

**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>
September 07, 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		
VP, Administrative Services	Joseph Habuchmai	x		
VP, Student Services	Ringlen Ringlen	x		
VP, Instructional Affairs	Mariana Ben Dereas	x		Dean of Academic Progs. representing
VP, Cooperative Research & Extensions	Walter James Currie	x		
VP, Institutional Effectiveness & Quality Assurance	Frankie Harriss	x		
Staff Senate President	Christopher Ross Perkins	x		
SBA President				
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>
<ol style="list-style-type: none"> <li>1. Review of Minutes</li> <li>2. Reports from Vice Presidents</li> <li>3. Adjournment</li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
<p>President Daisy called the meeting to order at 9:00 a.m.</p> <p>President welcomed and thanked the Dean of Academic Programs who is joining the meeting on behalf of the Vice President for Instructional Affairs. He also welcomed Ross Perkins who is joining the meeting as the new President of the Faculty/Staff Senate.</p> <p><b><u>Review of Minutes</u></b></p> <p><b>Minutes of 8/13/12 Cabinet debriefing meeting.</b> The minutes were emailed out for Cabinet’s review</p>

prior to this meeting. VPCRE moved and VPAS seconded that Cabinet adopts the minutes, and the motion carried with two abstentions.

***Minutes of 8/17/12 Cabinet meeting.*** Minutes of 8/17/12 meeting were emailed out for Cabinet's review and revisions prior to this meeting. VPSS moved and VPAS seconded that Cabinet adopts the minutes, and the motion carried with two abstentions.

***Minutes of 8/24/12 Cabinet meeting.*** The spelling of Dr. Dacanay's name was corrected. VPCRE moved VPSS seconded that Cabinet adopts the minutes of 8/24/12 meeting as modified. The motion carried with two abstentions.

### **Reports from Vice Presidents**

**Student Services.** VPSS reported activities done to address issues in the residence halls. Counselor Lore Nena has taken up acting responsibilities of the Director of Student Life. Job descriptions and responsibilities of current staff are being reviewed. Plans to reinstate the resident assistant program are in process. Deadline for submission of applications is today.

There was reference to a Dean of Student Services. President has asked Dr. Barbara Fienman, a consultant to work with VPSS to develop a proposal to assist us in looking at student life and student services areas. President also asked VPSS and VPIA to work together to develop strategy for merging student services into instructional affairs. In the end VPIA position will become Vice President for Academic and Student Affairs.

Another change President referenced was in the governance structure where discussions entertained the notion of creating an executive council or committee. The executive council or committee will consist of Cabinet, representative of Council of Chairs, Faculty/Staff Senate President or designee, Student Body Association President or representative, and a representative of the Management Team. Cabinet will only consist of President and vice presidents.

Several disciplinary cases are being dealt with. Election of SBA officers has started and once all SBA officers are in place will organize their monthly meetings. Recreation staff is busy with intramural games at the national and Pohnpei campuses. The student services coordinator for Kosrae Campus, Mr. Arthur Jonas is now on board.

Work progress in meeting the accreditation work checklist: In regards to assessment of SIS security, student services have located a vendor in California to purchase new filing cabinets. VPSS expects to receive a pro forma invoice by next week and will seek funding assistance to purchase the cabinets. VPSS has uploaded student services non academic programs on the wiki page. Director Joey Oducado has been designated the assessment coordinator for student services and will be responsible for uploading assessment data on the wiki.

**Administrative Services.** Highlights of VPAS' report included the completion of the solar panel project which has been moved to the end of October 2012; the fuel pump for the old generator has been ordered and a new generator will arrive in early November; Administrative Services is favorably looking at outsourcing the washers and dryers for the residence halls but in the interim they are trying to get the broken machines repaired; security is scheduling fire drills; and VPAS is to stay on top of why building in Yap is not completed. VPAS and Director Mendiola gave feedback on the BECA proposal regarding space utilization college wide in which President has expressed to BECA our endorsement of the concept and has asked them to move into developing the plan.

In regards to work progress in meeting the accreditation work checklist, VPAS has emailed earlier to Cabinet a written update on activities of progress. VPAS' secretary has been tasked to work with Shaun on uploading assessment data onto the wiki.

Cooperative Research & Extension. VPCRE's report included completion of inventory which will be sent to Dr. Singeo today with a copy to President too; a copy of their program review has been received from USDA and that copy be shared with Cabinet members; VPCRE will check with Dr. Singeo regarding publishing the document on our wiki too; other involvements include meeting with OIM/IOM on disaster preparedness activities and combining FAO food security activities into a one day activity; meeting with Pohnpei Lt. Governor regarding development of marketing strategies on export; satellite dish are on all the campuses and VPCRE is working with IT Director regarding getting licenses; Yap research hatch project is approved; there is still ongoing discussion on the greenhouse in Chuuk; VPCRE and VPAS are to work together to resolve issues; and invitations are forthcoming for the Pohnpei CRE laboratory and extension facility on September 13, 2012 at 10:00 a.m.

Work progress on Accreditation work checklist. CRE five years plan, annual reports, and performance based budgeting report have been uploaded onto the wiki. VPCRE will post the program review report from USDA on the wiki as soon as he hears from Dr. Singeo.

Institutional Effectiveness & Quality Assurance. VPIEQA reminded members that the accreditation work checklist is a google document; she explained the urgency of data needed and how to go about uploading needed data, evidences or comments.

Items under her responsibility list: VPIEQA was tasked to dialogue with IT Director on email issues of synchronization. According to IT Director it would be very costly to change our current system to accommodate students, staff, and faculty; there are alternatives and methods to be able to check e-mails on multiple computers and be able to synchronize mail box accounts; one example, free software called Thunderbird. Individuals can explore with IT on free options.

DCR Director is working with LRC Director on arrangements to hold an appreciation ceremony for Konrad Engleberger regarding donated books.

VPIEQA is sending a formal inquiry to ACCJC regarding sending our faculty to Kosrae tomorrow. DCR Director is waiting for LRC to finish cataloguing books donated by Konrad Engleberger to start making arrangements to hold appreciation ceremony. VPIEQA is meeting Chairman Mida to work through the accreditation basics course; there is a need for a restroom facility behind the IT building with the increasing number of staff under IT and security.

There will be two sets of series of meetings that will be going on when our consultants are here. David Adams will arrive Pohnpei tomorrow to work on the program assessment and integrated master plan. James Mulik will arrive Pohnpei same dates but in October to focus on our student outcome reports and ACCJC rubrics, look at part of the Integrated Master Plan, and will also look at the CCSSE (Community College Survey of Student Engagement).

President and VPIEQA are looking at draft summary of visioning summit and planning the next phase of these visioning summits.

Instructional Affairs. Acting VPIA shared issue of challenge in filling instructor's position. President is working on several options to attract and retain faculty to bring to the Board for consideration at its December meeting. In reference to hiring process as an issue, HR Director still has to come speak with Cabinet and walk them through the hiring process. Cabinet had a lengthy discussion on the issue and

spoke of ways which may address the issue.

There was misconception that admission of students was only based on the COMET scores. RAR and CAC had discussion regarding criteria for admission of students. Included in their review was the fact that other criterias were considered besides COMET scores as stated in our college catalog. CAC will do more review and propose additional criteria for consideration.

VPIA has scheduled a meeting with the deans, and directors of her department to meet to look at the educational master plan, formulate their work plans for this year and to review their evaluations. President asked that all the vice presidents follow suit and also set their targets.

The convocation ceremony is set for Thursday in the practice gym. Assignments for the Accreditation work checklist has been made and assigned to committees. Acting VPIA is pushing hard on all faculty at all campuses to get their reports on assessment posted. One positive outcome of the faculty workshop on rubric authentic assessment conducted during fall semester is that faculty now has to do authentic assessment of course taught and must have peer observation.

Faculty/Staff Senate. The new officers have been elected and posted on the wiki. An article regarding the election and results are placed on website. Vice-chair of the Senate, Mr. Francisco Mendiola will sit on the Council of Chairs as the senate representative. Dr. Womack will be representing the senate to work with David Adams regarding the Integrated Education Plan.

Faculty is interested in the result of the visioning summit; some faculty would like to have first aid/CPR training conducted; faculty has expressed that the noise level by their office is just too disruptive for them; Cabinet entertained suggestions of constructing something where students can sit and hang out so not to disrupt offices.

**Adjournment.** VPA moved and VPSS seconded the meeting be adjourned. Motion carried and the meeting adjourned at 11:40 a.m.

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**Handouts/Documents Referenced:**

1. Agenda
2. Accreditation Work Checklist
3. Reports

**College Web Site Link:**

- [www.comfsm.fm/cabinet](http://www.comfsm.fm/cabinet)

<b>Prepared by:</b>	Hadleen Hadley	<b>Date Distributed:</b>	
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**Approval of Minutes Process & Responses:**

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

- Minutes of August 13, 2012 meeting were adopted
- Minutes of August 17, 2012 meeting were adopted
- Minutes of August 24, 2012 were adopted
- VPSS and VPIA are to begin developing strategy for merging student services into instructional affairs
- The idea of establishing an Executive Council/Committee is soon to materialize
- VPAS is to stay on top of why the building in Yap is not completed
- President has shared with BECA the college's endorsement of the concept for space utilization and for them to move into developing the plan
- VPAS' secretary will work with IT (Shaun) on uploading assessment data for administrative services department on the wiki
- VPCRE will share a copy of their program review from USDA with Cabinet
- VPCRE will check with Dr. Singeo regarding posting the report on the wiki
- VPCRE and VPAS are to work together to resolve the issue of the greenhouse in Chuuk
- Opening ceremony for the CRE laboratory and extension facility is set for September 13, 2012 at 10:00am; invitations are forthcoming to Cabinet
- VPIEQA reminded Cabinet on the urgency and must upload data onto the wiki regarding accreditation work check list
- DCR will arrange appreciation ceremony for donation of books from Konrad Engleberger as soon as LRC finishes cataloguing
- In regards to webmail synchronization, per advise from IT Director it would be costly to change current system and suggested options one may use; IT can assist interested folks
- VPIEQA is meeting with Chairman of the Board to work through the accreditation basics course
- VPIEQA and President are reviewing the draft summary of the visioning summit and planning the next phase of these visioning summits
- In regards to the challenge of filling and retaining instructors, President is working on options for Board consideration at its December meeting
- There was misconception regarding COMET scores being the only criteria used to admit students; so CAC will review and propose additional recommendations for consideration
- All vice presidents are to follow suit of looking at the educational master plan, to formulate their work plans for this year, review their evaluations, and set their targets in getting them completed
- Convocation ceremony is scheduled for Thursday in the practice gym for one hour
- The new officers for Faculty/Staff Senate have been elected and an article regarding that will be posted on the wiki

**Action by President:**

Item #	Approved	Disapproved	Approved with conditions	Comments
	X			