

**College of Micronesia – FSM
Committee (Working Group) Minutes Reporting Form**

Committee or Working Group:	Cabinet
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Date	Time	Location
10/26/12	9:05-11:30 a.m.	President’s Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy	x		
VPAS	Joseph Habuchmai	x		
VPCRE	Jim Currie	x		
VPIA	Mariana Ben Dereas	x		
VPIEQA	Frankie Harriss	x		
VPSS	Ringlen Ringlen	x		
President, Faculty/Staff Senate	Ross Perkins	x		
President, SBA	Sebastian Tairuwepiy	x		
Executive Secretary	Hadleen Hadley		x	
Executive Assistant to President	Norma Edwin	x		Recorder

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> ▪ Accreditation Update ▪ FY 2013 Budget ▪ FY 2014 Budget ▪ Status of Beca Proposal ▪ Chuuk Campus ▪ Recent Notifications ▪ Concept Paper – Executive Committee

<p>Discussion of Agenda/Information Sharing:</p> <p>President Daisy urged all to read the two documents that were published last week; “Strengthening Purposeful Dialogue” and “Assessment of the ACCJC Rubrics at COM-FSM” reflecting the college’s work with Sandy Pond Associates. VPIEQA Harris is to work with IRPO to provide meaning to the data in the second report for our discussion. For communication to have meaning and to add value, enhancing it has to be embedded in the strategic plan. The college must now demonstrate its capacity to do the work and not depend on others.</p> <p>An all campus meeting is scheduled for this afternoon. President Daisy will present a progress report on our accreditation challenges and try to re-ignite the sense of urgency to complete the work. VPIEQA Harris encouraged use of <i>google.doc</i> to update progress on the accreditation checklist. The mid-term report is a massive report that will require everyone to rekindle the drive to complete tasks in a timely manner.</p> <p>VPAS Habuchmai provided an update on the Beca proposal. Beca will be reviewing the recommendations from the college for incorporation into the proposal. Funding for the proposal is promising; both SBOC and OIA are receptive to the proposal.</p>
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The report from USDA on review of COM Land-Grant Programs has been received and the college will be addressing recommendations that apply to us.

Due to the demanding effort needed to address accreditation issues at this time, VPIA Ben Dereas said IA will pass on the ACCJC grant and stay focused on accreditation, but would consider it should another opportunity arise. They will consider Guam Naval Hospital's interest in our nursing program.

During their recent meeting, the Business Advisory Council expressed their willingness to engage with the college. In turn the college must follow through on their concerns. This engagement with external stakeholders addresses an accreditation standard.

Possible graduation speaker was discussed.

Considering the uncertainty of making up the \$700,000 decrement, a barebones budget was developed for FY 2013. With restoration of that amount from FSM, the college will not redo the budget. Instead, \$500,000 will replace the amount from fund balance that was taken to balance the budget. Use of the remaining \$200,000 will be on a needs basis. The VPs will meet on Tuesday at 9:00 a.m. to identify non-negotiable needs not in the budget and then determine "buckets" of money for critical areas, such as outside travel, which were excluded from the budget. They are to also set the criteria for use of the funds. This would be an opportunity to demonstrate fiscally responsible behavior in which we intellectually analyze requests for use of fund balance.

Work on the FY 2014 budget will begin next week. The budget assumptions and revenue projections need to be approved. The four assumptions have been reviewed by PRC and FC. For this cycle all fixed costs will be predetermined and offices then determine only other budget items. The President requested an update on budget development at each Cabinet meeting.

Planning for the CCSSE survey will be completed by the end of next week.

SBA President Tairuwepiy asked for clarification regarding creativity in generating revenue and asked if students could look elsewhere for funding. A discussion on student clubs, fundraising, and accountability of those funds followed.

VPIEQA requested documentation of training attended and or conducted and to be copied on travel reports as these could be used as evidence in the accreditation report.

During her trip to Chuuk Campus, VPIEQA met with students. She shared their questions, mostly about accountability of student fees, and asked for help with the answers so she can respond which should be shared with all students.

FSS President Perkins reported a faculty assessment workshop led by faculty will be held on November 5.

VPSS Ringlen reported that the SBA system-wide has been organized. They will be having their first conference meeting next week. National SBA President is soliciting agenda items. The system-wide SBA will be meeting monthly. VPSS will be conducting training for campus student leaders similar to the training conducted for the peer advisors. The RA training was completed yesterday. VPSS will be sharing Lore's accomplishment report. The Director of Student Life position closes on November 15. Students should be included in the ad hoc screening committee for the position.

VPCRE Currie reported seven CRE staff are attending a climate change conference in Hawaii. CRE personnel from the three entities will be here the following week to work on the annual report. The greenhouse project at Chuuk Campus is moving forward. VPCRE plans on visiting Chuuk next month.

VPIA Ben Dereas reported Phase II of the Visioning Summit is on schedule for November; Chuuk in early November and Yap mid-November. Karen will be dispatched to Yap to facilitate the summit and also to conduct assessment training. VPIA has been holding monthly meetings with the Campus Deans and going over the check list with them. Chuuk and Pohnpei Campuses are moving along, but Yap and Kosrae Campuses are a concern. Yap Campus Dean's additional responsibility of overseeing FSM FMI and the need to provide her with support were discussed. VPIA and VPIEQA will be dispatched to Kosrae Campus to work with the Dean and staff on addressing accreditation and compliance issues.

Rather than focusing on the decision making process, President Daisy appealed for a shift in our thinking from who makes decisions to problem solving whereby finding solutions and options is the focus.

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:

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