

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
August 24, 2012	9:05 a.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		
President, SBA				
President, FSS				
Executive Assistant	Norma Edwin	x		Recorder
Executive Secretary	Hadleen Hadley		x	

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Call to order 2. Review of minutes 3. VP reports 4. Meeting schedule 5. Executive session 6. Miscellaneous 7. Adjournment

Discussion of Agenda/Information Sharing:
<p><u>Vice Presidents' Reports</u></p> <p>VPIA: Instructional meeting held yesterday; committee appointments completed– sending out today to college community. From the Campuses, registration going fine. Pohnpei Campus with high enrollment looking for adjunct teachers, especially for math. Engly will be teaching an agriculture class. Kosrae Campus construction carpentry program has only one student. During program prioritization, programs on the bottom were informed of the possibility of the being phased out if enrollment did not improve. Closing the program and accreditation requirements were discussed. More information on the student is needed to determine our obligation. Following the meeting, Kalwin and Rencelly are to be consulted regarding what needs to be done to take care of the student, shelving the program, and terminating the instructor. Class loads at national are heavily overloaded, especially science classes. In addition, Dana Lee Ling, Dr. Dacanay and Mike Dema are taking Jazmin's classes until she is able to return. The President is concerned about overloads and class sizes and asked to be kept informed of the situation. Screening committees for the vacant campus dean positions have been established. VPIA and Director of HR will be going to Chuuk for the interviews; upon their return, they will conduct the interviews for the Pohnpei Campus Dean. VPIA hopes to complete the interviews prior to leaving for Hawaii.</p>

VPIEQA: VP Harriss placed the accreditation timeline on google doc and sent out the link which will permit comments, but not edits. From the comments, she can officially make changes later. This will allow being in touch in real time. Meetings on the budget process and academic prioritization were held; Jimmy will work one on one with each office on the budget. Key office and program assessments must be completed prior to the budget process. Consequence for not completing assessments is no funding if no justification. She requested a meeting with Ringlen, Joe, Danny, Gordon, and Joey to improve student transcript request process by including online credit card payment. It would be student friendly and be an easy secure way to pay for transcript from abroad, and down the road, expedite donations to the endowment. Requests for web fixes, if any, should be sent to her. The catalog was offline for corrections and is back online. Office moves include DCR to the vacant office on the first floor, HR to DCR, VPIEQA to HR. For now Paulo will be located in the President's outer office. The President explained that the HR move speaks to his privacy and confidentiality concerns for that office. The VPIEQA does not need a secretary; just a good printer. The President asked all to also look in their areas for efficiencies.

VPCRE: VP Currie reported on RI grant review and the next phase including distance education grant and RIIA grant; personnel issues; no new requests for the USDA review; completion of inventory at all sites except Kosrae. Copy of the inventory will be submitted to Singeru and the President. Vacancies at the Chuuk site have been announced. The opening for the new facility at Pohnpei Campus is set for September 13 at 10:00 am.

VPAS: Parts for the broken generator has been ordered from the USA; receipt of the parts is anticipated prior to the arrival of the new generator. Work continues on the disaster preparedness plan; Ankie may go to the states to complete sections specific to each state campus and do simulation activities. Danny and Doman are going to Chuuk and Kosrae to inventory Upward Bound assets to ensure compliance with Federal regulations. Renovations are ongoing at all sites. Construction at Yap Campus has stalled; VP Habuchmai tasked to inquire about the delay. VPIA reported no complaints from faculty about the classrooms this semester; unlike previous semesters.

VPSS: VP Ringlen shared the accreditation checklist with his management team; he is keeping a log on their activities and for reporting. The draft summary of the student services section of the EMP is ready for submission to the President. Discussion followed on the next step. VPIEQA will place the summaries on google.doc for all to edit the overview in preparation for the meeting with Catherine Allen from Congress. In the future when several people are involved in developing a document, google.doc should be utilized so work can be done in real time. Student services department is finalizing their second cycle of assessment which he will be forwarding to VP IEQA. She said it is good to have them done in advance of the budget cycle. The Student Services Coordinator for Kosrae Campus has been hired; he is a former Upward Bound employee. Information on the series of forums to generate interest in service was shared. The IOM lecture generated high interest. President Daisy suggested we reach out to OIM for faculty and staff training too and request for their presentation. Future forums scheduled are from the Soup Kitchen, Tuna Commission and possibly the Bank of FSM. President Daisy wants the college to be more proactive in broadening presentations, which would be evidence of reaching out to the community.

Meeting Schedule

Rather than having weekly meetings, Cabinet and individual VP meetings will be held alternate weeks beginning with Cabinet next week.. He is always available; the VPs need not wait for the one on one appointment to meet with him.

Miscellaneous

Jimmy has registered the college for the community college student survey of engagement for spring semester. The faculty option was added. The value of the survey will be assessed at year's end.

Inquiry was made regarding the status of space utilization study. BECA has submitted their concept to which we provided our feedback. We are currently looking for technical assistance grant. If unable to

secure a grant then we must turn to our building contingency fund. Information on AusAid was provided. The President is reaching out to Embassies. The US Ambassador is visiting the college next week.

Cabinet then met in executive session.

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:

9/6/12

Approval of Minutes Process & Responses:

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Submitted by:

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: