

**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>
August 3, 2012	9:00 a.m	President’s Conference Room COM-FSM National Campus Palikir, Pohnpei, FSM

<b>Members Present:</b>				
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		Jennifer Hainrick attending as acting
VP, Cooperative Research & Extensions	Jim Currie	x		
VP, Institutional Effectiveness & Quality Assurance	Frankie Harriss	x		
Staff Senate President				
SBA President				
Executive Assistant to the President	Norma Edwin	x		
Executive Secretary	Hadleen Hadley	x		Recorder

<b>Additional Attendees:</b>	
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Review of Minutes</li> <li>2. Reports from Vice Presidents</li> <li>3. New Business</li> <li>4. Old Business</li> <li>5. Adjournment</li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
President Daisy called the meeting to order at 9:12 a.m.
<b>Review of Minutes</b>
The minutes of July 13, 2012 and July 06, 2012 meetings were distributed earlier, and revisions were received and incorporated. VPIEQA moved and VPCRE seconded that the Cabinet approves both minutes. Motion carried and the minutes were adopted.

## **Reports from Vice President**

Vice presidents are expected to report at each meeting to inform and update Cabinet on what is going on in their particular areas that have some implications to the college as a whole. Now that the mid-level management team has been established, some of these reports will probably reflect what the directors would report to the Vice presidents. Vice presidents are encouraged to attend the preliminary meetings of the mid-level management team to hear or see how the group will take shape, and what concerns and recommendations they will be bringing to Cabinet.

VPCRE shared that the COM Land Grant Board meeting is coming up in September and he has been having discussion on having a ceremony for the new CRE laboratory. They are proposing to have it on September 13, 2012.

President shared he has been informed that the positions for deans for Chuuk and Pohnpei Campuses and the position for chief of staff have closed. Ad hoc committees will be established to commence review of applicants and hiring processes.

## **New Business**

President would like to have a debriefing meeting after the Board of Regents' meeting. Time and date of the debriefing meeting will depend on when the Board concludes its meeting.

Reflections on the past six months Cabinet is to reflect upon accomplishments of the past six months; things that still need to be done and how to improve upon those things. President was asked to email or send the vice presidents at least two or three focused reflection questions to think about, and assign them at their next individual meetings to work on; then at the next cabinet meeting, they can share highlights on them.

New Academic Year. President is excited and looking forward to the new academic year although he expects we will be facing challenges especially around budget and accreditation since we have already begun to implement some new restructuring changes where we need to do some work on accreditation.

Other thoughts on the coming academic year include VPSS being excited about the new student handbook which has all calendar of activities college-wide included in it; he is also looking forward to working with instructional affairs on student services tutoring program and on early identification of at risk students for deficiency grades; there will be a lot going on in the administrative services side and the student services side because we have to complete the nonacademic prioritization process; President is looking forward to sitting through the webinar. It is critically important for Cabinet to view it. VPIEQA will be working with everyone to develop a very tight timeline for which various components of what needs to be done to meet accreditation deficiencies; also looking at our progress to complete the recommendations in all of our subsequent reports including our major report to ACCJC. Also we will be looking at the decision to merge academic and student services together. President will be looking for a plan that takes into account how that will be done. Another thing to look forward to is the task for VPIA and VPAS to effectuate the Board's decision to move Nursing and Public Health to Pohnpei Campus.

One of the areas for President is our outreach for enrollment and recruitment. We need to implement an enrollment strategy that effectively meets our enrollment goals at all of our campuses. President wants us to also start planning, charting what needs to be done, and following timelines for the next commencement exercises right away.

There was some confusion regarding an email about students picking up textbooks at the bookstore warehouse so VPAS was asked to send out another email to clarify.

Public Health 2013 Budget. The Public Health program was initially funded by the Area Health Education Center (AHEC). That funding from AHEC has expired but since the public health is consistent with the priority needs of the country, the college plans to make this program a regular offering of the college. The college is now obligated to pick up funding of the program. VPAS is proposing that the college allocate \$104,128 out of the newly reinstated \$700,000 from FSM Government to supplement the Public Health Program 2013 budget. The \$104,128 is mostly for salaries, housing, and supplies to run the current program. Enrollment for the program now is at 66 as compared to past enrollment of 25.

The college plans to dialogue with FSM Health Services regarding funding of the program. Instructional Affairs is to collect data on how many new students are placed in the program now; how many are continuing; how many will be graduating; employment probability of graduating students; what is the target or goal of the program; what is needed to run the program.

The recommendation to use funds out of the \$700,000 reinstated from FSM to supplement the Public Health program needs the Board of Regents' approval. Thus VPIEQA moved and VPSS seconded that Cabinet approves presentation of the recommendation to Board for approval. The motion carried and VPAS will draft a narrative summary and directive for outsourcing \$104,128 from the \$700,000.

#### JEMCO

Although the college is not on the agenda for the JEMCO meeting, some items on it have implications for the college. We are trying to secure at some point technical assistance grant for comprehensive space utilization study. President to meet with VPAS to get clarifications regarding miscommunications and misunderstanding around Infrastructure and Maintenance Funding. It was a miscommunication that those funds are not available to the college.

President felt that the training for teachers and principals is something we can engage in. He wants to discuss with VPIA and the Education Division regarding feasibility of developing a solid plan with real quantitative data to show progress on the idea.

#### **Old Business**

Convocation President would like to hold a convocation as it provides an important and symbolic opportunity for the college community to come together to formally begin the new academic year, to acknowledge and honor faculty, to elevate academics, and to set the tone for the year ahead, especially for our students and their studies. Several concerns have been raised regarding holding the convocation on the first day of classes and with shortening the 12 pm classes. Concerns raised focused primarily on ensuring appropriate student advising and students getting the classes they need. Other concerns raised were related to asking faculty to shorten those classes on the first day. VPIA to work with faculty to identify when will be a good day and time to hold the convocation.

Visioning summit Expected participants of the summit are around 150 to 180 people including external stakeholders. President has had discussions with VPIEQA and IRPO Director regarding plans on the summit conception and how it will evolve; building on work done over the past six months; looking at the strategic plan report and assessment that was done; it will be a series of workshops and group work focused around set of questions; there will be facilitators providing guidance. This visioning summit will be the first part of three phases. Phase II will be similar summit taken out to the campuses in October-November and what was done here replicated there. It is hoped that Phase III will in December-January

with a draft document of revised mission statement and revised strategic plan.

There will be a fundraising raffle drawing for our endowment fund during lunch on the first day during the visioning summit. This will be the start of other fundraising efforts; we have discussed doing something in December and also planning one for our 20<sup>th</sup> anniversary in April.

VPIEQA reminded Cabinet as agreed upon that VPIA will do a ten minute presentation and everyone else will do only five minutes for their segments on the integrated master plan. Vice Presidents will combine their segments into one single power point presentation. Vice Presidents will send their materials to VPIEQA by 5 pm on Monday. Vice Presidents still have the responsibility for keeping track of what the groups are discussing.

Dr. Wilson Hess of Sandy Ponds Associates will facilitate the board discussion during the visioning summit; he arrives Sunday night; and will have a working dinner Wednesday with the board on their roles and responsibilities as articulated in the ACCJC Standards.

FY14 Budget. VPAS distributed a timeline for the FY14 budget for Cabinet to review. Also included with the timeline are guidelines that clearly define the duties and what we need to do throughout the process. The college will contract Esiri Edward of FSM SBOC office to assist us with the configuration of the new structure of the BPS Budget system as established by JEMCO.

VPAS is to put out communication to the college community, explaining very clearly the budget process; and why we are doing it this way. Rather than just sending out the budget worksheets and everyone builds a budget that is unrealistic and then somebody has to go in and start cutting is to build into the worksheets what are the fixed costs. The Working Group consisted of President, VPAS, VPIEQA, Comptroller and IRPO Director also decided to put a budget ceiling on each area for people to work with.

Several staff has attended the training for the BPS system and is expected to do the inputting of data in their respective departments into the system.

Other budget related issues included reminder that the tuition increase proposal needs internal process of having hearings and public awareness before presentation to the Board; and that the proposal to incorporate indirect cost into the general fund needs to be revisited and the current policy on indirect cost be reviewed again. VPIEQA inquired about funding for maintaining buildings. Routine maintenance of buildings is built into our regular operational budget and major maintenance costs are tapped from the IMF funds through JEMCO support. For FY 2012, we were operating under the misunderstanding that the college was not eligible for funding from IMF but will recoup some of that money now that the misunderstanding has been cleared. The college used its contingency funds to do repair and maintenance on FMI facilities. VPAS will ask for reimbursement of those funds from IMF funding. The funds should be placed back to the contingency fund instead of general fund.

BOR Meeting. The Board meeting will be held on August 10, 2012 in the Pacific Room in our Learning Resources Center. President asked that reporting at the meeting follow same structure as last Board meeting, keeping reports at high level reporting.

VP's report to BOR. President will go over vice presidents' reports to the Board during their weekly meetings on Tuesday. Considering that advising and orientation is going on during the same week, President is okay with switching time schedules to accommodate the vice presidents if they have conflicts with their regular times.

Accreditation. VPIEQA need to do a comprehensive review with everyone for the plan for the year to go

over assignments, responsibilities, and timeline of when things should be accomplished. Cabinet will dedicate its meeting on August 17, 2012 to do so. She reminded members of her suggestion that they create a folder on their computer, naming it Accreditation and sliding evidence as they do things for those recommendations that fall under their office; and periodically emailing to VPIEQA to add into the report. Keeping with timelines, evidence record and keeping familiar with the reports is very critical.

IT lines of responsibility document IT lines of responsibility primarily affects campus deans. With the shift in the restructuring, there is that unclear area of responsibility between deans and directors. There are some things that are under directors' control specifically but are at six different sites and may require dean's oversight. VPIEQA is asking that VPIA share this template with the deans to solicit their input and comments. This can be a sample template where other areas of departments may follow to give clear control and responsibility of management. The mid-level management team should be the ones to review, discuss, and make recommendations on the line of responsibility document before it comes to the Cabinet for approval.

The deans and directors will be in the mid-level management team and will have good dialogue on these kinds of challenges and problems. The mid-level management team is closed to being finalized. VPCRE is asked to bring recommended resolution of representatives on the mid-level management to President. It would be nice if the composition of the team is finalized and they could have preliminary meeting during the summit to establish who will chair meetings and who will take minutes and so forth.

President wants Cabinet at its level to model the sharing of issues, the discernment of who has primary responsibility of solving a problem or issue.

**Adjournment.** VPCRE moved and VPSS seconded the meeting be adjourned. Motion carried and the meeting adjourned at 11:00 a.m.

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**Handouts/Documents Referenced:**

1.

**College Web Site Link:**

▪ [www.comfsm.fm/?q=cabinet-minutes](http://www.comfsm.fm/?q=cabinet-minutes)

**Prepared by:**

Hadleen Hadley

**Date Distributed:**

**Approval of Minutes Process & Responses:**

Minutes were emailed out prior to Cabinet's next meeting to solicit review and comments; comments and revisions were received and incorporated into the minutes.

**Submitted by:**

**Date Submitted:**

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

- Both minutes of July 06, 2012 and July 13, 2012 were approved by Cabinet.
- It is critically important for Cabinet to attend the webinar workshop
- VPIEQA will work with everyone on an accreditation checklist and timeline for completion of

assigned tasks on the checklist.

- Cabinet will revisit decision to merge academic and student services together.
- VPAS and VPIA are to effectuate the Board’s decision to move Nursing and Public Health Program to Pohnpei Campus.
- We need to implement enrollment strategy that effectively meets our enrollment goals at all of our campuses.
- President wants debriefing on commencement plans; to start now charting what needs to be done and following set timelines
- VPAS is tasked to send out another email to clarify where students are to pick up textbooks for classes.
- Cabinet approved proposal to tap the newly reinstated \$700,000 from FSM National Government to supplement \$104,128 for the Public Health Program budget of 2013.
- VPIA is to work with faculty to identify a good day and time to hold the convocation.
- The visioning summit will be a three phase conference; Phase I will be held here in Pohnpei on August 8-9, 2012; Phase II will be similar summit conducted at the campuses around October-November 2012; and Phase III is hoped to produce a draft document of revised mission statement and revised strategic plan by December-January.
- There will be a fundraising raffle drawing for our endowment fund during lunch on the first day of the summit
- Vice presidents are to send their materials for the power point presentation to VPIEQA by 5pm on Monday
- Dr. Wilson Hess will arrive Sunday night and will facilitate the BOR discussion during the visioning summit.
- The college will contract Esiri Edward of FSM SBOC to assist us with configuration of the new BPS budget system
- VPAS is to put out communication to the college community, explaining very clearly the budget process; and why we are doing it this way.
- The Board of Regents meeting will be held on August 10, 2012 in the Pacific Room of our Learning Resources Center.
- Cabinet will dedicate August 17, 2012 Cabinet meeting to review the accreditation checklist and timeline of task completion

**Action by President:**

Item #	Approved	Disapproved	Approved with conditions	Comments
	X			