

**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>
June 14, 2011	9:14-11:25 A.M.	President’s Conference Room COM-FSM National Campus Palikir, Pohnpei, FSM

**Members Present:**

Titles/Representative	Name	Present	Absent	Remarks
Interim President*	Ringlen Ringlen	x		
VP, Administration	Joseph Habuchmai	x		
VP, Student Services	<i>Jeffrey Arnold</i>	x		<i>Acting</i>
VP, Instructional Affairs	Jean Thoulag	x		
VP, Cooperative Research & Extensions	Jim Currie	x		
ALO	<i>Jon Berger</i>	x		
Staff Senate President	Faustino Yarofaisug	x		
Director, Pohnpei Campus	Penny Weilbacher	x		Maria Dison- acting
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	Hadleen Hadley	x		Recorder

**Additional Attendees:**

**Agenda/Major Topics of Discussion:**

1. Call to Order
2. Review and Adoption of Minutes
3. Status Report on Directives/Actions from May BOR meeting
4. Status Report on “To Do List” from May BOR meeting
5. Task Force on Streamlining Implementation
6. Questions on Information Sharing
7. Other Agenda Items
8. Miscellaneous
9. Adjournment

### **Discussion of Agenda/Information Sharing:**

1. **Call to order.** Interim President called the meeting to order at 9:14 a.m. Cabinet meetings will be held on the first and third Tuesdays of every month. Cabinet unanimously agreed to have refreshment at its meetings starting on July 5, 2011. Interim President and the vice presidents will alternate in providing refreshments.

2. **Review and adoption of minutes.** Cabinet reviewed the minutes of May 24, 2011. **VP Currie moved and Acting VPSS Arnold seconded that the Cabinet adopts the minutes. The motion carried.**

3. **Status Report on Directives from BOR May meeting.** Interim President went over the list stressing the need to have updates on the BOR Actions and Directives to ensure clarity and understanding for timely handling before reports are due to the Board at its next meeting. Clarification was provided on directive number two which stated that the Board halted further alignment of programs and services and implementation of the reporting procedures. Things are not halted. Things that are implemented and on-going should proceed as scheduled and that the task force created to address areas of confusion is not appointed by the Board but by the Administration.

The Board also approved a 20% increase above the current summer compensation. The 20% increase in only for this summer and does not include the 12 month year-round faculty. The 20% increase will be added to the salary before adding chair compensation.

The Board directed the administration to aggressively seek funding from various sources for construction of a permanent site for Chuuk. This task was assigned to DCR Director Saimon, VP Habuchmai and Chuuk Campus Director Peter. Plans included approaching Tan Holdings Foundation and Rural Development Matching grants. Funding through the Chinese Embassy was also suggested.

4. **Status on the “To Do List” from May BOR meeting.** Interim President also went over the To Do List reminding members of assignments on the list. Interim President shared that he plans to send out a memo inviting the faculty and staff to join those already donating \$5 through biweekly allotments to the College’s endowment fund, to those already donating to increase their allotments and to the general employees of the national and state governments to also join in donating to the College’s endowment fund. Cabinet discussed on ways to approach inviting the general public to contribute to the endowment fund. It was suggested that the college put together a sales packet information to give the public. Another way may be through the college’s alumni.

Interim President reported that the Board of Regents’ Chairman expressed that reports to the Board be in a thinner binder (half-inch) and that reports are only on executive summaries on our accomplishments. It was agreed reports be done using the current matrix with executive summaries from Cabinet. IRPO Director suggested using google docs where people inputs directly into the document. Director Jimmy will show the Cabinet how to use the google docs at the next meeting.

It was suggested that under Communications section of the Board binder, copies of responses to the communications also be attached for the Board’s information.

The next Board meeting will be in September around the week of the 5<sup>th</sup>. President’s retreat will be scheduled for the last week of August.

Cabinet was briefed by VP Thoulag, VP Habuchmai, and Director Hicks on their meeting with OIA. VPIA presented on a little update on where we are on our master plans. The meeting’s focus was really on our IDP projects. OIA’s concern was have we thought on how we plan to support those buildings once built with funding going down and they also asked on our enrollment trend. OIA suggested that the

college get back with them on information which clearly shows we thought through the long term maintenance cost and utility support cost and what that would involve. The college shared that we are putting in place a policy where any proposal for a building has to include total cost of ownership. Although OIA seems receptive and showed positive reaction, there was nothing very conclusive from them.

Clearly the College needs to work with National Government/SBOC because OIA is not receiving our communications. No one from Compact Management office was present at the meeting. Interim President plans to meet with the Director of SBOC as soon as an appointment can be confirmed.

Director Peter asked that Administration look at the expiration date of the Chuuk Campus lease in terms of what was learned at the OIA meeting. Is the college planning to renegotiate on the lease when it expires?

**5. Task Force on Streamlining Implementation.** Interim President has appointed the following individuals to be on the task force: Chair- Joseph Habuchmai; Members – Karen Simion, Maria Dison, Jeff Arnold, Danny Dumantay, Rencelly Nelson, and a representative from the faculty/staff senate. The main objective of this task force is to look at directive number two and clarify the areas of confusion and recommend a clearer plan to implement the streamlining/restructuring process. The task force's first meeting will be held tomorrow at 8:30am.

**6. Questions on Shared Information.** Information sharing by Cabinet members were shared via email. DCR added to his information sharing that his office just hired four work-study students to help develop the database for alumni and to help set up a database for prospective donor to the college.

Acting Pohnpei Campus Director were not able to email Pohnpei campus' information sharing so she briefly shared updates which included summer classes is progressing smoothly, Director Weilbacher is due back on Monday, summer contracts for the faculty were processed and approved, Director Weilbacher already met with SBDC council Valerio Hallen regarding the "To Do List" from the Board meeting and is awaiting his response, and Pohnpei Campus will meet with Pohnpei State Department of Education regarding the COMET.

VP CRE added to his report that he has received authorization for the distance education grant to purchase satellite dishes and stuff like that. He has a question on Interim President's info sharing regarding two vacant positions with lower salary than what was advertised. Interim President said he is meeting Human Resources Director regarding that issue.

**7. Other Agenda Items.** A group was formed to review our standing committees' structure and roles in decision making. Director Hicks gave a brief update on what the group is doing which included addressing work plans, committee structures, roles of members, putting out surveys and etcetera.

Scuba Diving Course. There was a proposed fee to that course. VPIA said it was approved by Curriculum Committee. Item was believed to be discussed at Cabinet as far back as February 2011. Item will be discussed by Cabinet when minutes are located.

**8. Miscellaneous.** Update on the Presidential Search. Work on the announcement was done and the information was given to Human Resources for dissemination. The announcement will be posted for thirty days. The goal is hopefully to find someone by September 4, 2011 meeting.

VPIA raised concerns that we have mail problems. VPAS is to look into the concern.

There was an issue that COMET testing was done without prior communication. Acting VPSS is to look into the issue of COMET being administered without the proper authorization.

9. **Adjournment.** Interim President adjourned the meeting at 11:25 a.m.

**Comments/Upcoming Meeting Date & Time/Etc.:**

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**Handouts/Documents Referenced:**

1. Agenda
2. Cabinet minutes of May 24, 2011
3. Information Sharing data (emailed to members prior to meeting)

**College Web Site Link:**

- Not applicable

<b>Prepared by:</b>	Hadleen Hadley	<b>Date Distributed:</b>	July 04, 2011
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**Approval of Minutes Process & Responses:**

<b>Submitted by:</b>		<b>Date Submitted:</b>	
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

**Action by President:**

Item #	Approved	Disapproved	Approved with conditions	Comments