

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

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| Committee or Working Group: | Cabinet |
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| Date: | Time: | Location: |
| December 07, 2012 | 10:00 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, Administrative Services | Joseph Habuchmai | x | | |
| VP, Student Services | Ringlen Ringlen | x | | <i>FAO Director representing as Acting</i> |
| VP, Instructional Affairs | Mariana Ben Dereas | x | | |
| VP, Cooperative Research & Extensions | Walter James Currie | x | | |
| VP, Institutional Effectiveness & Quality Assurance | Frankie Harriss | x | | |
| Executive Assistant to the President | Norma Edwin | x | | |
| Executive Secretary | Hadleen Hadley | x | | Recorder |

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| Additional Attendees: | OAR Director, Joey Oducado; HR Director, Rencelly Nelson |
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| Agenda/Major Topics of Discussion: |
| <ol style="list-style-type: none"> 1. Review of Minutes 2. Reports 3. Old Business 4. New Business 5. Adjournment |

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| Discussion of Agenda/Information Sharing: |
| <p>Review of Minutes</p> <p><u>Minutes of November 7, 2012.</u> Minutes of November 7, 2012 were emailed out for revisions and comments. Comments and revisions were incorporated. VPAS moved and VPCRE seconded that Cabinet adopt the minutes as amended and the motion carried.</p> <p>Reports</p> <p><u>BECA</u> VPAS reported that a letter has been drafted along with a proposal summarizing why the college needs that money and our plans to utilize that \$ 390,000. The letter will be transmitted to President Mori. We also expressed our interest in participating in the long term financial framework exercise that all the</p> |

states and FSM National Government are going through which is sponsored through graduate school, overseen by Jason Aubuchon and Kevin O'Keefe. Jason and Kevin will be here right about the time when the Board will meet and will want some time with the Board. President plans to also include Cabinet in that meeting.

Green House. Plans are still sketchy on who will shoulder the cost of expense on relocating the Green house to privately owned property between the campus and high tide hotel.

Indirect Cost. CRE has been tasked to look at indirect cost because Land Grant Board has directed that they possibly not take indirect cost from their grant proposals. He is looking at what they actually spend the funding on. CRE has no control over 50 percent of the funding since currently 25% goes to President and 25% goes to the Business office. The 50 percent currently used by CRE must be dedicated to activities of the project as policy dictates. Administrative duties are not allowed to be charged to indirect cost.

VPCRE is to put in writing his review on indirect cost policy and summary of figures and numbers to funds spent and activities that these funds are used on. He is also asked to include summary of personnel whose salaries are charged to indirect cost.

TracDat. TracDat was discussed at executive committee. President signed off on the contract and it is now being purchased. It is hoped that by Spring semester we can start using TracDat. Trainings will be conducted across the college. IRPO Director will be traveling in January and plans to stop and dialogue with GCC folks to get some ideas because they have been using.

The personnel requisition for the Assessment Coordinator has been filed for the position to be advertised.

Midterm Report. Copies of the midterm report working group document were distributed to Cabinet members. VPIEQA has set up Google docs for a lot of the work that is going on. She walked through a sample of one of the working group Google docs with Cabinet members. On most of the recommendations, there is still nothing posted to show work progress of anything. She stressed again the imperativeness of posting work progress on stories and evidences than she can put in the midterm report. She reminded Cabinet that for accreditation purposes, the larger college needs to be involved in putting together both the midterm and the accreditation self evaluation. Cabinet members were assigned as lead persons to be responsible for work under the recommendations; members can appoint individuals under their departments to lead the work progress under that recommendation. Groups are to meet next week to start working on telling the story for the report. The deadline to share with the larger community is January 15, 2012.

New Business

Holiday Coverage. President will travel off island for the holidays. VPAS will be acting during his absence. President wants to be sure that coverage during the holidays is taken care of. Although the holidays are vacation time, we should all be mindful of the March deadline for our accreditation reports.

Residence Students Acting Director of Residence and Student Life and residence hall staff are working on the calendar of holidays, how many students will be in residence, and plans of activities for the holidays for the students. Director of Facilities, Maintenance and Security has also informed Acting VPSS of plans to do repairs on the exit doors and installation of fire alarms in the residence halls.

Fax Machine Issue Looking at the FY2014 budget, communication budget college wide was build into

IT budget; that includes internet, telephone, and fax phone lines; unfortunately fax phone lines are direct with no restrictions on long distance and mobile calls. Abuses have been noted and has become costly to IT's budget. The question is do we need a fax machine in this day and age of a highly hi-tech world? The management team under VPIEQA is recommending cutting off fax machines replacing with use of SKYPE and sending electronically documents through scanning and emailing. VPIEQA and VPAS are to put a proposal together with options and rationale why we are doing this to share with Executive Committee.

Similarly concern over ADSL lines at homes was raised. VPIEQA moved and VPIA seconded that ADSL lines installed at homes for personal use are to be discontinued effective January 1, 2013. The motion carried. VPIEQA will work with VPAS on numbers of, and the costs of associated with fax and ADSL lines and will give Norma the proposal for Executive Committee to officially review.

Generator. The long awaited brand new generated is now here on island and will be delivered next week. Contractor is working on the foundation for the generator to be placed.

Old Business

Hiring Process Issue HR Director was invited to clarify perceptions around the hiring process. HR Director went over the process of hiring and filling of position vacancies. The process starts with supervisors or appropriate vice presidents filling out a personnel requisition form; the personnel requisition form is then submitted to HR office for placement of the position then forwards to Business Office for certification of funds availability then back to HR for posting of the vacancy announcement. Policy stipulates that vacancy announcements are to be posted 20 working days from the day HR received the completed personnel requisition. There are two ways to fill a position vacancy. One is to widely advertise for 30 days and the second is to internally fill the position through reassignment recommendation by supervisor. Re-advertisement of vacancies is 15 days. The required documents one must submit before interview are application, transcript, and three letters of recommendation. A hiring committee screens, interviews, selects a candidate, forwards the recommendation to HR to do reference and criminal background checks. The committee must submit a recommendation within a week of the last interview conducted. HR then transmits the recommendation package to appropriate vice presidents for concurrence of recommendation and then to the President for approval of the recommendation. HR then extends the employment offer to the recommended candidate.

HR acknowledges that there is room for improvement on timelines on some of the hiring process. HR is working on outsourcing the criminal background check portion of the hiring process.

Accreditation Updates VPIEQA reminded members of the accreditation work checklist and for folks to put some details on what you are doing on the list by sticking on dates events happened, dates of when certain reports are submitted, and where minutes or reports can be found.

FY2014 Budget Update The budget is on its way to completion. The amounts that the vice presidents needed to adjust were from understated salaries, and to consolidate communications budget under VPIEQA's.

Update on Faculty Summer Pay . Discussion around the faculty summer pay will shift to Executive Committee since the Faculty/Staff President no longer sits on Cabinet.

Board of Regents Meeting Norma has just send out reminders requesting that Board of Regents reports be submitted a little ahead of the timeline to allow ample time for vice presidents review of reports with President before inclusion in the binder. She shared concern regarding items for the agenda going

through proper procedures and channels of approval before the Board considers them.

Executive Committee meeting The next Executive Committee meeting will be next week either on Wednesday or Friday. Norma will consult with Dr. Kathy Hayes and Ross Perkins on their availability to attend.

Announcements. Commencement is scheduled for December 20th at 9:00 a.m. We are doing more streamlining this year to make commencement run more efficiently. Rehearsal will be on Wednesday at 9a.m.

A Christmas luncheon party is planned for Tuesday 18, 2012 in MITC.

Security & Dormitory staff uniforms. VPAS has discussed the issue of uniforms with security and uniforms have been ordered; VPAS is to follow up on status of when uniforms will be arriving; uniforms for dormitory staff can be ordered and sewn on island.

Adjournment. VPCRE moved VPIA seconded that the meeting adjourns. Motion carried and the meeting adjourned at 12:30 p.m..

Handouts/Documents Referenced:

- Agenda for the meeting
- Minutes of December 07, 2012 meeting
- Midterm Report Working Groups Handout

College Web Site Link:

- www.comfsm.fm/cabinet

Prepared by:

Hadleen Hadley

Date Distributed:

Approval of Minutes Process & Responses:

Minutes were distributed prior to meeting; revisions were received and incorporated

Submitted by:

Date Submitted:

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

- Minutes of December 07, 2012 meeting were adopted
- The Board of Regents and Cabinet will be meeting Jason Aubuchon and Kevin O'Keefe regarding long term financial plans in January 2013
- VPCRE is to put in writing his review on indirect cost policy; funds expenditure summary and activities that these funds are used for including summary of personnel and their duties whose salaries are charged to indirect cost
- Trainings will be conducted across the college on TracDat
- Cabinet members were assigned as lead persons to be responsible for work under the recommendations
- Groups are to meet next week to start working on telling the story for the report
- The deadline to share with the larger community is January 15, 2013
- VPAS will be acting in President's stead while is off-island during the holidays

- People should be mindful of the March deadline for our accreditation reports
- VPIEQA and VPAS are to put together a proposal with options and rationale why fax machine lines in offices and ADSL lines at residences for personal use are to be discontinued effective January 01, 2013
- The discontinuation of fax machine lines and ADSL lines is to be reviewed in Executive Committee meeting
- Discussion around the faculty summer pay will shift to Executive Committee since the Faculty/Staff Senate President no longer sits on Cabinet
- The next Executive committee meeting will be next week either on Wednesday or Friday
- Commencement is scheduled for December 20, 2012 at 9:00 a.m
- A Christmas luncheon party is being planned for Tuesday, December 18, 2013 in the MITC.
- VPAS is to follow up on status of uniforms for the security staff

Action by President:

| Item # | Approved | Disapproved | Approved with conditions | Comments |
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