

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
May 24, 2012	1:50 p.m. – 2:30 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		
Acting Director, Chuuk Campus	Mariano Marcus	x		
Director, FSM-FMI	Matthias Ewarmai	x		
Director, Kosrae Campus	Kalwin Kephass	x		
Acting Director, Pohnpei Campus	Maria Dison		x	
Director, Yap Campus	Lourdes Roboman	x		
Director, IRP	Jimmy Hicks	x		
Director, DCR	Joseph Saimon	x		
President, SBA			x	
President, FSS	Resida Keller		x	
ALO	Frankie Harriss	x		
Executive Assistant	Norma Edwin	x		Recorder
Executive Secretary	Hadleen Hadley		x	

Additional Attendees:	Comptroller, Danny Dumantay
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Agenda/Major Topics of Discussion:
1. Debriefing May Board Meeting

Discussion of Agenda/Information Sharing:
<p>Following the Board meeting, President Daisy held a debriefing on the meeting. He thanked everyone for the preparation that went into the successful meeting. His message to the Board is our accomplishments are a team effort. He liked the reporting at a high level and asked that we be mindful of thinking at that level; he recommended writing things down to help with their reports.</p> <p>He went over the recent accomplishments; five-year financial plan; five-year integrated master plan, disaster plan; and steps toward restructuring. During the Board’s executive session the following were approved: 1) establishment of a Vice President for Institutional Effectiveness and Quality Assurance position – he plans to appoint Frankie Harriss as acting until an internal transfer is done; 2) renaming State Campus Directors to Deans and giving them full authority to run their campuses – they are to report to the VPIA and collaborate with other directors and vice presidents - and through a special agreement, making Lourdes Roboman Campus Dean for both Yap Campus and FSM FMI while Matthias Ewarmai continue as Director of FSM FMI but reporting to the Yap Campus Dean, and combining the IC responsibilities at Yap Campus and FMI under the current IC at FMI and the SSC responsibilities at both campuses under the current SSC at Yap Campus – this arrangement will be reviewed in three and six</p>

months; and 3) creating a Chief of Staff position for the President's Office.

Inquiry was made regarding merging Pohnpei and National campuses. For now efficiencies between the two campuses will be defined. The recent job audit created more silos which is counter to working as a team. The Campus Dean responsibilities are again comprehensive with the addition of being campus ALO and require working in conjunction and in collaboration with the vice presidents. Another inquiry was made regarding offices under the VPIEQA. Clarification was also sought regarding Cabinet to which Deans will no longer belong and the Executive Council, a new level of management. Campus Deans are no longer part of Cabinet and the concept of an Executive Council is still under review. Cabinet has endorsed the establishment of a management team comprised of mid-level management directors and deans. The details are still in the developmental stage.

To further the debriefing, the President asked what went well and what still needs to be done. The Board liked the high level reporting. He plans to continue involving the Board every step of the way, as evidenced by his providing the Board with copies of Supplemental Report, Communication Plan Assessment Report, and the Assessment of the 2006-2011 College of Micronesia-FSM Strategic Plan. President Daisy stressed that we can disagree in this forum, but not in front of the Board. When we disagree, we should share our thoughts as it would make us better; but before the Board we should present ourselves as a team. When a question is directed by the Board to individuals, they should respond honestly. All agreed to the merits of high level reporting. Henceforth, Cabinet will have a high level reporting practice session before each Board meeting.

President Daisy concluded the meeting by saying that the Board felt confident with what is happening at the college; their only complaint was that there was too much food.

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:	
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Approval of Minutes Process & Responses:

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Submitted by:	ne	Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

1. Hold mock session prior to Board meetings to practice reporting at a high level.			
Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:			
Approved with conditions:			
Disapproved:			