

**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>
April 13, 2012	9:00 a.m	President’s Conference Room COM-FSM National Campus Palikir, Pohnpei, FSM

**Members Present:**

Titles/Representative	Name	Present	Absent	Remarks
President*	Dr. Joseph Daisy	x		
VP, Administration	Joseph Habuchmai	x		
VP, Student Services	Ringlen Ringlen	x		
VP, Instructional Affairs	Mariana Ben Dereas	x		
VP, Cooperative Research & Extensions	Jim Currie	x		
ALO	Frankie Harriss		x	Off-island
Staff Senate President	Resida Keller		x	
Director, Pohnpei Campus	Maria Dison	x		Acting Director
Director, Yap Campus	Lourdes Roboman	x		
Director, FSM FMI	Matthias Ewarmai	x		
Director, Kosrae Campus	Kalwin Kephass	x		
Director, Chuuk Campus	Mariano Marcus	x		Acting Director
SBA President			x	
Director of Development & Community Relations	Joseph Saimon	x		
Director of Research & Planning	Jimmy Hicks	x		
Executive Assistant to the President	Norma Edwin	x		
Executive Secretary	Hadleen Hadley	x		Recorder

<b>Additional Attendees:</b>	Danny Dumantay
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**Agenda/Major Topics of Discussion:**

1. Review of Agenda
2. Review of minutes
3. Action Items
  - a. Campus wide exercise on May 11, 2012
  - b. Preparation for visits from consultants and ACCJC
  - c. Summer pay for faculty
4. Questions on Shared Information/Reports
5. Adjournment

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

President Daisy called the meeting to order at 9:05 a.m.

### **Approval of Minutes**

March 28, 2012 Minutes. The minutes were emailed out earlier to cabinet for review. There were some technical typos and grammatical revisions and those were incorporated. VPSS moved and VPAS seconded that the Cabinet adopts the minutes. The motion carried and the minutes were approved.

April 11, 2012 Minutes. Cabinet has reviewed the minutes which were emailed out earlier. VPCRE moved and VPAS seconded that the Cabinet adopts the minutes. The motion carried and the minutes were approved.

### **Action Items**

#### College wide exercise on May 11, 2012

The President's retreat is in August but President felt we should not wait that long to begin some of the larger discussion that he would like us to have. May 10, 2012 is a national holiday and falls on a Thursday so he figured May 11, 2012 which is a Friday is appropriate to conduct a college wide exercise of discussions on who we are, where we are going to go, what are we committed to, and who are we serving. This exercise would be like a visioning summit which will lead us and give us time to think about things before the actual President's retreat in August. It can be a day where we identify new principles or redefine other guiding principles. He would need assistance from campus directors to identify a good day to have this visioning summit if May 11, 2012 will not work for everyone.

#### Preparation for visits from Consultants and ACCJC

Consultants. We have David Adams here with us. He will be departing on April 18, 2012. The communication survey is uploaded and going well in terms of numbers responding. Mr. Adams is also working with VPSS on the survey for the students which will be more on a focused group approach type. Floyd Takeuchi will arrive on April 17, 2012 to help us with final preparation for the team's visit.

President has begun mapping out all the steps on things that need done for the accreditation visit. We may have to submit a report in February of 2013 in terms of our level of proficiency meeting those rubrics. There will likely be another follow-up report and visit in the fall. We also have our midterm report that will be due. He sees the likelihood of David Adams, Jim Mulik and Wilson Hess continue to engage with us as we go through these steps of getting off sanction. Jim Mulik will be arriving next week.

There will be a Cabinet meeting on the morning of April 23, 2012 with Jim Mulik.

ACCJC Team. The other team member's name is Susan Murata, head librarian at Kapiolani Community College. President will send email to them to begin dialogue on who they want to meet when here. The team will be here from April 23-25, 2012. The information is on the college website.

President asked that all the different rubrics for institutional effectiveness, student learning outcomes and planning be placed on the web too.

We have good news to report in terms of President Mori's request to FSM Congress for the \$700,000 in 2013. We will have even better news in June when we go to the commission if Congress takes action in May. The other question the ACCJC may ask us is what will we do in year 2014, and 2015. They may

want to meet with President Mori and members of Congress to get a sense of commitment from the Nation.

**Summer pay for faculty.** Faculty is asking whether or not the 20 percent incentive pay given last summer will be given again this summer.

President was given background history of the twenty percent incentive issue. Faculty works ten months (fall and spring) and takes off two months in the summer, and the salary is prorated throughout the twelve months. The concern is really about full-time faculty teaching in the summer. Although summer is condensed, contact hours are still equivalent to that of fall and spring; however, summer pay scale is different based on a part-time pay rate depending on level of academic achievement and years of service. There are equity issues and salary considered not attractive or competitive to that of other institutions. Faculty proposed that they be paid their regular rates in the summer too. A consultant was hired and proposed a new salary pay scale which was adopted by the Board. There are still issues surrounding the new pay scale which includes the formula used to place individuals is confusing and hard to follow; graph is misleading; salary increment is very miniscule; new pay scale does not recognize seniority, and even with the change of proposed salary pay scale, the summer pay scale did not change. Faculty felt that the part-time pay scale used in summer is very low and needs to be reviewed. Human Resources Director was to re-evaluate the part-time pay scale and propose recommendation for faculty to consider but was never done. Although the consultant has proposed placing faculty at the 30 percentile the Board adopted to only give 20 percentile to faculty and 10 to classified staff. The twenty percent incentive pay during summer was a one-time only deal to increase morale of employees. Reasons why issue surrounding pay scale has not been resolved include financial constraints and being bogged down with accreditation issues so was placed on the back burner and forgotten.

VPIA and VPAS to pull together data on what the financial implications are; what the impact is on faculty salary with and without the incentive; what is faculty really lobbying, what is their concern, what is their proposal, and what is the rationale. This discussion should not take place every summer. Cabinet is to do their homework before taking issue again to the Board.

Faculty has a representative on Cabinet and the representative should be at meetings to voice faculty concern/problem but come with solutions for consideration and rationale behind it.

### **Questions on Shared Information/Reports**

Pohnpei Campus. Acting Director Dison shared that Pohnpei Campus is holding exhibit on programs during the week of April 21, 2012. Exhibits will be held differently this year. During the first three days a team with alumni of programs will visit high schools around Pohnpei doing presentations and showing videos of programs at Pohnpei campus. For Thursday and Friday, the students will be performing activities of their programs in class while visitors will be there to view what students are learning in their programs. Invitations and other information on the exhibit will be transmitted to the President soon. Appreciation was extended to DCR Director for assisting with invitations. A general invitation will be sent out from President also acknowledging students for crafting the conference table for President's office. Pictures of the conference table will be showcased during the exhibit week.

Administrative Services. Kosrae Director shared concern regarding VPAS's report on vehicles to be surveyed and expressed that will leave Kosrae with only two vehicles. Surveying vehicles and putting a freeze on purchase of vehicles are really to help the college identify necessary essential vehicles to effectively serve out students. Administration will not leave campuses without vehicles.

Kosrae Campus. VPCRE asked Kosrae Director to speak with Tara regarding plans to have an open

house/vocational exhibit. VPCRE has funds under CARIPAC to help with Tara's exhibit display. They are allowed \$250 for expenses and told no purchases of t-shirts per USDA regulations.

Director inquired status of fund balance request for the pig pen/piggery project. Kosrae Campus is asked to move their piggery project in June but allowed to build extension adjacent to share septic tank and all that. President suggested Director, VPAS and VPCRE work out the details before Cabinet takes consideration.

#### President's observations.

*David Adams meeting with Cabinet.* During the meeting, Cabinet shared perspectives and what they believe recommendation one means. President felt we are pretty much on target about where we are and what we still need to do.

*David Adams meeting with Council of Chairs.* Out of that meeting came some revelations for the President. There is misunderstanding about the new committee structure and the way committees were reconstituted and their roles and responsibilities. President feels the lack of clarity is probably due to the removal of administrative oversight of these committees which created a gap. He sensed that we went from one extreme to the other extreme. We went from total administrative control to no administrative control or minimal administrative involvement. He hopes to achieve that middle balance, a healthy balance where administrators can serve on committees. The other thing we need to look at is the notion of participatory governance - what does it really mean to us. We need to be careful as David Adams has pointed out that shared governance is pretty much a California term tied to union directed governance.

Things he would like Cabinet to begin thinking about include better ways to which we can work closely with standing committees; professional development and activities we can engage in over the years on capacity building, team building exercises we can build a schedule about.

*Accountability.* Accountability is right around the corner. What does accountability look like for us? It really starts with President; if he does not hold Cabinet accountable then his word has no meaning. His approach when he first got here is "no foul, no harm" but let us get it right moving forward. If it does not start with Cabinet then we cannot expect to hold everyone else accountable.

He urged Cabinet to go back and review the list he prepared of areas that we need improve upon. It all ties together with how we communicate with each other. He encouraged Cabinet to do walkabouts campus and be visible.

President will share thoughts on campus directors at another meeting. He wants them to know he understands their concerns. Even he is trying to understand the new structure, wants to find resolution and to do it in a way that is respectful.

VPCRE made an observation that there are four campus directors on line and only one was heard. One of the concerns raised regarding communication is that they never feel like active participants of meetings held at national campus. How do we improve communication behavior/dialogue? President said we have to be more mindful and direct and address directors by name to bring them into active participation.

*Follow Ups.* What is the status on Commencement preparations? VPIA and OAR Coordinator plan to meet on Monday regarding preparations and plans regarding commencement exercises. VPIA is to update President on result and recommendations from planned meeting. The recruitment, admissions, and retention committee has composed a list of potential candidates for guest speakers.

There are no established criteria for selecting candidates for guest speakers. It has been decided at earlier

meetings that criteria for choosing commencement guest speakers will be developed for next year. The college should begin to reach out for additional resources. President plans to host reception for our VIP guests the night before the commencement exercises. Norma is to find money to fund the reception. DCR Director is still pursuing flags from embassies, has received one from Japan Embassy. This year will be the 40<sup>th</sup> anniversary so he is also pursuing the list of graduates for that period. He is urged to speak with Marion Luke in Admissions and Records office. VPIA was asked if she has sent memo to faculty regarding professional attire and ordering of regalia. Joey Oducado will be doing the ordering of regalia for faculty and administrators who needs.

*Development and Community Relations.* A calendar of activities has been uploaded on the web and Cabinet is encouraged to send activities and events to DCR office for posting on the web. Cabinet members are also encouraged to share their google calendars with DCR Director to ensure posting of activities and events. Many requests have been received to have the poems President shared at the Staff Development Day also be posted on the web. DCR Director is to post the poems.

*Instructional Affairs.* There will be a Palau Community College, University of Guam, and College of Micronesia-FSM faculty workshop here during the week of May 23, 2012 on articulation and student learning outcomes. The faculty wishes to invite President to deliver welcoming remarks. There may be participants from College of Marshall Islands, College of Northern Marianas Island, Guam Community College and University of Hawaii.

*Student Services.* Student Services is revisiting the compensation policy for resident advisors. The existing compensation is dormitory fee waiver plus \$75 which student services committee feel is too much considering extent of their responsibilities and duties. Right now there are no resident advisors until review of compensation policy is done. They are proposing to enlist assistance of security guards to assist monitor and provide security to the dormitory. There won't be any residence hall advisors during the shift from the hours of midnight to 8:00 a.m. in the morning. Student Services is encouraged to revisit duties and responsibilities of Resident Advisors, to determine what is the overlap between resident advisor and residence hall advisor, and to also look at different models.

**Adjournment.** The VPSS moved and VPAS seconded that the meeting be adjourned. Motion carried and the meeting adjourned at 11:48 a.m.

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

- Minutes of March 28, 2012 and April 11, 2012 were approved
- A Visioning Summit will be planned for May 11, 2012
- Consultant Adams will conclude survey and depart April 18, 2012
- Consultant Takeuchi will arrive April 17, 2012
- ACCJC visit will be April 23-25, 2012
- VPIA/VPAS to gather data on issue regarding summer faculty pay and come with recommendations resolution for consideration
- Program exhibit scheduled for Pohnpei Campus week of April 23, 2012
- Kosrae Campus Director, VPAS and VPCRE to work on issue of lease for piggery project and fund balance request
- VPIA to update President on meeting results on commencement preparation with Joey Oducado on Monday
- Criteria for selection of commencement exercises guest speakers be established for next year's commencement exercises
- Norma Edwin to fund money for reception for the VIP guests of Commencement and reception to be

- held the night before the exercise
- DCR to post poems shared by President at the Staff Development Day
- DCR to post all the different rubrics of institutional effectiveness and student learning outcomes on the web
- President to deliver welcoming remarks at the PPC, UOG and COM-FSM faculty workshop during week of May 23, 2012

<b>Handouts/Documents Referenced:</b>
<ol style="list-style-type: none"> <li>1. Agenda</li> <li>2. Minutes of 3/28/12 meeting</li> <li>3. Minutes of 4/11/12 meeting</li> </ol>

<b>College Web Site Link:</b>
▪ Not applicable

<b>Prepared by:</b>	Hadleen Hadley	<b>Date Distributed:</b>	4/12/12
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<b>Approval of Minutes Process &amp; Responses:</b>

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

<b>Action by President:</b>				
Item #	Approved	Disapproved	Approved with conditions	Comments