

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

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

Date:	Time:	Location:
August 17, 2012	9:00 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, Administration	Joseph Habuchmai	x		
VP, Student Services	Ringlen Ringlen		x	<i>Attending a funeral</i>
VP, Instructional Affairs	Mariana Ben Dereas	x		
VP, Cooperative Research & Extensions	Jim Currie	x		
VP, Institutional Effectiveness & Quality Assurance	Frankie Harriss	x		
Staff Senate President				
SBA President				
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 from Vice Presidents 3. New Business 4. Old Business 5. Adjournment

Discussion of Agenda/Information Sharing:
<p>President Daisy called the meeting to order at 9:00 a.m.</p> <p>There was a concern regarding the current hiring process that came out of the debriefing meeting after the Board meeting. President and VPAS have met HR Director regarding the current process and had invited her to this Cabinet meeting to walk through the process with Cabinet. However, the HR Director is attending an Insurance board meeting so she could not attend. President would invite her again to another cabinet meeting. President and VPAS also considered getting HR some support on tasks they had to undertake.</p>

Review of Minutes

The minutes of August 03, 2012 meeting were distributed to Cabinet for review. Revisions have been received and incorporated. VPIA moved and VPCRE seconded that Cabinet adopts the minutes of August 3, 2012 meeting. Motion carried and the minutes were approved.

Discussion on the minutes also included President going through the minutes with Cabinet, reminding members of tasks assigned to them and encouraging that tasks be completed at set timelines. Tasks are outlined in the summary and action section of last Cabinet meeting which was held on August 03, 2012.

Additionally, President wants VPIA and VPSS to begin developing a plan on how to best merge academic and student services. VPSS and VPIA are to meet with President to discuss ideas on how to approach developing a plan to merge the two areas. VPAS is to look into status of plans to build the public health facility on the hospital grounds; to see if the land issue has been resolved and to put out feelers that the college can take the facility. It would be consistent with our instructional programs and the mission and it would be an area where we can be supportive. President wants a debriefing on plans for the upcoming commencement in May. VPIA is to take the lead and schedule a meeting sometime in September with President, VPSS, and VPAS. VPIA will also work with the faculty to identify when will be a good date to hold the convocation.

Concern was raised regarding moving the public health and nursing programs to Pohnpei Campus since classes in those programs co-share with other programs offered at the National Campus, such as marine science and HCOP. Classes currently run at particular times to ensure there is no conflict with catalog defined program course sequences for multiple programs. The genesis of moving the public health and nursing program to Pohnpei Campus is that students in those programs will be doing practicum at Pohnpei State Hospital. Also this Board directive is part of the restructuring plan where National Campus took over some of the programs at Pohnpei Campus in exchange of moving other programs there. President said if need be, Cabinet can revisit the directive, modify it to best serve the college in whole and present it to the Board for reconsideration.

President and VPIEQA have discussed plans to carry out Phase II of the visioning summit. Since VPIEQA will be visiting the campuses to conduct accreditation booth camp, it would be good to tie in the visioning summit to her conducting the accreditation booth camp. President suggested consideration to have a couple of the facilitators at the Phase I summit to also travel to the campuses to facilitate Phase II of the visioning summit. Also consideration is to be given to checking with campus deans on when is a good time to conduct Phase II. VPIA should begin discussions with campus deans on when will be a good time to have Phase II of the visioning summit.

VPAS is to begin to develop and facilitate hearings to make the public aware of the tuition increase; to synchronize the timeline of hearings with timelines set for the budget process. VPAS and VPIEQA are to work together to synchronize timelines on the budget processes.

There was a general question whether there is a need to delegate someone to act on vice president's behalf when they travel to the campuses since they are still in communication status. President felt we should continue the current practice. Vice Presidents cannot really abdicate total responsibilities. Vice presidents carry with them added responsibilities and should be checking emails, responding to emails at least once a day. VPIEQA is to ask Gordon to check into our webmail because when one is off-island it is very difficult to access one's email; one can only view new mails but not history mails.

Reports from Vice Presidents

President reminded Cabinet that he must be informed of incidents that happen on campus whether it involves a student, staff, or faculty. He was made aware of an incident when he received a cc copy of a letter the Board Chair has written to the Government Secretary apologizing for what happened. The other incident was alcohol related involving a student and the student ended up in jail. Again Board members knew about it because one Regent was on the same flight with parents of the student.

A point was raised that we have extensive policies on students protection from faculty/staff but do we have any that protects faculty/staff from students. We do have a policy on what the college's rights are in protecting its staff and faculty. These are probably areas where we do not have appropriate training and enough oversight. Who should take the lead in these trainings?

New Business

- a. Actions and Directives. President went over the actions and directives from the Board of Regents' May meeting with Cabinet. The actions and directives are attached for information and perusal.

The next Board meeting will be held during the week of December 3 in Chuuk. Coordination on the venue where the meeting will be conducted will be done with the Campus dean.

- b. To Do List. President also went over the "to do list" with Cabinet.
 - Look into language regarding residency. VPIA and VPIEQA are to look into whether it is allowable to just send faculty to the campuses to teach or whether this requires another substantive change report. VPIEQA will send a letter to ACCJC to inquire. Timeline for this task is no later than the week of August 20, 2012.
 - Consider alternative energy instead of increasing number of air conditioners. VPAS is tasked to handle this and timeline is long term.
 - Develop strategy to address the decrement which also demonstrates efforts within. President and VPAS are working on this. VPAS has submitted a section on our financial plan to President and he is in the process of editing. The Board wants us to show evidence that we are not just asking money from Congress but working internally to address our financial needs. Efforts within are demonstrated through our newly developed five year integrated master plan, we have done some projections to raising tuitions, and looking at ways to be more effective in other things.
 - Develop a recruitment plan. VPAS, VPSS, VPIA, and IRPO will be working on this. IRPO will collect data via focused groups from students which will give the vice presidents some data upon which to base decisions for their plan.
 - Provide Board with the accreditation timeline. VPIEQA has the timeline done and will be sending it to President to forward to the Chairman.
 - Share COMET study with SDOE and students. The Board of Regents felt the college should share the COMET study data with education offices both at the state and national level. VPIEQA is to

send hard copies and also ensure data is posted on the website for public perusal.

- Develop disaster preparedness plan for all campuses. This was raised because of the arson issue at Chuuk campus. VPAS is to look at several options on plan of action to handle fire cases. In the master plan for disaster preparedness, there will be subsections to address specifics of each campus. The timeline to conduct fire drills is set on November 15, 2012.
- Encourage those who have not taken accreditation test to do so including the Board. VPIEQA plans to have the Board take the test and receive their certificates by their next Board meeting.
- Look into SIS for FMI. VPIEQA has spoken with Joey Oducado who said it is work in progress; FMI registrar has completed inputting the SIS FMI courses but is expected to do a lot of data encoding. Once FMI registrar completes what he needs to get done then OAR can move forward and facilitate their continued development.
- Publicize the wood art program on our website. VPIA shared that this is done.
- President will write to Mark Mendiola to let him know the college will work with Thomas Roha to establish an endowment foundation.
- President is to write to Micsem about their library collection. VPIA shared that MicSem has donated some of their library collection to an Australian agency and the rest to Xavier High School.

Along the thread of donations, Konrad would like to have his plastic crates returned. VPIA is to ensure that the plastic crates holding the Lois E.'s donation of books be returned. VPIEQA is to remind DCR of organizing some sort of an acknowledgement ceremony to express the college's appreciation of the donation.

- DCR to draft a letter of appreciation to the Bank of the FSM for the donation to the endowment.

Old Business

Accreditation. VPIEQA distributed an eleven paged accreditation work checklist that needs to be done with specified timelines to complete each. She has generated a pdf timeline of when things should be done. She stressed that if you commit to a deadline, to make a note of it and be sure to stick to it. Be a role model exemplifying that with people under your departments. She suggested that members cut and paste sections that pertain to their specific area instead of flipping through the whole eleven pages. She will check the list against President's white paper. She stressed that ACCJC will hold us accountable for things stated in the President's white paper and all we said we will have done in all reports to the Commission. She stressed the importance of keeping a folder of evidence or communication to support activity and progress on work done or in progress.

It is important that our policies under departments are readily accessible and that people know where to go to find them. We should have the policies posted in one comprehensive site. VPAS is tasked to have his office start scanning policies into pdf files to be posted in one comprehensive site. The comprehensive site can be further divided into departments on the website. The timeline to have this done is soonest.

Along the lines of role modeling and capacity building, VPIEQA distributed a printout of the AACC's list of six competencies for Cabinet's information and use. She encouraged members to read.

Adjournment. VPIA moved and VPCRE seconded the meeting be adjourned. Motion carried and the meeting adjourned at 12:58p.m.

▪

Handouts/Documents Referenced:

1. Agenda
2. Minutes of August 3, 2012 meeting
3. Actions and Directives from Board May 2012 meeting
4. "To Do List from Board May 2012 meeting
5. Accreditation Work Checklist
6. AACC's List of Six Competencies

College Web Site Link:

- www.comfsm.fm/cabinet

Prepared by:

Hadleen Hadley

Date Distributed:

Approval of Minutes Process & Responses:

Minutes were emailed out prior to meeting for review and comments; cabinet adopts the minutes at its next meeting.

Submitted by:

Date Submitted:

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

- VPIA should begin discussions with campus deans on when will be a good time to have Phase II of the visioning summit.
- VPAS is to begin to develop plans to hold hearings to make the public aware of the tuition increase, synchronize the timeline of hearings with timelines set for the budget process. VPAS and VPIEQA are to work together to synchronize timelines on the budget processes.
- VPIEQA is to ask Gordon to check into our webmail because when one is off-island one can only view new mails but not history mails.
- VPIA is to take the lead and schedule a meeting with President, VPSS, and VPAS sometimes in September on debriefing of plans for May Commencement Exercises
- VPAS is to look into status of plans to build the public health facility on the hospital grounds; to see if the land issue been resolved and to put out feelers that the college can take the facility.
- VPIA and VPSS to begin developing a plan on how to best merge academic and student services. VPSS and VPIA are to meet with President to discuss ideas on how to approach developing a plan to merge the two areas.

- VPIA and VPIEQA are to look into whether it is allowable to just send faculty to the campuses to teach or whether this requires another substantive change report. VPIEQA will send a letter to ACCJC to inquire. Timeline for this task is no later than the week of August 20, 2012.
- VPAS is tasked to consider alternative energy instead of increasing number of air conditioners and timeline for this is long term.
- VPAS, VPSS, VPIA, and IRPO will be working on developing a recruitment plan. IRPO to collect data via focused groups from students which will give vice presidents some data upon which to base decisions for the recruitment plan.
- VPIEQA has done the accreditation timeline and will be sending it to President to forward to the Chairman.
- VPIEQA is to send hard copies of the Comet study data IRPO presented at the Board meeting to the state and national education offices and also ensure the data is posted on the website for public perusal.
- VPAS is to look at several options on plan of action to handle fire cases. In the master plan for disaster preparedness, there will be subsections to address specifics of each campus. The timeline is set for November 15, 2012.
- VPIEQA plans to have the Board take the test and receive their certificates by their next Board meeting.
- President will write to Mark Mendiola to let him know the college will work with Thomas Roha to establish an endowment foundation.
- VPIA is to ensure that the plastic crates holding the donated books be returned.
- VPIEQA is to remind DCR of organizing some sort of an acknowledgement ceremony to express the college's appreciation of the donation.
- DCR to draft a letter of appreciation to the Bank of the FSM for the donation to the endowment.
- VPAS is tasked to have his office start scanning policies into pdf files to be posted in one comprehensive site. The comprehensive site can be further divided into departments on the website. The timeline to have this done is soonest.
- Cabinet members to take note of timelines on the accreditation work checklist, adhere to the deadline; be role models exemplifying sticking to given task and completing it on time.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments
	X			