

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
June 29, 2012	9:20 a.m. - 11:30 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, FSS				
President, SBA				
Executive Assistant to Pres.	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. Adoption of Minutes 2. Updates 3. Accreditation 4. Vision Summit 5. Budget 2014 6. Admissions Criteria

Discussion of Agenda/Information Sharing:
<p>1.3 Adoption of Minutes – The minutes of the May 24, 2012, Cabinet meeting were reviewed. The minutes on page two were amended to include the clarification sought - “Deans are no longer part of Cabinet and the concept of an Executive Council is still under review.” VPIEQA moved for and VPSS seconded the adoption of the minutes as amended. The minutes were adopted.</p> <p>2. Updates</p> <p>a. President – President Daisy reported on his recent trip. The first part was the Accrediting Commission meeting which he felt went well. He and VPIEQA were well prepared due to the simulated presentation and coaching prior to leaving from Sue Moses and Floyd Takeuchi, former commissioners. In addition, they submitted a written summary of their oral presentation to the Commission for inclusion in the records. The strategy was to use the five minute presentation to highlight, at the most high level, our accomplishments and then if asked questions to use the opportunity to provide more information. The Commission also questioned the VPIEQA on the college's status on compliance with the SLO requirement. We should be hearing about the Commission's decision within a few days. Once informed, the President will inform the Board of Regents and then release the information to all.</p> <p>During the second part of his trip, he spent some time with family and met with Dr. Wilson Hess, head of Sandy Ponds Associates (consultant) and with Dr. Veera Gaul, University Provost</p>

of Johnson & Wales University, which has campuses throughout the USA. The purpose for meeting with Dr. Gaul was to get guidance and suggestions on management of a multi-campus institution from a central role; we continue to struggle with how to fit the campuses into our structure, especially with our reporting structure. In their model, while the campus deans report to the Provost, non-academic issues are addressed directly to the appropriate VP; the VPs work in tandem with each other. Beginning with the new academic year, the President would like us to take this integrated approach; clear lines do not work. Campuses can direct concerns to appropriate VP and work in collaboration with all the VPs; their roles and responsibilities can overlap. We have already begun this approach with work on the integrated master plan, alternative admissions criteria, and Singeru's report. We are stronger when we work together. If we model this approach at this level, people across the institution will come to understand how it operates.

During the third part of his trip, he attended the annual Higher Education Summit in Washington, D.C at the invitation of the Asian & Pacific Islander American Scholarship Fund. A new organization, Asian Pacific Islander American Association of Colleges and Universities, has been formed to which he wants us to join. The presidents of UoG, GCC, NMC and CMI were in attendance and are banding to seek minority serving institution designation from the US government. If designated an Asian American, Native American, and Pacific Islander American serving institution, collectively as a group, we could tap into \$500M in federal funds for different initiatives such as assessment and strategic planning. It may be challenge for us because technically we are not an American institution; we are affiliated through the Compact. He is looking at the requirements; there are implications for IRPO and Frankie to provide necessary information to get the designation. It will be worth trying.

While away he stayed connected to College via email and was aware of the discussions about the results from the Board meeting. Although much of approach to the decision was communicated and everybody had the responsibility to inform themselves, we have an opportunity to do a better job keeping the lines of communication open as well. He felt reasonably comfortable around the policy review process and the establishment and appointment of the various positions. There was move to expand the ALO position before he arrived, but took time to think of what the position should be and to craft a thoughtful job description which would include quality assurance. From his prospective, it was an expanded position to which he laid the groundwork for who would be appointed. He understands the importance of posting and giving people the opportunity to apply; however a candidate had been identified and he opted to be transparent rather than go through a disingenuous process. He also wanted to expedite the appointment to give a level of comfort to the Commission that we are moving in the right direction. He is committed to open search process of posting and providing opportunity to apply, but not to disingenuous searches.

He sees a need for an email etiquette policy. When emailing we should be mindful about what to say and the intent because email is public documents and not privileged communication. He asked that some thought be given to the strategy to take and model for responsible use of this communication tool.

- b. VPCRE reported on the Land Grant Board meeting that was held last week. The directive that is important to us is the authorization to reprogram funds to salaries for research and research material and lab equipment, etc. A concern that was raised is the number of positions still open; our research positions are filled, however there are a lot of agent positions open. Salary is an issue; agent salaries are lower in comparison to faculty with the same degree level. He has discussed this with the President and Singeru and will be proposing a potential salary restructure. Singeru has raised some concerns about the CariPac project and requested personnel actions which will be submitted today. The president will be copied. VPCRE also reported that Dr. Rainer Jim has been hired as the local manager (Palau, FSM and RMI) for the Children and Healthy Living grant administered through the University of Hawaii. He will be joining the

public health division and teach a nutrition course and paid by the grant. CariPac sponsored six students and three staff for experiential learning in agriculture entrepreneurship in Saipan. The two students who are at UoG for experiential learning are coming back on Friday; they will do a presentation on their experience.

- c. VPSS who was acting reported that the VPAS and VPIA worked on a supplemental budget for summer contracts. Work is continuing on a supplemental for utilities and other items including a supplemental budget for the President's office; salary for the Chief of Staff will be included. The President explained that the position is to be funded through available funds and if not available, it should be tabled.

The VPSS is working with Mariana and Karen on revamping freshmen orientation week. The peer guides will be renamed peer advisors and undergo training on Rainbow Island the last week of July. During orientation the peer advisors will be the main speakers, rather than the staff. Participating in the training will be 27 peer advisors from national campus and 20 from Pohnpei campus plus the guest speakers, counselors, and security; VPSS will be there part of the time. During orientation week all freshmen and peer advisors will stay in the dorms. Various activities will be scheduled. President asked that activities be video taped for promotional use later and for training purposes and institutional record. Parents will be invited on Wednesday; hopefully administrators can have an hour off from the Summit to mix with the parents. He is hoping that the student handbook will be ready by then. The handbook includes a planner, policies, and student information. President asked if it will be online.

VPSS, VPIA, and VPIEQA worked on additional admissions criteria to just the COMET scores. The recommendation has been forwarded to CAC and RARC for input. The President wondered if it would be feasible to also pilot it at Chuuk Campus. Pohnpei Campus was chosen for the pilot so to be able to monitor and promptly intervene to ensure student success.

Scheduling for student orientation and the Summit was discussed. Publicity for the free use of Rainbow island was recommended.

- d. VPIA is getting used to having the Campus Deans under her. She will be meeting with Dr. Cuboni on the \$100,000 public health grant to do non-credit training for public health workers in Pohnpei and Chuuk; if successful, it will be extended to the others states. She is in communication with Dr. Beyer from Pacific Oak College in Pasadena, California, on articulating our early childhood program. Tuna Commission is requesting the college to provide staff development opportunities for their employees. They have funds and will allow their employees time off from work to attend classes or training. She will be working with them on how we can help. The President suggested having different models and wondered about enrollment and space implications. They also have visiting researcher and are willing to share their time with the college. Pohnpei State Public Health is also requesting training assistance and waiting until they have a cohort. VPCRE with VPIA should dialogue on the idea of a work program.

She shared plans for fall faculty workshops which include a session for division chairs on the morning of the 6th and for incoming faculty in the afternoon and workshops on assessment and SLOs on Tuesday. Because faculty workshops are limited to two days due to the Summit, workshops will be planned throughout the semester during the free period. To build good will, she should ask the faculty for their input. The President inquired if there was a resource person in charge of advising. Currently Karen is in charge; it was suggested she build internal capacity by turning that responsibility to a faculty and free herself to devote to other things. VPIEQA mentioned that a faculty member would enjoy the challenge if asked and that person could be from off-campus.

Office space was discussed. By fall, the President would like to relocate HR; rationale being that the office deals with sensitive issues and should have space with more privacy. Several possibilities were discussed. An office for the VPIEQA is needed; for now Frankie said she is okay where she is. We need a space utilization plan. He is looking for technical assistance grant money for it, but it may take time. Inquiry was made regarding plans to move the nursing and

public health programs to Pohnpei Campus. Possibility of partnering with the hospital was discussed, but accreditation issues may preclude that.

- e. VPAS reported renovation of facilities is ongoing with painting inside facilities. The administration back up generators is still not working; the problem is yet to be determined. He is thinking about getting a new generator. Jim mentioned JICA as a possible source. President encourages more strategic planning with our aging equipment. The covered walkway between the administration and the old faculty building has started. Supplemental funds for summer contracts have been identified; supplemental request for utilities and FMI will be submitted to the Board next week. Inquiry was made regarding reimbursement for financial assistance provided to FMI; VPAS will submit the request. Ten vehicles from national and Kosrae campuses will be surveyed. Need to check the policy for where the money from the surveyed equipment goes. VPSS reminded that Steve Savage said the college is still eligible for IMF funds; VPAS will follow up on that. Security needs to be reminded to monitor the parking lot for illegal parking. Low capacity of the shuttle buses this summer was noted.
- f. VP IEQA reported she continues to meet people regarding accreditation; a work plan will be developed once we hear from the Commission. Things that came up in her meeting with her directors include: office structure; evaluation form tied to performance– are we implementing the proposed forms; quarterly reports considering the new structure – recommends using the old structure for the third quarter report and moving to the new for the next report; budgeting structure - need training on performance budget, Joe and Frankie need to dialogue; inconsistencies with submission of timesheets – should be able to trust her directors to submit their timesheets directly and not need to sign off on them; direction for the grant writer position; webinar on Prioritizing Administrative Programs – who should participate; small scale experiment on on-line gradebook – need to collect data to determine value and weigh cost; need for assessment management software to account for accreditation requirements but cost is a factor, Jimmy and Gordon exploring; technical assistance for faculty – IT developing training to address technology that can be used in the classroom.

The electronic version for new catalog will be up today. A policy statement for the electronic catalog is needed which included the frequency of change and which is the official catalog. IRPO to help with improving the college’s image – regular “factoids” about the college will be on the website. She asked the VPs for the kinds of data needed by their areas. IRPO has been asked to explore technical assistant grants for accreditation consultants, space utilization study and strategic planning. A glitch is we would need to run the applications through the government. Protocols relating to IT and campus dean authority are needed. A draft technical protocol will be prepared for the next Cabinet meeting.

DCR encourages employees to contribute to endowment through payroll deduction.

- 3. President Daisy asked the Vice Presidents to send to Norma who in your area should be part of the mid-management team for discussion at next meeting. With the size of Cabinet being more manageable, he wants to meet one on one with each VP weekly; preferred times should be send to Norma. He wants to meet with Frankie and Jimmy to plan for the Summit. His thoughts are to have preliminary work first be done at each campus. The advance work would be useful when we come together for the Summit. We need to determine who should represent the campuses. He also plans to replicate what do at the Summit at the various campuses; this would demonstrate that we value their input.

VPCRE will be in Kosrae next week.

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:	7/7/12
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Approval of Minutes Process & Responses:
▪ VPIEQA moved and VPSS seconded. Minutes adopted.

Submitted by:	ne	Date Submitted:	7/7/12
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:			
1.			
Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:			
Approved with conditions:			
Disapproved:			