

D R A F T

College of Micronesia – FSM Committee Minutes Reporting Form

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| Committee or Working Group: | Cabinet |
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| Date: August 02, 2013 | Time: 9:00 a.m. | Location: President's Conference Room COM-FSM National Campus Palikir, Pohnpei, FSM |
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| Members Present: | | | | |
| Titles/Representative | Name | Present | Absent | Remarks |
| President | Dr. Joseph Daisy | x | | |
| VP, Administrative Services | Joseph Habuchmai | x | | Francisco Mendiola representing |
| VP, Student Services | | x | | |
| 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 |

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| Additional Attendees: | |
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| Agenda/Major Topics of Discussion: |
| 1. Review of Agenda 2. Reports 3. New Business 4. Adjournment |

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| Discussion of Agenda/Information Sharing: |
| President Daisy called the meeting to order at 9:00 a.m. All members of Cabinet were present. |
| Review of Agenda: Cabinet adopted the agenda as presented. |
| Review of Minutes The minutes will be approved electronically. |
| Reports: |

President.

Per Executive Council the appointment of Grilly Jack is now officially Director of Career and Technical Education programs and assuming responsibility for the campus. For the future, President Daisy would envision National and Pohnpei Campus as COM-FSM/Pohnpei; National Campus as the main campus and Pohnpei Campus as the Career and Technical Education Center.

President gave an overview of events happening early September starting with the convocation scheduled on September 6; PPEC meeting starting on September 5-6, 2013; ALO meeting; dinner reception for the honored guests; fundraising dinner highlighting the 50/50 raffle drawing on September 7, 2013; the Board of Regents meeting on September 9-10, 2013; and an all campus celebration on getting accreditation standing back to be scheduled after.

Cabinet discussed acting delegations when they are traveling on college business within the FSM. They are still within the system and should be checking in. VPIEQA moved and VPIA seconded that Cabinet have no acting when traveling within the FSM states. The motion carried.

Vice Presidents are to schedule meeting time to discuss performance review with President Daisy.

VPAS

VPAS is in Kosrae so Director of Facilities and Security reported on status of projects happening around campus. Projects include the BECA consultation space utilization study, relocation and minor renovations of several offices, installment of emergency exit doors for the residence halls, powering up our wells to pump water when island power is down, providing continuous power to the A+ center and fixing the generator to provide back up power to the residence halls and dining hall.

Other facilities related issues and concerns were shared and discussed. These were placed on hold until after BECA study to help inform our decisions. These include loan of two major pieces of equipment from the FSM Government to help us fix a track and field and issue of naming the buildings. Director of Facilities and Security also need to draft a letter for President Daisy to Environment Protection Agency (EPA) to extend our existing permit to start clearing the area. President added that the college may get assistance too from hosting Micronesian Games. Director Mendiola is to look into issue of toilet for IT building. Director Mendiola will look into concern regarding power outage at Pohnpei Campus and agreement to have Pohnpei Campus hooked onto the same priority line as the hospital.

There will be a staff senate meeting today at 2:00p.m.in the dining hall.

VPCRE.

VPCRE shared concern that housing of CES is not in compliance with USDA regulations; discussions were shared and was recommended he put together a proposal on the issues in each state and ways to address the issues. BECA will be here to discuss and address facility issues. Congress has appropriated \$8 million for facilities which has been frozen by JEMCO.

VPCRE also shared directives from Land Grants Board meeting specifically the \$75,000 given to

assist with accreditation related expenditures; updates on installation of solar panels and satellites at campuses; water catchment for agriculture building; requests from researcher to spend funding under HATCH; a grant for research and food sciences. Cabinet discussed other possibilities to more effectively spend funding under HATCH

VPIA.

VPIA shared activities happening next week for faculty ending with a planned luncheon on Friday, August 16, 2013 at 11:00 am in the MITC; the college has signed a \$100,000 memorandum of understanding /contract with Public Health to deliver a three module training in the four states of the FSM; Director of Career and Technical Education programs is working on a memorandum of understanding with FSM Office of Environment and Emergency on training and capacity building for the management of ozone depleting substances; 15 students will have an opportunity to spend in Japan on a culture exchange experience; VPIA is working with the Japan Embassy on this partnership screening applicants; along similar lines of community outreach partnership, Pohnpei Campus plans to approach local businesses to sponsor dining tables in the Blue Plate café which our vocational students have built. President expressed disappointment that we dropped the ball on internships with our Business Advisory committee. Cabinet shared discussion on entrepreneurship and better ways of engagement and communication of our plans and direction to the community.

Cabinet shared concern over lack of communication from Kosrae Campus on campus monthly meetings. Discussion on accountability is again emphasized and must be reflected in performance reviews.

VPIA and Director of Academic Programs were concerned with survey that showed average rating of instructional faculty so they have issued five challenges to faculty to get ratings from just ok to excellent.

VPIEQA.

VPIEQA reported on the key summary results of the CCSSE/CCFSE which she sent to Cabinet electronically. She discussed the template for quarterly reports; Director of Planning and Research plans to conduct trainings on template and Cabinet can request how they want the trainings conducted; VPIEQA and VPCRE will dialogue on measures he wants to commit to; folks are requested to start thinking of priorities their departments have because the budget process is soon to begin and that is how TracDat is organized; she shared a skype call with BECA consultant regarding focus groups with both faculty and students to determine priorities on data gathered so far; Cabinet is encouraged to have conversations with their staff regarding email communications; she encourages folks to use the newsfeed.

She inquired if there is a written policy on when faculty should return to work , that it should be heavily publicized to faculty and people held accountable; who should be responsible for approving leave request when faculty takes leave in the summer; President is okay with delegating VPIA to approve leave requests.

VPIEQA discussed committee service. She will work with VPIA to talk with faculty on final protocols based on assessments done. Based on surveys and comments, some staff feel left out on committee service. An idea Cabinet may consider is a secretariat for the committees.

VPSS

Orientation of new Freshmen will be a four day activity starting on Monday, August 5, 2013. Student Services enlisted 24 Peer Guides to assist orientation of new Freshmen. Registration for the new students will be on August 9, 2013 in the MITC. There will be a special add and drop day on Friday, August 12, 2013 for a specific cohort of students who early registered but failed prerequisite courses. Regular registration for all students will start on August 13, 2013. The general assembly will be on Monday, August 5, 2013 at 9:00 a.m. in the main gym.

Acting VPSS Orientation of new Freshmen will be a four day activity starting on Monday, August 5, 2013. Student Services enlisted 24 Peer Guides to assist orientation of new Freshmen. Registration for the new students will be on August 9, 2013 in the MITC. There will be a special add and drop day on Friday, August 12, 2013 for a specific cohort of students who early registered but failed prerequisite courses. Regular registration for all students will start on August 13, 2013. The general assembly will be on Monday, August 5, 2013 at 9:00 a.m. in the main gym.

Oducado has advised his staff to close the loop on this current year assessment on the TracDat in preparation of the new cycle of assessment.

He shared statistics on the early registration; headcounts for National is 552; Pohnpei Campus, 303 ; Chuuk Campus, 106; Kosrae Campus, 11; Yap Campus, 40.

Adjournment. VPCRE moved VPIEQA seconded that the meeting adjourns. Motion carried and the meeting adjourned at 12:08 p.m.

Handouts/Documents Referenced:

- Agenda for the meeting
- Minutes of July 09, 2013
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College Web Site Link:

- www.comfsm.fm/cabinet

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| | Hadleen Hadley | Date Distributed: | |
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Approval of Minutes Process & Responses:

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

- Cabinet adopted the agenda as presented.
- The minutes will be approved electronically.
- Per Executive Council the appointment of Grilly Jack is now officially Director of Career and Technical Education programs and assuming responsibility for the campus.
- Convocation will be held on September 6, 2013
- PPEC meetings will be on September 5-6, 2013
- 50/50 Raffle fundraising drawing will be on September 7, 2013

- Board meeting will be on September 9-10, 2013
- Cabinet adopted the motion to not have acting delegations when traveling within the FSM states
- Vice Presidents are to schedule appointment to discuss performance reviews with President Daisy
- Other facilities related issues and concerns were placed on hold until after the BECA study
- Director Mendiola is to look into concern regarding power outage situation at Pohnpei Campus and agreement to have them hooked onto the priority line as the hospital
- Staff Senate will hold their first meeting today in the dining hall at 2:00 p.m.
- The college has signed a \$100,000 MOU with Public Health to conduct training modules in the FSM states
- Key summary results were emailed to Cabinet
- VPIEQA and VPCRE will dialogue on measures he wants to commit to in for the quarterly report
- Orientation of new Freshmen will be a four day activity starting on Monday, August 5, 2013.
- Student Services enlisted 24 Peer Guides to assist orientation of new Freshmen.
- Registration for the new students will be on August 9, 2013 in the MITC.
- There will be a special add and drop day on Friday, August 12, 2013 for a specific cohort of students who early registered but failed prerequisite courses.
- Regular registration for all students will start on August 13, 2013.
- The general assembly will be on Monday, August 5, 2013 at 9:00 a.m. in the main gym.
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Action by President:

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