

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
August 02, 2011	9:14-11:30 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>General assembly at Pohnpei campus</i>
VP, Instructional Affairs		x		Karen Simion Acting
VP, Cooperative Research & Extensions	Jim Currie	x		Sonny Padock acting
ALO	<i>Frankie Harriss</i>	x		
Staff Senate President	Faustino Yarofaisug	x		
Director, Pohnpei Campus	Penny Weilbacher		x	General assembly at Pohnpei campus
Director, Yap Campus	Lourdes Roboman	x		via teleconference
Director, FSM FMI	Matthias Ewarmai		x	
Director, Kosrae Campus	Kalwin Kephass	x		
Director, Chuuk Campus	Joakim Peter	x		via teleconference
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:	
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Agenda/Major Topics of Discussion:

<ol style="list-style-type: none"> 1. Call to Order 2. Review and Adoption of Minutes 3. BOR Agenda Action Items 4. President's Retreat 5. Streamlining of Standing Committees Recommendations 6. Others 7. Adjournment
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Discussion of Agenda/Information Sharing:

1. **Call to order.** Interim President called the meeting to order at 9:14 a.m. The agenda was reviewed and order of item discussion was amended as reflected above.

2. **Review and adoption of minutes.** Cabinet reviewed the minutes of July 26, 2011. There was minor editing to include a comma between Raleigh and Jimmy. **Acting VPIA moved and VPAS seconded that the Cabinet adopts the minutes as amended. The motion carried.**

3. **BOR Agenda Action Items.** Interim President has asked that the Board of Regents' meeting be moved to September 7-9, 2011 to allow him time to get back from the JEMCO meeting in Honolulu. Norma is yet to receive confirmation of that request.

The preparation timeline for Board meeting is as follows: August 8, 2011 is deadline for submission of agenda items; August 16, 2011 is deadline for Cabinet to review and adopt recommended action items; and August 19, 2011 is the deadline for submission of items for inclusion in the binders.

Vice President for Administrative Services added Total Cost of Ownership and Budget Guidelines to the list of Board agenda items. His offices are currently working on the two items to have them ready for Board's review and will route it to Cabinet once the package is put together.

4. **President's Retreat Agenda.** The retreat is scheduled for August 24-27, 2011. IRPO Director presented a draft layout of the retreat agenda. On the first day the agenda includes presentations of the following: opening ceremony, review of agenda, state of the college presentation by Interim President, keynote speeches, delivery of vision, mission values. The second day will be discussions and reviews on vision, mission values; master plan and communications plans; priorities and implementations. Last day will be on budget 2012 revision and 2013 development; and streamlining and restructuring.

Participants for the retreat will be decided by the vice presidents based on the new organizational chart. Campuses can send others on campuses' own budget.

5. **Recommended Streamlining of Standing Committee.** ALO was tasked by the Cabinet at its July 26, 2011 to further review the recommendations on the standing committees and the strategies on the governance policy evaluation work plan and communication plan update to determine areas that applied directly to the recommendations made to Cabinet. ALO now proposes that standing committees be reduced from 18 to 9. **The following are to be the retained committees:** *Cabinet, Financial Aid, Curriculum and Assessment Committee, Personnel and Staff Development Committee, Finance Committee, Facilities and Campus Environment committee, Information and Communications Technology Committee, Planning and Resources Committee, Recruitment, Admissions, and Retention Committee.* All Standing Committees except Cabinet is to be chaired by a faculty or staff member and nominated by elected committee members.

Acting Vice President for Instructional Affairs moved and Staff Senate President seconded that Cabinet adopts the recommended standing committees as proposed by the ALO. Motion carried with majority vote.

6. **Others.** Interim President asked departments to submit their work plans for this quarter to his office. Accreditation Working Group is to include Jeff Arnold as Acting Vice President for Student Services as a member of the group.

Cabinet to email Interim President for issues they wish Interim President to share with faculty at his

meeting with them.

7. Adjournment. . VPAS moved and DCR Director seconded that the meeting adjourned. The motion carried and the meeting adjourned at 11:30 a.m.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

1. Agenda (Cabinet)
2. Cabinet minutes of July 26, 2011
3. Information Sharing data (emailed to members prior to meeting)
4. President Retreat 2011 Draft layout
5. Preparation Timeline for BOR meeting

College Web Site Link:

▪ Not applicable

Prepared by:

Hadleen Hadley

Date Distributed:

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

