

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
August 13, 2012	3:05 p.m. – 4:20 p.m.	President’s conference room

Members Present:				
Members:	Name:	Present:	Absent:	Remarks:
President	Joseph Daisy	x		
VPIA	Mariana Ben Dereas	x		
VPAS	Joseph Habuchmai	x		
VPSS	Ringlen Ringlen	x		
VPCRE	Jim Currie	x		
VPIEQA	Frankie Harriss		x	Ill
President, SBA			x	
President, FSS			x	
Executive Assistant	Norma Edwin	x		Recorder
Executive Secretary	Hadleen Hadley		x	

Additional Attendees:	
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Agenda/Major Topics of Discussion:
1. Debriefing August Board Meeting

Discussion of Agenda/Information Sharing:
<p>President Daisy called for a debriefing of the August Board of Regents meeting. We need to assess how we did to do better the next time. Reports must be submitted to Norma sooner so the President has enough time to review them and the meeting notebooks can be compiled and distributed as scheduled. Deadlines are to be met.</p> <p>He then asked the vice presidents for a self-assessment of their reports to the Board. VPCRE felt his was reasonably good because it generated questions and discussions. VPAS felt his was not at a high enough level. VPSS felt he could have done better because in his excitement about the new student services initiatives he talked too long. VPIA felt her report was okay and apologized for the confusion with the dean’s report; she was under the impression that we were following the previous set up. The deans need to report at a higher level.</p> <p>President Daisy said he felt badly for VPAS when the Board questioned use of the \$700,000 for the public health program, but it was not the time and place to confront the Board about it. He explained about the documentation we had that restores the \$700,000. There will be times when we must go off-line to address situations.</p> <p>The President mentioned he needs to do a better job on where things are on the agenda. While he has been adjusting the agenda to improve the flow of information, the Board seems set in the format. It was mentioned the order of business is set in their bylaws. The Board likes the high level reporting but we need to be better prepared by providing a preview of what’s next and where we’re going. We should temper how quickly we are moving and not get ahead of ourselves and be more thoughtful; by making moderate changes, we will be able to gauge the impact and adjust as necessary. However, our eye should</p>

be on accreditation first until we are off sanction. He suggested that the VPs keep a journal to record significant events which should help prepare their Board reports.

President Daisy expressed his disappointment with the Deans' reports not being at a high level. The Board wants to hear about improvements, results, outcomes and their importance and significance to the college, and not a list of activities and problems. We must get away from bringing problems to the Board which we did not have time to resolve first. It is okay to present issues and challenges but should also present possible solutions. He noted there are only two reports on the agenda – Regents and President. He, therefore, sees value in practicing on what is high level and will continue previewing the reports before the meetings. Regarding Deans reporting at the meeting, he has come full circle from limiting their attendance to inclusion at Board meetings. Deans represent 50% of the college; the Board has a responsibility to hear what is going on at the campuses and from significant areas of college that have college wide implications.

Question was raised regarding the report format. We will continue using the charts; in addition, the President requested that the VPs also do a narrative report, not a summary of their charts but a summary to be used for their high level reporting. This will not be included in the notebook, but copied to the President and Norma. The idea of using power point for reporting was discussed. The President wants to avoid spending too much time looking at slides. When power point is used, the report should be at a high level and not read. The President formats his report against the challenge and responsibilities for the presidency because his evaluation will be based on his level of achievements of those identified items.

The President meets with the Board Chair biweekly to update him on improvements and challenges at the college; the Chair in turn shares information with the Regents. The President commented that we have a very supportive Board; they do not micromanage.

We had a historic one day meeting; however, the Board did hold three other meetings which included board development and their own visioning session. The President said he watched the Regents' reaction during reporting and signaled the speaker when the reports were too long.

VPSS informed the group about the case referred to by Regent Cornelius and VPAS about the incident at the Summit. President asked to be kept informed about significant happenings and stressed the need to maintain good relations.

The President inquired if the land issue for the public health building has been resolved. He asked that the college inquire and offer to house the public health facility at the college. It would be a way to collaborate with Pohnpei State. Follow up on answer for teachers in Kosrae to certify. Good to clarify and help other states.

Cabinet will meet this Friday. VPIEQA will be presenting massive amount of deadlines for accreditation requirements. The college has received notice that the JEMCO meeting scheduled for this month has been rescheduled to next month.

Discuss reflection pieces down the row. Revfususuib abiybdperformance.
Next mtg in Chuuk early December,

The shortage of instructors and its affect on course offerings was discussed. Possible sources for urgently needed instructors were identified, such as World teach Jesuits, Tuna Commission. VPIA inquired about shortening the recruitment process because they are losing candidates because the process takes too long. The President and VPAS will first meet with HR to understand the current process. President said the HR office is not staffed appropriately. VPIA questioned the repetition of tasks where HR also certified when

their office already certified the instructors. A protocol for recruiting within college is needed where the supervisor of the employee is informed of the move. Protocol for. Possibility of outsourcing some of the work for HR suggested.

Meetings tomorrow

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

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College Web Site Link:

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Prepared by:

Norma J. Edwin

Date Distributed:

Approval of Minutes Process & Responses:

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Submitted by:

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Date Submitted:

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

1.

Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:			
Approved with conditions:			
Disapproved:			