

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

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| Committee or Working Group: | Cabinet |
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| Date: | Time: | Location: |
| February 24, 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 | | Sonny Padock acting and representing |
| ALO | Frankie Harriss | x | | |
| Staff Senate President | Resida Keller | x | | |
| Director, Pohnpei Campus | Maria Dison | | x | Acting Director |
| Director, Yap Campus | Lourdes Roboman | x | | |
| Director, FSM FMI | Matthias Ewarmai | x | | |
| Director, Kosrae Campus | Kalwin Kephass | x | | |
| Director, Chuuk Campus | Mariano Marcus | x | | Acting Director |
| SBA President | | | x | |
| Director of Development & Community Relations | Joseph Saimon | x | | |
| Director of Research & Planning | Jimmy Hicks | x | | |
| Executive Assistant to the President | Norma Edwin | x | | |
| Executive Secretary | Hadleen Hadley | x | | Recorder |

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| Additional Attendees: | Danny Dumantay |
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Agenda/Major Topics of Discussion:

1. Review of minutes
2. Reports from VPs and Directors
3. Professional expectations for Cabinet members
4. Reporting at Board meetings and external meetings
5. Follow-up on accreditation and progress report
6. Policy /Review (all policies)
7. Reminder: signature must have meaning
8. Adjournment

Discussion of Agenda/Information Sharing:

President Daisy called the meeting to order at 9:00 a.m.

- 1. Review of minutes.** The minutes of February 17, 2012 were reviewed and approved by Cabinet. President thanked members for their input and comments on the minutes.
- 2. Professional Expectation of Cabinet members.** Cabinet is to be mindful of their roles and be professional in dissemination of information discussed at meetings, keeping in mind that some information and actions are still in working progress - not complete and not accurate. Minutes of Cabinet meeting are generated and posted publicly.
- 3. Reports from Vice Presidents and Directors.** Reports from vice presidents and directors will be a standing agenda item at Cabinet meetings; however, it is okay if one does not have anything to report at a particular meeting. Agenda items for Cabinet meetings should be submitted to Hadleen by noon, one day prior to the meeting.

Student Services. VP Ringlen reported that students are involved in fundraising activities for our endowment fund and the upcoming Founding Day which will be held on April 2, 2012. A working group has been formed for the coronation activities for the king and queen of Founding Day. The coronation of the King/Queen will be held on Thursday, March 29, 2012. Next week, VP Ringlen plans to send out communication to the college community on activities and events for the upcoming Founding Day celebrations.

President requested that a master calendar of meetings, events and activities happening at the college be created so the college can operate in a planned and organized way.

Students will continue cleanup activities, doing it once a month and plan to concentrate on the lower campus for their next clean up activity. President plans to finish his campus tour since his tour last time was stopped at the dormitories. VP Habuchmai, Director Mendiola and perhaps Dana LeeLing do a real campus walk about before he does. He would like to see all the recommendations from the Accreditation specifically on facility issues and have them converted into a check list to check off what is completed and if not what still needs to be done.

Relative to furniture in the dormitory, there are no chairs and tables in students study room. There is no furniture in the boys television/recreation room. President plans to take sofa in the old faculty building and put in the girls dorm and some of the wooden arm chairs from administration building and place them in boys dormitory.

President asked to sit with the Comptroller to go over the budget that will be presented to the Board of Regents. The Comptroller is to work with Hadleen on a convenient time to meet the President.

- 4. Reporting at BOR meetings and external meetings.** There is only one person who works for the Board and that is the President. As the President, it is his job to speak on behalf of the college in Board meetings and in external meetings. There will be times when he will ask individuals to speak on particular issue or point. He will give the individuals as much notice as he can to prepare to attend and speak at a particular meeting.

Director Kephias asked what should directors do when state leaders of respective states calls them to speak on matters relating to the college. Directors are to say that public comments regarding the college will come from the President through our Director of Development and Community Relations. Then immediately contact the President to state the situation, issue, what he/she knows about the issue and

President will direct where to go from there.

President wants everyone to remember that we are one college, we may have many campuses, separated by oceans but we are one college. The College should operate on a one official spokesman for the college. President understands that there is confusion on the roles of the campus directors so since all the state campus directors will be attending the Board meeting in Yap, he would like to set some time aside to meet with each of them to focus on issues around state campuses and their roles.

- 5. Follow up on Accreditation and Progress Report:** The ALO has emailed out the latest draft of our progress report and has incorporated revisions provided so far.

Total Cost of Ownership. ALO received the total cost of ownership document. She needs President's approval on the document and an electronic copy since she is providing hyperlinks in the progress report for easy access of evidences for the visiting team. Cabinet is to review the document, provide comments, and have it forwarded to ALO by Monday, February 27, 2012. VPA is to send the Total Cost of Ownership document to Cabinet members.

The overall deadline for submission of evidence and other reports to the ALO for incorporation in the Progress Report is next Friday, March 02, 2012.

Emergency Plan. The emergency plan is still in a draft form and will continue to be drafted and refined with assistance from the facilities committee, state campus directors and community. VPA will work with Dana LeeLing on timeline of the working process on the Emergency Plan until becoming our final plan. ALO plans to include in the follow up report that we have the draft plan, it is working through the rest of the process and that the college is committed to train our personnel on the final emergency plan. One ready way is to utilize the college's professional day/staff development day to create awareness, training, and ensure everyone follows the plan. The ALO requested the President and the Campus Directors ensure this training is scheduled on their campus.

VPA is to send to ALO by Friday, March 02, 2012 the timeline on the working process of the emergency plan up to its becoming the final plan of the college for inclusion in the follow-up report.

Preventative Maintenance Plan....The plan is a good start but can use a little bit more development on the process on how it would work at all the sites. A checklist is suggested for each site on what things need done and report back to Director of Facilities and Maintenance.

Planning. Program prioritization is completed. Karen has put together a report and presented to the Planning Resources Committee yesterday. Moving along that is the Education Master Plan. VPIA, VPSS and VPA are putting together timeline on what they envision is going to happen, who is responsible, what they need to turn in and when these things should happen. Developing the timeline for our plans brought home the realization that we need clear vision on what is driving our planning process. Every college has simplified pictures to remind them the direction they should go, what sets the precedence, etc.

In sharing his observations, President said the mission of the college should be driving our planning processes. That is what drives all decision making. Our program prioritization should be in line with our mission statement. Our mission statement should be reviewed annually. President's vision for the college is confronting our challenges and creating our future, as articulated in his investiture remarks of February 06, 2012.

Additional recommended plans and observations going into the report included development of a one page simplified pictorial chart of plans, adjusted timelines and processes, DCR Director to do news splash on the website on the Integrated Planning meeting which is scheduled for Monday, February 27, 2012 in the Board Conference room at 9:00a.m., and ALO to also ask committee chairs to dialogue on how new implemented committee structure fits in with their administrative components and with each other. ALO is to provide the new committee structure membership list to supervisors and chairs.

Yap Campus Director has given the Town Hall meeting scheduled during the Board meeting in Yap a theme of “moving forward together”. What we name these meetings should characterize the meetings to solicit greater participation from external stake holders. Community meeting was suggested over Town Hall. ALO recommends we have a survey on hand for collecting data from outside stake holders. President suggested open-ended question session. Norma will be there to take minutes. IRPO is currently working on an employer survey which will be a mechanism to get much more detail on data as opposed to follow up on a meeting. President would like to see survey developed to track our alumni.

Recommendation #1 Communication Plan. Learning to use data to evaluate and revise our plans. ALO said we still haven’t filled in the gaps on what was cited by the Commission in our communication plan evaluation. President, ALO and IRPO Director to meet Tuesday, February 28, 2012 to discuss, figure out problems, ways to fix them and what we can deliver.

ALO will send out college wide the draft follow-up report and a check list of what was stated today so everyone knows what we have agreed on.

President wants us to remain true to the idea of shared governance policy. President put his idea of elevating the ALO position to a vice president position on the back burner. He wants to develop a thoughtful position description and combining academic and student services under one vice president will be put on the back burner for now, giving it the “wisdom of the pillow”.

6. **Policy Review (all policies).** We should review and update our policies as policies will be changing.
7. **Reminder on Signature.** People should remember that their signatures should have meaning. When one affixes his/her signature to a document that he/she has reviewed the document, asked all the necessary questions, can attest to and stand by his/her signature on that document.
8. **Other Issues not on the agenda but raised:**

Distance Education Coordinator. Discussions on this issue has no reference to the person recommended for the position. The issue here is whether this is the time to hire and fill the position. Do we have a definite plan on distance education? Is this part of our instructional plan? How does this tie into or affect our overall plans? Have we considered the financial implications and accreditation implications? President suggested we give the issue the “wisdom of the pillow” and bring it back as a Cabinet agenda for next week’s meeting.

Next Cabinet meeting will be Friday, March 02, 2012 at 9:00 a.m.

Vehicles. VPA is to put together a comprehensive list on the fleet of vehicles owned by the college, who should have them, who should purchase vehicles, maintenance implications, fuel expenses and conditions of vehicles. VPA is to present his findings at the next Cabinet meeting. President moved that effective immediately there is a freeze on purchases of vehicles.

Solar Energy. President urges we look into the issue of solar energy. VPA is to get President connected to authorities to start discussions.

Adjournment. The VPSS moved and VPIA seconded that the meeting be adjourned. Motion carried and the meeting adjourned at 11:48 a.m.

Comments/Upcoming Meeting Date & Time/Etc.:

- Cabinet meeting Friday, March 02, 2012 - cabinet members to submit agenda items Thursday to Hadleen
- President to meet Danny on budget before the Board meeting
- President, IRPO Director, and ALO next week Tuesday, February 28, 2012 to go over issues regarding communication plan evaluation and come up with positive solutions
- Integrated Planning Meeting is on Monday February 27, 2012 at 9:00 a.m. in the Board conference room

Handouts/Documents Referenced:

1. Agenda
2. Minutes of 2/17/12

College Web Site Link:

- Not applicable

Prepared by:

Hadleen Hadley

Date Distributed:

2/29/12

Approval of Minutes Process & Responses:

Minutes were emailed out to Cabinet members on February 15, 2012 prior to February 24, 2012 meeting for comments. Comments were noted and incorporated.

Submitted by:

Date Submitted:

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

- President is the official spokesperson of the College, any communication to BOR and external should be done by him through Director of DCR; unless he directs otherwise
- Comments on the total cost of ownership is due to ALO by Monday, February 27, 2012
- Overall deadline of reports and evidence is March 02, 2012
- VPA is to sent to ALO timeline for the work in progress of the emergency plan
- DCR Director to put press splash on the web on the integrated planning meeting process
- VPA to present comprehensive listing of vehicles, cost analysis on fuel and maintenance implications
- President put a freeze on purchases of vehicles as of this meeting.
- Cabinet to give thought to Distance Education Learning and bring their thoughts to next Cabinet meeting

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Action by President:

| Item # | Approved | Disapproved | Approved with conditions | Comments |
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