP mentioned that a common meeting time is impossible to schedule. DDCR provided historical perspective regarding the current standing committee structure. The need to humanize communication, explain the role of committee members in communication flow and evaluate participation on committee on employee performance evaluations. The rationale for removing administrators from committees was explained. The ALO said she is still not familiar with the structure at the campuses and will need to look into it. She was asked to look into a campus observation that they hear from national but national does not hear them. SCD should be the conduit from all campus meetings to Cabinet. Getting minutes posted on the web is a problem and possible solutions discussed. To improve communication everyone should participate to be heard, provide input for solutions, and share information widely. President, ALO and Raleigh are to go over recommendations and the action plan for improving the governance policy and come up with recommendations for consideration at the next meeting
5. **Questions on shared information.** IP Ringlen attended opening of Congress; Senator Christian expressed concern about the college's accreditation status and asked how Congress and the FSM President's Office can help the college. The college has many needs. New Cabinet nominations were announced. Information on the college was provided to the FSM President for his inaugural speech.

The new college catalogs are scheduled to arrive in time for registration; it is already online. Mark Mendiola and Former Governor Ada from Guam are arriving Wednesday. Lunch with the Chairman of the Board was requested. Mark can spend time with Joe to discuss setting up of an Endowment Foundation. Arrangement for a car for them was discussed.

Director of Pohnpei Campus requested that the VPAS to ask Ankie to work with PUC to keep the power on at both the upper and lower campus during registration. Jeff mentioned the bandwidth problem even when there is power.

Director of FSM FMI reported enrollment of 37 students, 5 second year students and 32 first year, for the second summer session. They may not have enough room for the fall semester; they expect more than 60 students.

VPCRE reported acceptance of their 2011-2015 Plan of Work by USDA. A delegation from USDA will be here August 8 to review programs. He will accompany them to Chuuk and Kosrae. He also expressed concern regarding comments on internet by a former researcher which are slanderous not only to him but also the college and wondered if the legal counsel knows how to stop the comments. VPAS sent as part of his sharing information on the presentations from NACUBO conference that he attended. Many of them will be good topics for the next staff development day. A policy already exists on doing a presentation on the conferences upon returning. IP asked that VPAS and Comptroller do a presentation on teamwork and how to handle difficulty people.

Acting VPSS reminded that this Friday is the end of summer and fall semester begins on Monday.

6. **Others/Miscellaneous.** DDCR reported on students coming to him for assistance after going from office to office where they were informed of a problem but given no assistance to resolve the program. The need to be more helpful to students, clarifying the role of academic advisors and counselors, and keeping them up to date on changes were expressed. Acting VPSS was asked to look into the concern.

IP ask all VP and Directors from now and to March to avoid unnecessary travel off-island so to focus on completing the accreditation follow up report. Annual conferences are to be passed over. Accreditation is a priority.

Luncheon for Jean is still on for Friday.

Status of the president search. As of last Friday 25 application have been received and two more this week. The committee will be screening for MQs, and then send a questionnaire to those making the next level, then doing a telephone interview, then a short list to the Board.

VPAS task force recommendation will be reviewed at the next meeting. DDCR requested clarification on recommendations that touch on things already decided.. Reminder policies go through process before coming to Cabinet including general review. Proposed members of Accreditation working group includes VPAS, Comptroller, DIRPO, DIT, DAP, DM/S, and FSS rep. Campus Directors were included but not required to attend all meeting.

Pohnpei Director asked that the SCD position be advertised. A new job description is needed for the announcement.

Karen still not on group mail for Cabinet.

VCRE moved and DDCR seconded that the meeting be adjourned.

Comments/Upcoming Meeting Date & Time/Etc.:

The next meeting is on August 2, 2011, same time. Agenda - recommendations for standing committee structure, task force recommendations, agenda for President's Retreat, plus other policies.

Handouts/Documents Referenced:

- Draft invitation letter to Retreat
- ALO recommendations on streamlining standing committees

College Web Site Link:
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Prepared by:	Norma Edwin	Date Distributed:	8/2/11
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Approval of Minutes Process & Responses:
▪ Cabinet 8/2/11

Submitted by:		Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:			
1.			
Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:			
Approved with conditions:			
Disapproved:			