

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
March 28 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

Additional Attendees:	Danny Dumantay
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Agenda/Major Topics of Discussion:

1. Review of Agenda
2. Review of minutes
3. Action Items
 - a. Proposed Holidays for Yap Campus
 - b. Senior Management Team
 - c. Timing of requests
 - d. To Do List from March 7-9, 2012 BOR meeting
 - e. Timeline for Next BOR meeting
 - f. May Commencement Exercises
 - g. Staff Development
4. Old Business

- a. Update on Education Master Plan
- b. Report on Vehicles Issue
- 5. Questions on Shared Information/Reports
- 6. Adjournment

Discussion of Agenda/Information Sharing:

President Daisy called the meeting to order at 9:00 a.m.

2. Review of Minutes. Cabinet reviewed the minutes of March 02, 2012 meeting. **VPA moved and VPIA seconded that Cabinet adopts the minutes as presented. The motion carried unanimously.**

3. Action Items

- a. Proposed holidays for Yap Campus. Yap Campus is proposing to replace the Good Friday holiday with the March 30th Micronesian Culture and Tradition Day holiday since the Micronesian Culture and Tradition Day is a national holiday whereas Good Friday was only added to Yap Campus' list of holidays to make up the 10 maximum holidays as approved by Board of Regents.

Kosrae Campus is in similar situation except they already have 11 holidays and the new March 30th holiday would make it 12 holidays being observed by Kosrae Campus. Kosrae Campus will need to eliminate two. Director Kalwin reminded Cabinet that their holidays were given special consideration by the Board of Regents allowing them the 11 holidays.

President Daisy directed to leave things as they are, both holidays in place. The Administration will review the Board minutes regarding this special consideration of 11 holidays and will put the holiday issue on the agenda for Board's May meeting.

In regards to what is the impact on instruction of programs, this year is fine and moving forward, VPIA said they will just need to fix the implementation of first day of instruction and ending of classes.

- b. Senior Management Team President Daisy observes gaps in some opportunities of communication sharing so he is introducing the idea of senior management team for Cabinet to consider. The senior management team will be mid level management to discuss issues that may overlap. It will give opportunity to mid level management and directors to sit with Cabinet to drive discussion and sharing of information and issues. Cabinet to identify members of this team and their purpose. VPSS moved and VPAS seconded that Cabinet adopts this proposed senior management team. The motion carried.
- c. Timing of request. This is a reminder that people's schedule is busy and complex. People need to plan accordingly. It is the responsibility of individual, supervisor and approving vice president to make sure planning is done accordingly and ahead of time. No last minute surprises and no fire drill requests. There will be exceptions but it shouldn't be the norm.

The timeline for travel authorization requests is two weeks. President feels two weeks is a reasonable length of time to process travel authorization. Cabinet discussed briefly on ways to ensure travel plans and purchasing of tickets are done in a timely effective manner. Cabinet

discussed purchasing of tickets using the credit card or identifying and centralizing a local agency to represent us and working out a good deal with them, holding them accountable may hold some value to us.

- d. To Do List. This list is generated from the last Board of Regents' meeting. Cabinet had a thorough and lengthy discussion on items on the "to do list" and assigned individuals to handle specific items of the list. Deadline for resolution on this "to do list" or discussion as to why more time is needed to resolve items will be May 04, 2012.
- e. Timeline for Next Board meeting. The next Board meeting is scheduled for the week of May 21st. President urged Cabinet to be mindful of and to adhere to the preparation timeline for Board's next meeting. Cabinet is to stick with the established format of reporting to be consistent. Reports should be of high level analysis, be more thoughtful and deliberate of things we are reporting and not just activities we've done but what were the outcomes, and the value to the institution of these activities.
- f. May Commencement Exercises. May commencement exercises is just around the corner and President Daisy would like to know the status of plans. VPSS shared that there are approximately 148 potential candidates of graduates. The graduates usually pick a guest speaker from a list of potential candidates recommended from RAR committee; students sometimes pick their own candidate; President will be asked to deliver the welcoming remark; potential graduates are beginning to file for graduation; the graduation planning group will meet after founding day activities to start planning processes.

The candidates of guest speakers are typically political leaders and sometimes alumni of the college. There are no established criteria. President recommends that a policy be established around the selection of commencement speaker for graduation.

Commencement exercises is the culminating event of an academic institution. It is important that academics be featured. President would like included in the program an explanation of different hoods and gowns worn by faculty and staff in regalia. President thought it be good to also keep similar ceremonial activities done at the beginning of the investiture ceremony at commencement exercises (the conch shell blowing and flag bearing), President also feels in addition with flags from all the FSM states there should be flags of other nations represented at the college

DCR director to draft letter for President's signature to nations explaining why we would like their flag and specifying size of flag needed. Administration can ask vocational students to make poles for flags. Planning should encourage student participation, guests from embassies, consideration to order of processions, designs of seating, and students performing. VPIA to take the lead in working with RAR and DCR Director in ordering graduation regalia for faculty even at the campuses. VPIA to draft memo to faculty on attire at the ceremony. Wearing caps can be optional, individuals can wear mwaramwars instead. Consideration be given to traditional leaders with elevated seating at the side. There should be press coverage and videotape of the event.

Some of our campuses hold graduation only once a year, some does twice a year. We should try to get someone from Cabinet to attend graduation ceremonies at the campuses, so VPSS will be attending Yap and FMI graduation. President encourages Chuuk to always hold a mini version of graduation ceremony and call it a celebration or at least hold some form of reception for students completing studies at the campuses. Staff and faculty at campuses are expected to also wear graduation regalia.

- g. Staff Development. Staff Development Day is scheduled for next week Tuesday, April 03, 2012. President will give the welcoming remarks. It will be held at Pohnpei Campus. Concern was expressed that event should have been announced and people notified earlier.

5. Old Business.

- a. Update on vehicle issue. VPAS had emailed out a list inventorying number of vehicles owned by the college, vehicles condition and lifespan of said vehicles. He is recommending a committee or office be designated to review purchase of vehicles, conduct survey on vehicles, responsible to enforce existing policy on use of vehicles. He also recommends putting a freeze on purchase of vehicles.

VPA and VPCRE to work together on issues regarding CRE vehicles since CRE vehicles are under different regulation and policy which prohibits complete integration with college regulated vehicle policies.

We should seriously think of what are our essential vehicles for the college to use, buses, vans, maintenance vehicles, like flatbeds, vehicles used to transport students to events; how vehicles are being used, who determines who gets a vehicle; giving up smaller cars for vans for student transportation; and enforcing logs of vehicle use. President asked that campuses sent logs of vehicle use to VPA for analysis and in the absence of logs send summary of vehicles and how they are being used.

- b. Education Master plan (EMP). President noted and commended on the good efforts and plans being developed; however, shared concern regarding the strategic plan of 2006-11. There wasn't a process that went in to assess the plan. We need to identify what the institutional priorities are moving forward and what the student outcomes are. The other concern was on how the EMP has evolved. The EMP does not meet our institutional priorities and student outcomes. President will provide framework and clearer instructions and direction to work within.

Since we do not have luxury of time for trial and error, President has engaged Wilson Hess of Sandy Pond Associates on ways to help us do the job right. The first phase will be on communication plans. Phase II will be on assessment and integration of all plans into the Educational Master Plan. Phase III will depend on how well Phase I and II works. President will start now working on a framework on our planning process.

The first engagement will cost \$21,000.

College Wide Areas for Review and Improvement. President shared a list he has compiled of areas for review and improvement (see attached list). The list reflects President's observations on some things which he will want to meet people individually and collectively in. In every area you will note planning is at the top of the list. We should be proactive and not just reactive. Every Cabinet member should be problem finder, respond and follow through. It is very important that Cabinet members be out and about, be visible to students, faculty, and other staff. Are you holding meetings regularly with your staff; accountability, what will accountability between you and staff look like; think of all policies in areas that need to be revised and updated; President is concerned there is no robust student life, calendar of college wide activities, student handbook; we need to do a much better job on retention and outreach plan; budgeting process and educate people on the process; and preventive maintenance.

There was concern by committees for not having the data on health indicators and seat cost so President tasked the Comptroller to develop a formula for seat cost data and give it to IRPO to do all the calculation and to share the data to the committees. President's intent was for IRPO to do the calculations for consistency and not have everyone trying to develop the formula and trying to figure seat cost. President realized that the communication between IRPO Director and Comptroller did not take place. He takes responsibility on that misunderstanding surrounding the seat cost issue.

The doors leading into the kitchen of the cafeteria needs cleaning, grounds are starting to look sloppy, grass and weeds are growing. President would like to see the landscaping and cleaning schedules mentioned by VPA. VPA to provide the schedules for President.

VPCRE to keep President briefed and updated on happenings with CRE.

Adjournment. The VPCRE moved and VPIA seconded that the meeting be adjourned. Motion carried and the meeting adjourned at 12:34 p.m.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

1. Agenda
2. Minutes of March 02, 2012
3. Emailed proposed holidays for Yap Campus
4. To Do List from March 7-9, 2012 BOR Meeting
5. Preparation Timeline for Next BOR Meeting
6. Vehicle Inventory List
7. Draft Education Plan
8. College wide areas for review and improvement (President's email)

College Web Site Link:

▪ Not applicable

Prepared by:	Hadleen Hadley	Date Distributed:	4/12/12
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Approval of Minutes Process & Responses:

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

- Minutes of March 02, 2012 were adopted
- Holiday issue will be placed on BOR May meeting agenda
- Establishment of a Senior Management Team was adopted by Cabinet and members of the team

will be identified and their purpose established

- Deadline for resolution on the “to do list” or discussion as why more time is need to resolve items will be May 04, 2012
- Board of Regents meeting is set for the week of March 21, 2012
- DCR Director to draft letter for President’s signature to nations explaining why need their flag
- VPIA to take lead in planning of commencement exercises and ordering of hoods and gowns for faculty
- VPIA to draft memo to faculty on attire worn at commencement exercises
- VPSS to attend graduations at Yap and FMI campuses
- Logs on vehicle use or summary of how vehicles are behind used to be sent to VPA for analysis

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments