

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
March 02, 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		
ALO	Frankie Harriss		x	Working on report
Staff Senate President	Resida Keller	x		
Director, Pohnpei Campus	Maria Dison		x	
Director, Yap Campus	Lourdes Roboman	x		
Director, FSM FMI	Matthias Ewarmai	x		
Director, Kosrae Campus	Kalwin Kephass	x		
Director, Chuuk Campus	Mariano Marcus		x	Authorized leave
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

Additional Attendees:	Rencelly Nelson- Director of Human Resources
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Agenda/Major Topics of Discussion:

1. Review of Minutes
2. HR Update
3. Reports from VPs and Directors
 - a. VPIA – Distance Education Coordinator
4. Parking Space Plan and Solar Project
5. Cultural Day- March 24, 2012
6. Update on Integrated Educational Master Plan (VPIA)
7. Chuuk Issue
8. Adjournment

Discussion of Agenda/Information Sharing:

1. **Review of minutes.** The minutes of February 24, 2012 were reviewed. VPA moved and VPSS seconded that Cabinet adopts the minutes. Motion carried and minutes were approved.
2. **HR Update.** The Human Resources (HR) Director was invited to update Cabinet on several HR issues.

Time Limit of Special contracts. Special services contract continues to be one of our major challenges in terms of time limits. Special contracts are being received way after the commencement date of the contract, so processing of these contracts is not timely. Exception is given to part-time instructional contracts because of student add and drop dates. Supervisors are not complying with policies, procedures and directives from the President that requires supervisors who authorize employees to work prior to contract approval to be responsible for compensation of those hours earned prior to approval of contracts. HR Director has sent out another reminder to vice presidents, their secretaries, campus directors and their secretaries about those procedures.

Vice Presidents are to figure out where the problem is, when it happens and work to resolve it.

Termination. Per policy, President is the only authority to approve hires or termination of employees. For us not to follow our policy will become a legal issue and a problem.

Personnel Evaluation. Evaluations are not consistently done. Part-time employees are not being evaluated in a timely manner so HR is seeing retroactive payments of contracts dating back one to two years. It is very important that HR knows contract for part time employee will be extended. For entry permit processing, Policy requires that evaluations be done and due three months in advance to HR office.

HR Director is recommended to establish calendar of evaluation due dates to remind supervisors to do evaluations on employees. President suggested supervisors keep a folder of notes on development and performance of employees as one way to track and do performance evaluation. President reiterated that signatures must mean something and if we are engaged in performance review with someone, we have to be honest with that individual about their performance and also be helpful to them in terms of ways in which they can improve.

3. Reports from VPs and Directors

Instructional Affairs. Distance Education Coordinator. Per the College's strategic goals and plan of 2006-2011, the college was supposed to offer courses for Liberal Arts degree program through Distance Education on line. The idea was to hire a Distance Education Coordinator who will take charge, plan, coordinate and run the program. It has taken three years to actually hire such a coordinator due to the salary not being attractive enough. A consultant was contracted with funds through CARIPAC to assist the coordinator write policies for the distance education project.

Instead of just filling a position and expecting the person to do it all since there is no plan for this person to implement, the President would rather we first develop a plan with real timelines and real clear steps on the direction in which to run the program. The plan should include the position

description and what the position responsibilities are. The plan should be a product of all reviews and exploration into what our 2012 strategic goals may be; decision on what direction we really want to move toward; areas of accreditation issues; assessment issues; format consistency of courses and delivery of them; technology capability, linking the world of funding through grants and the institutional academic side. We have limited resources and have to be good stewards in how those resources are disbursed.

The position for Distance Education Coordinator is filled but status is inactive pending development of some plan. The group can bring their recommended proposal to Cabinet in May or when ready. The group will extend invitation to faculty and other appropriate personnel in the development of the plan.

Institutional Research & Planning Office (IRPO). IRPO Director has emailed out a draft survey processes and procedures to improve validity ensuring that a person only take a survey once while ensuring anonymity and increase response rate. Also included is a proposed timeline for the Communications Assessment to be completed by the end of March 2012. Cabinet is to give it a thorough reading and review and get feedbacks to IRPO Director.

Student Services. Starting next week, the office for Director of Residence and Student Life will be housed in the Residence Halls. The dorms are now being referred to as residence halls and the cafeteria as dining hall. Plans are in place to have our vocational students construct dining tables for the dining hall. Also as part of thoughts to elevate residence and dining experiences for our students, President has discussed with the Chair of Tourism and Hospitality program the idea of bringing the tourism and hospitality program here and transforming our dormitories into student residence halls and to have them run more like hotels. This will give our students in these programs practical experiences.

Creative ways to Self- Sustainability. We can build on our existing programs to have the College thrive more toward self sustainability:

Laundry Service. A laundry business can be another alternative stream of generating revenue for the college toward self sustainability. It will also provide source of employment for our students and community. The College can operate laundry services for students and build it into their fees. There will be no cash transactions and students won't have to worry about their laundry. Money generated will help maintenance cost of existing washers and dryers and will probably help our dryers and washers last longer.

Food Service. Food service to students can be a revenue generating business. Through Cooperative Research and Extensions and our Agriculture program, we can grow the food we serve in the cafeteria instead of purchasing from outside.

Solar Energy. With all the roofs and walkways, we should get to a point where we are supplying our own power through solar energy.

Print Shop. The college does a lot of printing and we are always contracting out for print jobs. DCR Director asks if Administration can look into establishing a print shop. VPCRE can help seek funding for this endeavor. DCR Director has already spoken with printers in Guam and they are willing to give us a set of printers so he is working on developing a plan regarding where to house the printers and etc.

Through Work Study program, students can be employed to work or run these businesses. After

graduation these can be sources of employment for our students. We educate, train and then employ them after graduation.

Other announcements. The old faculty building is looking good with nice furniture, nice table, a refrigerator and bookshelf. The Residence Halls are looking much better too; walking through one can see that the floor sparkles, the halls are clean and lighted; the emergency lights are working. President plans to continue his tour of the campus and plans to go down to the gym. VPAS is to make sure that the rusty bleachers around campus be thrown away.

Next Cabinet meeting will be held on Friday, March 23, 2012.

- 4. Parking Space Plan and Solar Project.** The College of Micronesia-FSM was chosen as the venue to pilot the Solar Electrification Project. The other project participants are FSM National Government and Pohnpei Public Utilities Corporation. The project is funded by the JICA/Japanese Government. The main objective of this project is to provide alternative solar energy to supplement the local power. The construction of the project is scheduled to begin next week until beginning of Fall semester which means part of the front parking lot will be closed to the public and college community.

The Facilities committee reviewed the proposal and is recommending the following alternative parking space plan: President will have a reserved parking space at the end of the administration building; parking will be on a first come basis; designated parking spaces will be New Faculty Building parking, China-FSM parking lot, and cafeteria parking lot; no vehicles will be allowed to park along the main road on campus and secondary roads leading to the buildings; taxi drop off will be at the new faculty parking lot; and parking instruction signs will be posted on campus at the main entrance road, announcements on the local radio stations, and the announcement panel in the administration building. Construction site will be fenced off.

Cabinet endorsed the plan with stipulation that VPA makes sure that designated parking spaces closer to buildings for the physically challenged or disability folks are written into the plan. Director Saimon is to post the final proposed alternative parking space plan on the college website for wider awareness to college community and the public.

- 5. Cultural Day.** COM-FSM Founding Day activities are progressing with ball games and fundraising activities by student groups which will lead to crowning of King/Queen on March 29, 2012. Teams are selecting their candidates for King/Queen. Founding day activities will be held at PICS Track and Field on April 02, 2012. Coronation of King/Queen will be on March 29, 2012.

The Social Science club students had approached President Daisy with verbal plans regarding activities in celebration of cultural day. Students were told to put plans in writing and to work with Vice Presidents for Student Services and Administrative Services. As of this meeting, students haven't provided anything. VPIA will inquire with Delihna, the social science division chairperson.

- 6. Update on Integrated Educational Master Plan.** The Integrated Education Master plan is still being worked on. The group has finished going through the strategic goals of 2006-11 plan. They have updated, modified, and consolidated the various plans. They came up with timeline of the integrated plan. They did a diagram of flow chart, finished discussions and this afternoon will select who is going to do the actual consolidating and write up of the plan. March 20, 2012 is the deadline to finish the Integrated Education Plan. April 01, 2012 is the date to start implementing

the plan.

7. **Chuuk Campus Issue.** *The Agriculture Experiment Laboratory.* The laboratory in Chuuk may be a potential facilities and accreditation issue. The facility does not meet building standard but was accepted anyways. There is a list of specific items that need to be done generated from accreditation consultant Floyd Takeuchi's visit. VPCRE is to work with VPAS on addressing the issue and getting things fixed.

Green house. There is a proposal to build a green house behind the agriculture experiment laboratory. The landlord wants a fence constructed between them and the ACE Hardware store. To construct the fence will become very costly and there is uncertainty regarding who should be responsible to construct the fence, the college or the landlords. VPCRE and VPAS are to iron out legalities of the proposed building of green house and fencing of boundary and what should be done.

8. **Adjournment.** VPCRE moved and VPSS seconded that the meeting be adjourned. Motion carried and the meeting adjourned at 10:38 a.m.

Comments/Upcoming Meeting Date & Time/Etc.:

- Next Cabinet meeting will be March 23, 2012 at 9:00 a.m PNI/KSA time .
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Handouts/Documents Referenced:

1. Agenda
2. Minutes of 2/24/12
3. Alternative Parking Space Plan

College Web Site Link:

- Not applicable

Prepared by:

Hadleen Hadley

Date Distributed:

3/8/12

Approval of Minutes Process & Responses:

Submitted by:

Date Submitted:

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

- Vice Presidents are to figure out where the problem in regards to processing of special contracts is, when it happens and work to resolve the problem
- HR Director is to establish calendar of evaluation due dates to remind supervisors to do evaluations on employees
- Again, signatures must mean something
- The position for Distance Education Coordinator is filled but status is inactive pending

development of some plan

- Cabinet is to give thorough reading and review of draft survey put out by IRPO Director and provide him feedbacks
- Next Cabinet meeting will be on March 23, 2012
- Cabinet endorses the Emergency Parking Space Plan proposal with the stipulation that VPA works into the plan designated parking space for the physically challenged or disability folks
- DCR Director is to post the final proposed alternative parking space plan on the college website
- March 20, 2012 is the deadline to finish the Integrated Education Plan
- April 01, 2012 is the proposed date to start implementing the plan.
- VPCRE and VPAS are to work together to address issues regarding the Agriculture Experiment Laboratory and fencing of the Green House project.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments