

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

Committee or Working Group:	Cabinet
------------------------------------	----------------

Date:	Time:	Location:
November 07, 2012	10:00 a.m – 12:08 noon	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		
VP, Instructional Affairs	Mariana Ben Dereas	x		
VP, Cooperative Research & Extensions	Walter James Currie	x		
VP, Institutional Effectiveness & Quality Assurance	Frankie Harriss		x	<i>Not feeling well</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

Additional Attendees:	
------------------------------	--

Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Review of Minutes 2. Reports 3. Adjournment

Discussion of Agenda/Information Sharing:
Review of Minutes
<p><u>Minutes of September 7, 2012.</u> There was minor correction to the minutes. Executive Council should really read Executive Committee. VPCRE moved and VPAS seconded that Cabinet adopt the minutes as amended and the motion carried.</p> <p><u>Minutes of October 02, 2012.</u> With no revisions, VPCRE moved and VPSS seconded that Cabinet adopt the minutes and the motion carried.</p> <p><u>Minutes of October 26, 2012.</u> With no revisions, VPCRE moved and VPSS seconded that Cabinet adopt</p>

the minutes and the motion carried.

Follow Ups

Accreditation Update. Updates on accreditation work progress were postponed. VPIEQA is not here but accreditation is not just her responsibility; we all have a part in that. Thus when she needs evidence or data, she needs to enroll all our help. President urged Cabinet to stay on top of things, working on targets. Wilson Hess will also be here in early January to work with the Board of Regents to better understand their role in accreditation.

Review of new positions in FY2013. VPAS was tasked to review positions in the FY2013 budget to determine necessity of filling positions as requested or shifting around and combining positions to better serve delivery of services. Since positions in FY2013 impacts budgeting in FY2014, the issue will be discussed in the meeting of FY2014 budget scheduled for this Friday.

Along the lines of FY13 budget discussion is summer Pell issue and faculty summer pay compensation. FY2013 budget has taken into account the summer Pell issue. The faculty summer pay compensation however needs a more permanent solution so VPAS will engage several entities/committee representatives in a broad high level discussion for options for Board's consideration at its March 2013 meeting. VPAS, VPIA, and Faculty/Staff Senate President are to report at every Cabinet meeting on progress of solution regarding faculty summer pay.

FY2014 budget Update. The vice presidents met earlier this morning to discuss resource allocation; final review and a comprehensive budget were hoped to be reached by Friday, November 9, 2012. They are now requesting that the deadline be moved to November 30, 2012. VPAS is to provide VPIEQA a narrative of the budget process, participation, dialogue, and review going into the budget.

PPEC and Land Grant Board meetings. The Board of Regents will be attending the boardmanship training by PPEC in Guam on December 05, 2012. The next PPEC meeting will be in March 2013 in Maui, Hawaii.

Board of Regents Meeting. The meeting will be held on January 15-16 here in Pohnpei. The Executive Assistant to the President has changed the Board meeting timeline to reflect the change of date for the meeting. Vice presidents are to send the Executive Assistant to the President agenda items they wish considered at the meeting.

The new policy of 100% per diem disbursement has created lots of challenges. President has discussed the concern with the Chairman and he is in support of the Administration bringing a request to change the policy back to the 80% disbursement policy. VPAS is to work with the Comptroller to revisit the policy on per diem disbursement and provide rationale on why the policy should be changed back to 80% instead 100% disbursement. In regards to collection of outstanding TAs, VPAS is to draft letters immediately to impacted individuals to pay back outstanding and that travel will not be permitted until outstanding is cleared. Business Office should not certify travel authorization requests if there is outstanding TAs.

COMET and Entrance Criteria Update. The Curriculum and Assessment committee noted the misconception and reasons that admission to COM-FSM is based solely on the COMET scores. The committee recommends that we revisit how we advertise admission to students; that the Recruitment and retention committee work closely with student services, office of admissions and record, human resources and planning and resource committee to create a detailed application package. The detailed application package should be distributed to high schools early fall semester with a stipulation that students interested

in attending COM-FSM submit an admission application with a short essay on what they expect to gain from attending COM-FSM. The COMET scores should be used as a placement tool. VPIA is to work with Recruitment and Retention Committee on recommendation to be considered by Board at its January meeting.

Hiring Process. In regards to previously shared concern over the hiring process, HR director is to be invited to the next Cabinet meeting to discuss the process of hiring. It is noted that HR office is understaffed so Administration is considering outsourcing some of the responsibilities of the hiring process like background/criminal check.

Reports

VPAS updated Cabinet on the building issue in Yap. Construction of the building in Yap is now in limbo. The issue has become a legal matter between Project Management Unit (PMU) and the contractor. PMU will generate report on recommendation to the contractor on what needs to be done. Since PMU is under Transportation, Communications & Infrastructure (TC&I) of FSM National Government, VPAS is to set up appointment for the College to meet with FSM Attorney General to discuss the Yap building issue.

VPIA reported that Chuuk Campus will hold their mini visioning summit this Friday, and has invited over thirty members of the community to attend. Kosrae Campus will hold theirs on November 20, 2012. Both VPIA and VPIEQA will be in Kosrae then; VPIEQA to conduct accreditation booth and VPIA to conduct r site visit and will administer the COMET test too. Yap Campus and FMI will hold their mini summit next Thursday. Dean of Academic Programs will be there to also administer the COMET and will do authentic assessment.

Maintenance staff is cleaning the Agriculture laboratory for instructional use, getting it ready for November 12, 2012 when the representatives of the Step-up program visits. The extra room on the side can be used as storage room for the sensitive equipment. Currently Kiyoshi Phillip and staff of CRE are utilizing rooms there for office space. VPIA, VPAS, and VPCRE are to work together on space utilization of the Agriculture building.

President expressed concern over how vice presidents are working together. Responsibilities are going to overlap sometimes. Each vice president must be doing their job and everybody who works for them must also be doing their jobs. In the same way we said everybody's signature must mean something, everybody along the chain has to be doing his/her job. Another prime example of that is the situation of enrollment at campuses.

VPCRE reported that his staff from the campuses is here participating in a conference regarding their plan of work. He requested assistance with funding to purchase licenses to install satellite dishes he received from an education grant. VPCRE, VPIA and VPAS are to work together to resolve the issue regarding the satellite dishes.

Faculty/Staff Senate President shared that Senate would like Cabinet to revisit idea of release time for faculty chairing committees. Faculty/Staff Senate President will meeting with Council of Chairs on Friday to develop responses and scenarios for Cabinet's consideration.

VPSS reported on enrollment data, shared concern over low enrollment at some of the campuses. He and Vice President for Instructional Affairs are working together to require the Campus Deans to submit enrollment plan of actions to be evaluated and reviewed before each semester.

The consultant for student services, Dr. Barbara Fienman is wrapping up her interviews with student

services staff and will have one more with student representatives this Friday. She wants some pictures of the public areas of the residence halls which student services will be sending to her. She has started working on her final report on recommendations which hopefully we will receive by the end of this month.

VPSS is reviewing the betelnut policy. The current policy on betelnut chewing is allowed only in designated areas around campus, however, this policy is not working. Vice President plans to meet student services people and facilities and environment committee next week to discuss the issue and brainstorm over solutions to the problem. Cabinet suggested enlisting students in the solution seeking discussions. Immediate efforts to address betelnut chewing spit problem include posting signs of “no betelnut chewing”, and to provide students areas where they can chew.

Administration is to consider enforcing the betelnut policy with staff too. We should live by example. While on duty absolutely no chewing; staff must take a break to chew but only in designated areas. Employees should be held accountable. First offense is to be written up and second offense suspension or may even be termination. Vice presidents are to look at the betelnut policy, craft for employees, and provide rational why we are doing this.

For our people’s safety, security officers including the chief must be in neat uniforms with identification to show who they are. VPAS is to meet and discuss with them uniform issues. Dormitory staff is to be in uniforms too for easy identification of staff on duty. Details are to be ironed out by VPSS and his staff.

President’s conference room is not a work study students lounge. It is a place where we hold meetings and conferences and should be treated as such. The Board conference room has the same purpose. Currently with moves and renovations, stuff and boxes were dumped in there. Immediately, vice presidents are to get their respective offices to clean out the Board conference room.

The Executive Committee meeting is scheduled for Friday afternoon. Norma will send out details sometime today.

Adjournment. VPCRE moved VPSS seconded that the meeting adjourns. Motion carried and the meeting adjourned at 12:08 a.m.

Handouts/Documents Referenced:

- Agenda for the meeting
- Minutes of September 07, 2012 meeting
- Minutes of October 02, 2012 meeting
- Minutes of October 26, 2012 meeting

College Web Site Link:

- www.comfsm.fm/cabinet

Prepared by:

Hadleen Hadley

Date Distributed:

Approval of Minutes Process & Responses:

Submitted by:

Date Submitted:

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

- Minutes of September 07, 2012 meeting were adopted
- Minutes of October 02, 2012 meeting were adopted
- Minutes of October 26, 2012 meeting were adopted
- VPAS is to review positions in the FY2013 budget to determine necessity of filling positions as requested or to shift around and combine positions to better serve delivery of services. Timeline is by Friday, November 09, 2012
- VPAS, VPIA, Faculty/Staff Senate President are to provide recommendation of a permanent solution to the faculty summer pay compensation by engaging in broad discussions with several entities and committees. Recommendation is to be presented to the Board for its consideration at its March meeting. VPAS, VPIA, and Faculty/Staff President are to report updates on the progress of the recommendation at every Cabinet meeting
- VPAS is to provide VP/IEQA a narrative of the budget process, participation, dialogue, and review going into the budget
- The Board meeting will be held here in Pohnpei on January 15-16
- Vice Presidents are to send Norma items they want placed on the Board agenda
- VPAS is to work with the comptroller to revisit the policy on per diem disbursement and provide rationale why the policy should be changed back to the 80% disbursement
- VPAS is to draft letters immediately to impacted individuals to pay back outstanding balances and that travel will not be permitted until outstanding is cleared
- VPIA is to work with RAR on recommendation regarding admission package for Board's consideration at its January meeting
- HR director is to be invited to next Cabinet meeting to discuss the process of hiring
- VPAS is to set up an appointment for the College to meet with FSM Attorney General to discuss the Yap building issue
- VPIA, VPAS, and VPCRE are to work together on space utilization of the Agriculture building
- VPCRE, VPIA and VPAS are to work together to resolve the issue of satellite dishes
- Faculty/Staff President will meet COC on Friday to develop responses and scenarios for Cabinet's consideration
- Vice presidents are to look at the betelnut policy, craft for employees, and provide rational why it is being done that way
- VPAS is to meet security offices to discuss uniform and identification issues
- VPSS is to discuss with dormitory staff uniform and identification issues
- Immediately vice presidents are to get their respective offices to clean out the Board conference room
- The Executive Committee meeting is scheduled for Friday afternoon; Norma to send out details sometime today

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments