

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
June 01, 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		
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	Resida Keller		x	
Dean Pohnpei Campus	Maria Dison	x		Acting Dean
Dean, Yap Campus	Lourdes Roboman	x		
Director, FSM FMI	Matthias Ewarmai	x		
Dean, Kosrae Campus	Kalwin Kephass	x		
Dean, Chuuk Campus	Mariano Marcus	x		Acting Dean
SBA President			x	
Director of Development & Community Relations	Joseph Saimon		x	<i>Attending Xavier trustee Board mtg</i>
Director of Research & Planning	Jimmy Hicks	x		
Executive Assistant to the President	Norma Edwin	x		
Executive Secretary	Hadleen Hadley	x		Recorder

Additional Attendees:

Agenda/Major Topics of Discussion:

1. Restructuring
2. Vision Summit
3. Adjournment

Discussion of Agenda/Information Sharing:

President Daisy called the meeting to order at 9:00 a.m. Vice President Ringlen will act in President Daisy’s stead when President travels to the states: California to meet with the Accrediting Commission for Community and Junior Colleges; Boston to meet our consultant Dr. Wilson Hess; and Washington,

D.C to attend the APIASF Education Summit. Cabinet members are to send daily email updates of what is happening here to President.

Summer Enrollment. As of yesterday's registration end, 1,013 students have registered to take classes as compared to 2,109 for summer 2011 and 1,979 for summer 2010. The total credits as of yesterday is at 5,223.5 for summer 2012 as compared to 11,862.5 credits for summer 2011 and 10,970 credits for summer 2010.

We know there is no Pell this summer, have we been proactive in our recruitment efforts? Registration has been extended to add one more day. Pohnpei Campus plans to offer another section of ACE II in place of cancelled under enrolled classes.

Priority today, VPAS is to provide President data on the financial implications of this summer enrollment by the end of the day and start planning immediate strategies to address situation. VPIA is to provide the list of change for course offerings; cancelled under enrolled classes; number of combined under enrolled classes; and actual classes to be run this summer.

Action Items

Restructuring. We have begun to make changes that hopefully will make us stronger and more efficient. We have also noted areas that still remain unclear and lack clarity regarding committee structure. Committees are working on their terms of reference. President would like Cabinet to also look at those as well. The concern that is rising is that there is lack of clarity around the roles and responsibilities of the committees, directors, and even vice presidents. This is an issue we need to address right away but a lot of people are away for the summer so to engage all of the constituents in the discussion, this issue will be placed on the agenda to be addressed in August.

VPIEQA added that although it is good to keep dialoguing, we need to move to the next phase which is to actually come up with recommendations, new remedies or solutions that may work in solving the problems; to also set timeline of accomplishing these recommendations. The Council of Chairs has worked on this from the faculty perspective. What is missing is from the administrative perspective. Then we can look at it collectively and come to some sort of compromise.

President plans to share with the office directors that Cabinet endorses the establishment of a committee of directors. Vice Presidents are to provide who in their areas should be included in the midlevel management team.

VPSS shared that at the student services management meeting, student services coordinators at the campuses are confused about the roles of instructional coordinators, student services coordinators and campus deans. President answered that the Deans are in charge of the campuses in all aspects. Everyone at the campuses reports to the Deans and the Deans report to the VPIA. Everyone needs to embrace that we are here to serve and support the institution in whatever it takes in the best interest of the students. Somewhere along the way, we have lost sight of students being at the core of our services; they are paramount in everything.

Visioning Summit. VPIA, VPIEQA, and IRPO Director was tasked in taking the lead in laying out a plan for the visioning summit. VPIA is tasked to come up with a very strong faculty orientation program. VPSS is to rethink the student orientation piece. It needs to be meaningful engaging, attention catcher, encouraging and fun. VPIEQA suggested having student ambassador program and having students in a smaller group where they are interacting with each other and where they feel more comfortable asking questions. President asked that Cabinet be updated throughout July on what is being planned.

President suggested Campus Deans to give thought to whether having mini visioning summits at respective campuses would be helpful? Cabinet to think about what do we want the outcome to be? What would be some of the activities, presentations or information we need at the summit to get people thinking that way to achieve the outcome we want? What criteria to use in selecting participants to the retreat? What do we want from the group? Cabinet to look at history of past retreats and make recommendations that may improve on it.

Participants to the retreat are recommended by Campus Deans. The three main sources of funding participants are retreat budget under the President's budget, campuses budget funding additional participants and sponsored programs budget. Student participants are funded under VPSS' budget.

Next Board Meeting

Preparation of Timeline for Board Meeting. The Board has expressed interest in participating in the visioning summit and the next President's retreat. President is contemplating changing the title of President's retreat to College Summit to accurately reflect its purpose and intent. In discussions with VPIA and Executive Assistant to the President on how to structure this; President is proposing that orientation piece for faculty is August 6-7; retreat 8-9; and start board meeting 10-11. The Board meeting will be one day and half. President is awaiting the Boards response to the proposed timeline.

To Do List. The "to do list" has gone out. President went through the list, discussed at length the items on the list, and assigned responsibilities of items on the list to appropriate Cabinet members.

Actions and Directives from May Board of Meeting. President went over the approved actions and directives with Cabinet.

Campus Directors were renamed as Campus Deans. The Board also approved the deans' functional responsibilities and changed their reporting structure to VPIA. The job descriptions of the campus deans that were presented and endorsed by the Board of Regents are the same as before their roles and responsibilities were taken away. The only thing added is the ALO's responsibilities at the campuses. The Executive Assistant to the President will provide copies of the dean's job description to Cabinet members. President will put out a communication today regarding effective date of the roles and responsibilities of the campus deans. President, VPIA, Yap Campus Dean, and Director Matthias will discuss Matthias' role and responsibilities after Cabinet meeting.

The ALO position is now elevated to Vice President for Institutional Effectiveness and Quality Assurance. The Chief of Staff position will be posted soon.

Identify items for consideration at next BOR meeting. Possible items include any potential re-structuring actions; at least an update on progress of the admissions criteria; accreditation; plans on how to address recommendations out of the accreditation report particularly around rewriting that; assessment on communication plan; also the existing assessment of the strategic plan; and report on our budget process most especially the \$700,000. Cabinet should also be thinking about what each will be reporting at a high level.

Dr. Singeru Singeo's Report to USDA. Dr. Singeru Singeo of the College of Micronesia Land Grant has delayed sending an overdue report to USDA. Dr. Singeo wanted our review and feedback on the report before he sends it off to USDA. VPCRE, VPIA and VPIEQA are to review the report in terms of our accreditation and academic areas and provide needed data, missing information and clarifications that may be needed. President has read the report and noted some concerns that were raised in the report. He

asked that we be proactive in responding to those concerns.

Accreditation. President and the VPIEQA worked on a written narrative of things we have accomplished since the submission of our supplemental report. The narrative will be sent to the commission and chair. With the assistance of Floyd Takeuchi and Susan Moses, President and VPIEQA also worked on the framework of their presentation to the commission. They have only five minutes to do their presentation on June 8, 2012. The Commission will notify us of their decision by end of June or early July. When VPIEQA comes back we will shift gear in anticipation of another report submission in fall, another team visit, and possibly another appearance in front of the commission.

Adjournment. VPCRE moved VPIA seconded that the meeting adjourned. Motion carried and the meeting adjourned at 11:32 a.m.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

1. Summer 2012 registration data and enrollment data for summer 2011 and 2010
2. Actions & Directives from May 23-24 Board meeting
3. To Do List from May 23-24 Board Meeting
4. Preparation Timeline for the next Board Meeting (August 10, 2012)

College Web Site Link:

- www.comfsm.fm/?q=cabinet-minutes

Prepared by:

Hadleen Hadley

Date Distributed:

Approval of Minutes Process & Responses:

The minutes were emailed out to Cabinet for review and revisions. Minor revisions of grammar and technical typo were incorporated. Minutes were reviewed again and adopted at the July 06, 2012 meeting

Submitted by:

Date Submitted:

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

- VPAS to provide President data on the financial implications of this summer enrollment by the end of the day and to start planning immediate strategies to address situation
- VPIA to provide the list of change for course offerings; cancelled under enrolled classes; number of combined under enrolled classes; and actual classes to be run this summer
- The issue concerning lack of clarity around the roles and responsibilities of committees, directors and even vice presidents will be placed on the agenda to be addressed in August to allow all the constituents to engage in the discussion
- VPIA, VPIEQA and IRPO to take lead in laying out a plan for the visioning summit and to keep Cabinet updated throughout July on what is being planned
- VPIA to come up with a very strong faculty orientation program
- VPSS is to rethink the student orientation piece
- Deans to give thought to whether having mini visioning summits at respective campuses will be more helpful for campuses

- Cabinet to look at history of past retreats and make recommendations that may improve outcomes of retreat
- Faculty orientation will be August 6-7
- President's retreat to be held August 8-9
- Proposed Board Meeting to be August 10-11
- Campus Directors were renamed Campus Deans and their functional responsibilities reinstated and they now report to VPIA
- The ALO position is now elevated to VPIEQA
- VPIEQA, VPCRE, and VPIA to review draft report written by Dr. Singeru Singeo to be sent to USDA
- VPSS is to act in the President stead while he is appearing before ACCJC in California; attending the APIASF Education Summit in DC; and meeting our consultants Sandy Ponds Associates in Boston.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments
	X			