

**College of Micronesia – FSM
Committee (Working Group) Minutes Reporting Form**

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
August 16, 2011	9:00am-11:45am	President’s conference room

Members:	Present:	Absent:	Remarks:
Interim President (Ringlen Ringlen)	X		
VPAS	X		
Acting VPSS (Jefery Arnold)	X		
VPCRE	X		
Acting VPIA (Karen Simion)	X		
SBA President		X	
Faculty/Staff Senate President		X	
ALO	X		
Acting Dir. PNI Campus(Diaz Joseph)	X		
Dir. KSA Campus	X		
Dir. CHK Campus		X	
Dir. Yap Campus		X	
Dir. FSM-FMI	X		
Exec. Assistant to President	X		
Director for DCR	X		
Director for IRPO	X		

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> ▪ Review and adoption of minutes ▪ Total cost of ownership ▪ Student services reporting under the new reorganization ▪ Recommendations from the Finance Committee ▪ President’s Retreat agenda ▪ Budget guidelines for FY13 ▪ Additional information sharing ▪ Miscellaneous ▪ Adjournment

Discussion of Agenda/Information Sharing:

- **Review and adoption of minutes :**
 - Minutes from the last cabinet meeting will be emailed out by Hadleen Hadley, Executive Secretary to the President, and will be voted on electronically.
- **Total cost of ownership:**
 - VPAS reported that the policy was transmitted to president's office. It was discussed in the PRC meeting and was adopted by the PRC committee. The total cost of ownership policy allocates start up fund \$500,000.00. Each year \$50,000.00 will budgeted directly to that account. This account will be used for emergency and maintenance for the entire college. He also added that the college needs to establish this to response to an ACCJC recommendation.
- **Student services reporting under the new reorganization:**
 - Acting VPSS, Jeffery Arnold, reviewed with the cabinet members the reporting within student services under the new reorganization. They will meet next week to put together the budget for student services. Interim President, Ringlen Ringlen, suggested that the recommended structure be incorporated into the original document. **Acting Director of Pohnpei Campus, Diaz Joseph, moved and VPAS, Joseph Habuchmai, seconded that cabinet adopt the recommended student services reporting under the new reorganization. Motion passed unanimously.**
- **Recommendations from the Finance Committee:**
 - **Supplemental budget for utilities of \$51,000.00 for FSM-FMI:**
 - ✚ Interim president asked VPAS to follow up on the rewiring of FSM-FMI site. The college needs to make a recommendation to the National government on funding FMI. He asked that Acting VPIA, VPAS, and Francisco Mendiola review the MOU and meet with TC&I; he will work with Director of IRPO in formalizing a communication to the National government that we already review the MOU before present the recommendation on funding for FMI. Director for FSM-FMI presented to cabinet that the request changed to \$22,000.00 since there is two months left before the next fiscal year. **ALO moved and Acting VPSS seconded that the cabinet tabled the item for the next cabinet meeting. Motion passed unanimously.**
 - **Supplemental budget of \$20,000.00 for agricultural project from excess revenue:**
 - ✚ Acting VPIA reported that the \$20,000.00 will be the taken out of the agriculture budget and replaced with the excess revenue.
 - **Full accounting of the funds handled by the agriculture project:**
 - ✚ VPAS reported that the finance committee adopted the full accounting of the funds handled by the agriculture project (COM-FSM Farmer Club) and was transmitted for electronic voting.
- **President's Retreat agenda:**
 - Director for IRPO reviewed the agenda with the cabinet members. ALO suggested that the college put the US Ambassador Presentation last on the first day. A question was raised if we need a speaker on the first day of the presidential retreat.
- **Budget guidelines:**
 - Director for IRPO reviewed the 2013 Budget guidelines with the cabinet members. **VPCRE moved and Acting VPIA seconded that the cabinet adopt the 2013 budget guidelines to be taken to the Board. Motion passed unanimously.**
- **Additional information sharing:**
 - **Interim President:** He met with auditors last week regarding the concerns raised. There

was a letter sent addressing those issues. Director for Chuuk campus is leaving for Honolulu on his educational leave. Jon Berger's luncheon is today at 12:00 O'clock. Reports are due this Friday for the Board binder.

➤ *See attached for other information sharing:*

▪ **Miscellaneous:**

Board of Regents agenda:

➤ Interim president reviewed the Board meeting agenda with the cabinet members. The Board meeting is scheduled on September 7-9, 2011 at the national campus. Director for DCR asked that there need to be a clear direction be given out to all the committees. In addition, Land Grant Board meeting is also scheduled of September 5-6, 2011.

▪ **Adjournment:**

➤ **Acting VPIA moved and Acting Director for Pohnpei campus seconded that the meeting be adjourned. The meeting adjourned at 11:46 am.**

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- President's retreat 2011 draft layout
- Draft agenda for the BOR meeting
- BOR task force recommendation on the new organizational structure review

College Web Site Link:

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Prepared by:	Camihla Santos Clerk IV	Date Distributed:	9/16/2011
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Approval of Minutes Process & Responses:

- None

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

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Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:			
Approved with conditions:			
Disapproved:			