

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
March 01, 2013	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, Administrative Services	Joseph Habuchmai	x		Represented by Facilities Director as Acting
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 • Midterm Report 4. New Business <ul style="list-style-type: none"> • College Catalog 5. Adjournment

Discussion of Agenda/Information Sharing:
President Daisy called the meeting to order at 9:07 a.m.
Review of Minutes
<u>Minutes of February 01, 2013.</u> Cabinet reviewed the minutes of February 01, 2013, meeting. The minutes were emailed out earlier to members for review and comments. Acting VPSS

moved and VPIEQA seconded that Cabinet adopts the minutes as amended electronically. Motion carried.

Reports

VPIA reported that Pohnpei Campus Acting Dean needs advice on which course of action to take regarding the Pell refund check for the student that passed away last week. Family member is requesting to pick up the check. VPIA is to advise Acting Dean that the check would be returned to Federal Grants as per policy; that the college must follow federal policy. Acting Dean and FAO Director need to meet the family face to face and explain the situation soonest.

Cabinet suggested that the college do a collection; route an envelope for donations to the grieving family. Acting Dean can take the envelope to the family.

Old Business

Status of IEMP A draft copy of the IEMP narrative was sent to the consultants to review in terms of format. The committee received good feedback from the consultants. Today, the committee will add the last piece using our current mission statement and strategic goals to tie in everything. VPIA has forwarded a draft copy of the IEMP narrative to VPIEQA.

VPIEQA has put the draft IEMP narrative in the SLO report since the deadline for evidence in the SLO report was yesterday. But when the final version of the narrative comes out and ready for presentation to the Board of Regents then VPIEQA will put in the midterm report.

Mid-term report. VPIEQA shared details of work on the midterm report; there are fifteen (15) recommendations we have to address; additional detail was included on the four recommendations for which we were continued on probation; and there is section six (6) to the report based on items we identified ourselves that we want to improve at the college.

The report on assessment of student services by Dr. Barbara Fienman has been checked for factual accuracy. President will present it at the COM-FSM Board meeting in March. He has given permission to VPIEQA to include it in the report to the Commission. He plans to also make it available in its entirety to folks. He believes this keeps with our intention of transparency. We are moving from compliance to constructive engagement; we are going to be proactive and engage expert consultants to come in and do independent objective assessment for improvement.

New Business

College Catalog. The calendar for years 2013, 2014, and 2015 were sent out to campus deans for review and incorporation of holidays observed at the campuses. President wants to make sure the calendar was reviewed and similar language is being used across each of campuses. VPIA is to go through the catalog to review for minor corrections, grammar, punctuations, spelling, and putting dates in chronological order. VPIEQA moved and Acting VPSS seconded that Cabinet approves the college catalog pending VPIA's final review and incorporation of correction on errors as noted by the President. The motion carried with one abstention.

We need to begin to review and revise the next college catalog. President will be working with Joseph Saimon to take on that, however he will need everybody's help to make sure everything that needs to be in there are in. These will be available on line. The COM-FSM Board of Regents have approved that the

catalog on line will be our official catalog of the college.

Adjournment. VPIEQA moved VPIA seconded that the meeting adjourns. Motion carried and the meeting adjourned at 9:31a.m.

Handouts/Documents Referenced:

- Agenda for the meeting
- Minutes of February 01, 2013 meeting
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College Web Site Link:

- www.comfsm.fm/cabinet

Prepared by:	Hadleen Hadley	Date Distributed:	
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Approval of Minutes Process & Responses:

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

- Minutes of February 01, 2013 were adopted by Cabinet
- Acting Dean Grilly Jack and FAO Director Eddie Haleyalig are to meet family of deceased student to explain face to face policy on Pell refund check soonest; a collection envelope is to be routed for contribution of donation to the deceased students' family
- The committee for IEMP narrative work will add the last piece to complete the IEMP narrative today
- President will present Dr. Barbara Fienman's report on student services assessment to the COM-FSM Board of Regents at their March meeting
- President has given VPIEQA permission to include Dr. Fienman's report in the report to the Commission
- Cabinet approved the college catalog pending VPIA's final review and incorporation of corrections on errors as noted by the President
- President will be working with Joseph Saimon to start reviewing and revising the college catalog.
- The meeting adjourned at 9:31 a.m.
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Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments