

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
11/16/12	3:09-3:16 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	TA
VPIEQA	Frankie Harriss	x		
Executive Assistant	Norma Edwin	x		Recorder
Executive Secretary	Hadleen Hadley		x	

Additional Attendees:	
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Agenda/Major Topics of Discussion:

1.

Discussion of Agenda/Information Sharing:

VPIA Ben Dereas moved and VPSS Ringlen seconded that the college adopt TrakDat. The motion passed unanimously. Approximately \$25,000 will be needed for the purchase.

VPIEQA moved and VPIA Ben Dereas seconded that the proposed naming convention for wiki assessment documents be adopted and that the files be converted to pdf. The motion passed unanimously

Cabinet was asked to look at assessment coordinator job description and comment soonest so it can be approved next Friday.

VPAS provided an update on the two construction projects at Yap Campus that are 23 months overdue. TC&I sent two engineers to investigate and then helped them get going again; terminating the contract would just delay the project further. Completion is now scheduled for February 2013. He will continue to follow up with PMU. Lourdes needs to be alerted on the update. National government is making this a priority and putting pressure on the contractor.

Dr. Daisy asked the VPAS to be on a lookout for the revised proposal from Beca and to forward it to him when received. He wants to get moving on it when he returns.

The meeting adjourned at 3:16. P.m.

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 Edwin	Date Distributed:	
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Approval of Minutes Process & Responses:
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Submitted by:		Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:			
1.			