

**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>
October 02, 2012	9:00 a.m	President's Conference Room COM-FSM National Campus Palikir, Pohnpei, FSM

<b>Members Present:</b>				
Titles/Representative	Name	Present	Absent	Remarks
President*	Dr. Joseph Daisy		x	<i>Travel Authorization</i>
VP, Administrative Services	Joseph Habuchmai	x		
VP, Student Services	Ringlen Ringlen	x		<i>Director of OAR representing</i>
VP, Instructional Affairs	Mariana Ben Dereas	x		<i>Dean of Academic Progs. representing</i>
VP, Cooperative Research & Extensions	Walter James Currie	x		
VP, Institutional Effectiveness & Quality Assurance	Frankie Harriss	x		<i>Director of IT representing</i>
Staff Senate President	Christopher Ross Perkins	x		
SBA President			x	
Executive Assistant to the President	Norma Edwin	x		
Executive Secretary	Hadleen Hadley	x		Recorder

<b>Additional Attendees:</b>	
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<b>Agenda/Major Topics of Discussion:</b>
1. Funeral Arrangement for former President Spensin James

<b>Discussion of Agenda/Information Sharing:</b>
<p>VP Habuchmai as Acting President called a special meeting of the Cabinet to discuss the untimely passing of former COM-FSM President Spensin James at 6:30 a.m. in the Pohnpei State Hospital. His remains are in the morgue awaiting arrival of one of his daughters from the United States.</p> <p>Cabinet took a moment of silent prayer in remembrance of former colleague and President, Spensin James.</p> <p>Discussions included type of assistance the college can offer the family; the usual practice of donations extended to families of employees; consideration of length of service the late President James gave the college; and consideration of position title he served under the college.</p>

The Cabinet decided unanimously to extend the following assistance to the family of the college former President: the college will extend the full assistance of what would usually be extended to a emeritus professor; the college will purchase the casket for the remains; provide a traditional “uhmw” of a pig, sakau, breadfruit or yam or taro; purchase \$300 worth of cases of chicken and sacks of rice; and petty cash of \$100 worth of floral arrangement.

Acting President/VP Habuchmai will contact the family to find out the family’s final arrangements of funeral services and to offer them the college’s plan to purchase the casket. Once Acting President knows their final arrangement plans then the college will put into effect Cabinet’s decision on providing assistance.

**Adjournment.** The meeting adjourned at 9:15 a.m.

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<b>Handouts/Documents Referenced:</b>

<b>College Web Site Link:</b>
▪ <a href="http://www.comfsm.fm/cabinet">www.comfsm.fm/cabinet</a>

<b>Prepared by:</b>	Hadleen Hadley	<b>Date Distributed:</b>	
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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>
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<b>Action by President:</b>				
Item #	Approved	Disapproved	Approved with conditions	Comments