

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

<b>Committee or Working Group:</b>	<b>Cabinet</b>
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<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
July 13, 2012	10:00 a.m	President's Conference Room COM-FSM National Campus Palikir, Pohnpei, FSM

<b>Members Present:</b>				
<b>Titles/Representative</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
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	
SBA President				
Executive Assistant to the President	Norma Edwin	x		
Executive Secretary	Hadleen Hadley	x		Recorder

<b>Additional Attendees:</b>	IOM representatives: Ashley Carl, Chief of Mission; Kate Saetang, Survey Manager; Joy Mirales, Multimedia associate; Caroline Dabugsiy, Junior Program Assistant
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. International Organization for Migration proposal presentation</li> <li>2. Energy Audit Proposal</li> <li>3. Review of the composition of the Mid-Level Management Team</li> <li>4. Board of Regents Meeting Timeline</li> <li>5. Approval of Minutes of July 06, 2012 Cabinet meeting</li> <li>6. Adjournment</li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
President Daisy called the meeting to order at 10:00 a.m.
<b>Action Items</b>
<b>International Organization for Migration proposal.</b> Mr. Ashley Carl, Chief of Mission for International Organization for Migration (OIM), was invited to make a presentation on the

organization to Cabinet in response to his letter to President Daisy inquiring about the possibility of collaborating with the college for the establishment of a cadre of student volunteers for assisting IOM in disaster mitigation, relief and reconstruction activities in the FSM. Following the presentation, Cabinet discussed with Mr. Carl and his staff ways in which both organization could collaborate. The college will assist with establishing the cadre of student volunteers and discussed the approach to recruit students. The possibility of engaging faculty and staff in the development of training curriculum and with training was also discussed. The VPJA will be the point person at the college for these initiatives. The idea of IOM assisting with assessment of our disaster plan and facilitating linkage with state and national government plans was also discussed. IOM will collect data on the college as is done of other schools. VPAS is the point person for these initiatives.

**Approval of Minutes.** Since the minutes of July 13, 2012 Cabinet meeting were just disseminated this morning, President told Cabinet to review and send their comments or revisions to Norma.

**Energy Audit Proposal.** President has discussed with the Chairman the energy audit and space utilizations study across the college as part of our larger facilities master plan. Estimates from Wilson Hess who used BECA to do space utilizations study for the CMI are in the ball park of \$200,000. So on the suggestion that we seek technical assistance in that, IRPO is working on an application wrapping all three: energy audit, space utilization study and a proposal for funds to support strategic planning into one proposal. The energy audit is pretty straight forward and something we have to have done.

Something to also consider is the reason we bring in specialists/consultants is to help us build internal staff capacity. And once that capacity is built, down the road we can link to doing student training.

**Mid Level Management.** Since VPSS left before Cabinet reviewed the composition of the mid-level management, President suggested the item be tabled until VPSS can be present to participate in the discussion because President's understanding of the original discussion was the mid level management team is comprised of mid level managers like deans and directors of offices but VPSS has included other positions. Clarification is needed on some of the positions and titles VPSS recommended to be included in the mid level management team.

## **OTHERS**

The Chief of Staff position is being advertised. President plans to fill the position with the right person to provide support to the President in following up on various college public relation meetings with state leaders, board members, government officials, private sector representatives and other college/university officials on MOUs of partnerships including developing partnerships on shared resources for research; fundraising efforts; establishment of a foundation; and lobbying harder with Congress and state leaders regarding funding the whole decrement, or to follow up on general requests that come through the office.

The Faculty Orientation Workshop on August 6 and 7 is taking shape. President, VPJEA and IRPO are working together on the visioning summit. Framework on the summit is looking good.

### **The Board Meeting**

- The agenda would include: Presentation from Dan Roland on alternatives around who the college is using to manage its investment fund; we already have one from Mark Mendiola from UOG but President wants Board to consider options on foundations to manage and raise funds for Endowment; so President requested proposal from Tom Roha, an Attorney out of DC who helped CMI put together their endowment foundation.

- Accreditation will be a big part of the report – they will want an update on how the restructuring steps we took are working
- The Board liked the high level reporting; they want to know results; outcomes of activities; how are we improving; what is the college doing to reduce cost and what do we plan to do; VPAS to report in great detail actual savings; what are the results of all these efforts; have we done a campaign on energy savings; good to begin to put together ten things people can do to save cost; director of facilities to share information on energy consumption
- Norma has prepared a timeline for the next Board meeting: last cabinet meeting for approval of items for the Board meeting is July 27, 2012
- Structure of Board meeting- who should attend Board meetings; we have done some restructuring pieces; the campus deans now report to VPIA; IRPO, IT, and DCR now reports to VPIEQA; do they need to come report at Board meetings; for this Board meeting we will leave the reporting at Board meeting the same way as before; have same people come to the Board meeting and report directly.
- The Board wants dinner reception tied to the meeting with some fundraising activity; President to get with the Chair on how much they want to spend, based on that we can set target on how much we should raise; since the internal capacity has not been able to get things off the ground, President suggested to test outsourcing the fundraising plans.
- President asked Cabinet to be attentive to the time line.
- Reports to the Board to follow the new structure: DCR, IT, IRPO report through VPIEQA and Campus Deans through VPIA.
- Chuuk wants to know who will attend the visioning summit; President said unlike the President’s retreat, the summit will also be held at the state campuses and when held at a respective state, every employee at that campus will be encouraged to attend; as for who should fund participants, President said we will need to do a cost analysis but at least the dean and one designee will be funded from the retreat account; VPIEQA to send out general letter of a rsvp/sign up list for on-island participants to get a general idea on number of people attending to ensure enough food will be provided.

VPIA shared that FMI students are not on the SIS and not assigned email addresses since they do not pay the technology fee. How can we provide the services to these students? President said Congress funds FMI so if we have to go back and build the \$100 technology fee into the appropriation then that is what we need to do. They are our students so they should get the same services as the other students. VPIA shared that it is in the MOU that we are responsible for their instructional needs. President wants us to be ready to put in a substantive change report around their curriculum once we come off sanction so they can qualify for PELL.

President reminded Cabinet that there are facilities decisions to be made like moving public health and nursing programs to Pohnpei Campus; finding space for VPIEQA’s office; and relocation of HR office.

**Adjournment.** The meeting adjourned at 1:00 p.m.

**Comments/Upcoming Meeting Date & Time/Etc.:**

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**Handouts/Documents Referenced:**

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<b>College Web Site Link:</b>
▪ <a href="http://www.comfsm.fm/?q=cabinet-minutes">www.comfsm.fm/?q=cabinet-minutes</a>

<b>Prepared by:</b>	Hadleen Hadley	<b>Date Distributed:</b>	
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<b>Approval of Minutes Process &amp; Responses:</b>

<b>Submitted by:</b>		<b>Date Submitted:</b>	
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<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>

<b>Action by President:</b>				
Item #	Approved	Disapproved	Approved with conditions	Comments
	X			