

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
February 01, 2013	10:07 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, Administrative Services	Joseph Habuchmai	x		
VP, Student Services		x		<i>Represented by OAR Director as Acting</i>
VP, Instructional Affairs	Mariana Ben Dereas	x		
VP, Cooperative Research & Extensions	Walter James Currie	x		
VP, Institutional Effectiveness & Quality Assurance	Frankie Harriss	x		
Executive Assistant to the President	Norma Edwin	x		
Executive Secretary	Hadleen Hadley	x		Recorder

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Review of Minutes 2. Reports 3. Old Business <ul style="list-style-type: none"> • Status of IEMP • Status of Mid-Term Report • Status of Non-academic Programs Prioritization 4. New Business <ul style="list-style-type: none"> • Strategic Plan Presentation • Chuuk Campus Permanent Site 5. Adjournment

Discussion of Agenda/Information Sharing:
<p>President Daisy called the meeting to order at 9:07 a.m. The agenda for the meeting was reviewed. VPCRE moved and VPAS seconded that the agenda be adopted and the agenda was adopted as presented.</p>

Review of Minutes

Minutes of January 18, 2013. Cabinet reviewed the minutes of January 18, 2013, meeting. The minutes were emailed out earlier to members for review and comments. VPCRE moved and VPAS seconded that Cabinet adopts the minutes as amended electronically. Motion carried.

Reports

President needs update on the incident which happened last weekend from the Acting Vice President for Student Services.

There are staffing issues across the college campuses. Vice Presidents have received requests for personnel requisitions and budget supplements to hire special contracts. President shared Dr. Barbara Fienman's interesting observation in her report on student services. She suggested doing staff cross training instead of employing too many staff.

The college employing too many staff at smaller sized campuses may be due to our misunderstanding of the accreditation recommendation on equivalent services and staffing across the college. President agrees that we need to do our own internal job audit. We should do assessment of staffing and responsibilities; looking at our resources and ways to more effectively and efficiently use our resources. We may do reassignment of staff so that they are adding real value.

Vice Presidents have the authority to make decisions regarding services under their departments. They just have to report to the President decisions they made and rationale behind their decisions.

Old Business

Status of IEMP The Integrated Educational Master Plan (IEMP) document is now posted on Google docs. Ongoing work since the document was posted include pulling and incorporating all documents that need to be linked to the IEMP; linking all reports into one coherent narrative; consultation meeting is scheduled for Monday with Jim Mulik; the working group expects a completed draft by Monday to be distributed college wide for one final round of comments. The working group was advised to clearly state why the document is being sent out, and that everyone has seen the document in all its stages and have had a chance to comment on it.

Status of mid-term report. VPIEQA will be sending out a draft of the mid-term report to everyone by next week, asking folks to review for pieces missing, evidences and documents that they have. She reiterated that everyone should be familiar with the report, know their sections, know the story inside and out, especially recommendations and evidences that pertains to their departments. We should know our three year history in our particular areas so we should be familiar with the 2009 self-study reports, team visit report, and all the follow-up reports from 2011-13.

Status of non-academic programs prioritization. The working group met yesterday. Jimmy Hicks is doing inventory of who have submitted the needed data for evaluation. He emailed call for submission of data December 2012. The working group will be voting today on two suggested models to use to for evaluation of non-academic program prioritization. President reiterated that when he formed the working

group his intention was that there would be tri-chairs: Jimmy Hicks, Joey Oducado, and Karen Simion.

New Business

Strategic plan presentation. VPIEQA presented a rough draft of the strategic plan summary to update Cabinet on work progress of the strategic plan. The working sub-group of Executive Committee (EC) had been working on the plan; they are behind where she really wanted to be only because she was waiting for pieces from the Board of Regents visioning exercises and the college summits; she summarized some of the things the sub-group of EC did: reviewing the mission statement that was drafted by the mission statement working group and our existing mission statement, listing strengths, weaknesses, opportunities, threats and challenges of both statements as well as COM-FSM; and shared findings and impressions the working sub-group of EC derived. The draft strategic plan will be sent to the EC for review and comment after which it will be distributed college wide for more input and review.

Chuuk Campus Permanent Site. President raised concern over communication regarding the permanent site. He thought it was pretty clear at the Board of Regents meeting that Dean Kanto, Regent Graceful and Vice President Habuchmai would visit Chuuk leadership to determine their level of commitment to the college and possibilities around the permanent site. The situation has not changed; funds are still frozen and the decrement is still there.

Adjournment. VPIEQA moved VPIA seconded that the meeting adjourns. Motion carried and the meeting adjourned at 12:12 p.m.

Handouts/Documents Referenced:

- Agenda for the meeting
- Minutes of January 18, 2013 meeting
- Electronic presentation of the draft strategic plan

College Web Site Link:

- www.comfsm.fm/cabinet

Prepared by:

Hadleen Hadley

Date Distributed:

Approval of Minutes Process & Responses:

Submitted by:

Date Submitted:

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

- The draft agenda for February 1, 2013 meeting were reviewed and adopted as presented.
- The minutes of January 18, 2013 were adopted.
- Acting VPSS is to update President on incident that happened last weekend.
- Vice Presidents have the authority to make decisions regarding services under their departments.
- Committee expects a completed draft of the IEMP by next Monday and plans to distribute college wide for input and comments
- VPIEQA plans to send out a draft of the mid-term report by next week
- The working group on non-academic program prioritization will vote today on which model to use in their evaluation process of the non-academic programs

- VPIEQA will send to EC a rough draft of the strategic plan for review and comments

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments