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College of Micronesia – FSM Committee Minutes Reporting Form

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
July 09, 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		
VP, Student Services		x		<i>Represented by FAO 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:
1. Review of Agenda 2. Reports 3. New Business 4. Adjournment

Discussion of Agenda/Information Sharing:
President Daisy called the meeting to order at 9:05 a.m. All members of Cabinet were present.
Review of Agenda:
Cabinet adopted the agenda as presented.
Reports:
<u>VPIA.</u> VPIA will to attend the Pacific Post-secondary Education Council (PPEC) and the Pacific Education Conference (PEC) meetings in Saipan. For summer session, some campuses

exceeded their enrollment projections while others did not. The Curriculum & Assessment Committee (CAC) had a retreat last May and did a follow up meeting on that retreat during the midterm break. Only Chuuk and Pohnpei campuses have been sending reports of their all campus monthly meetings. Grilly Jack, the Director of Career & Technical Education will conduct site visit on behalf of the VPIA at Kosrae Campus to address issues with the Trade and Technology cohort programs. The Secretariat of the Pacific Community (SPC) asked that our campuses build stands to display environmental brochures on “save energy good practices”. The stands are almost done. President Daisy signed a \$100,000 grant contract with FSM Health for the College to conduct four health courses at the state campuses.

VPCRE. VPCRE attended the Resident Instruction in Insular Areas (RIIA) and Distance Education Grant (DEG) meeting in Washington, DC. A lot of the discussion was concerning around the Northern Marianas situation. Concern was expressed by DC about the amount of unused funding that is being turned back. It was proposed and agreed that 120 days before the end of spending period, the administrative officers would send out budget balance, institution would have 30 days to submit proposal on how to spend the fund and after 90 days before the spending period the funding would be offered to other institutions to use.

This summer 17 Agriculture scholarships were given to COM-FSM students and 2 students attending University of Guam. VPCRE is to craft something for press publication regarding the scholarship recipients. We have six CARIPAC interns this year too. A survey was completed on students enrolled in Agriculture. President suggested IRPO look at the CRE study report before it is released to the public. CRE was able to provide \$130,000 matching funding from our states for specific projects. The Land Grant Board meeting did not happen. There will be another regional water quality consortium. The satellite dishes are being installed.

President and VPIEQA are to put together a proposal of funding for accreditation affiliated expenditures for Land Grant Board’s consideration.

VPAS

New hires are to be reminded to complete the accreditation basics within 30-60 days of coming on board. The Chief of Staff position is filled. The 2012 Audit was completed and distributed to relevant agencies. Concern was expressed regarding distribution of the Audit report. We have protocol for proper distribution which must be followed. The contractor is in process of laying down cables to connect us to continued power for pumping water supply. Several offices are being relocated to better serve staff, faculty and students. The new tuition and facilities fee information is now available on our website. Presentation regarding the new tuition and facilities fee are being scheduled.

FMI hosted an observer training workshop this summer. There were a total of about 19 students attended. The feedback received from National Oceanic Resource Management Authority (NORMA) was very positive and good.

VPSS. The FAO Director representing the Acting VPSS reported that the early registration went well. As the result of the fire, resident hall students were moved upstairs to allow renovation of

the first floor. President stressed that for health and safety purposes, holding fire drills is critical; we need to have one master key that can open all the doors and we need to be diligent on staying on top of things and holding people accountable. It was noted that some mirrors were missing from the bathrooms.

The Nurse is conducting a two day workshop to educate residence hall students on herpes viruses.

VPIEQA.

VPIEQA reported on quarterly reports, learning organization dialogue, aligning office missions/goals to support new strategic plan, discussing possibility of all departments to include "collaboration" as some part of department' mission statement, focusing departments on Strategic Plan & IEMP, leadership on timeliness, accountability, follow-up, and reporting back, substantive change reports, policies (where to place collective policies on the web, and clarity of policy regarding signatures for personnel actions in the new structure), TracDat training, and Business Office coding for assessment and alignment of resource allocation tracking.

On quarterly report, reports will be done using the old format to wrap up this last quarter. Stressing timeliness and accountability, Vice Presidents are to encourage folks to record and update data after every month. VPIEQA will send vice presidents the word version of the reporting template to use. The new template has the mission at the top; division; our strategic directions and it is divided by those strategic directions. Folks will be asked to input specific details. Trainings will be conducted this year to improve quality of these reports to contain types of data and information that we ideally want in there to use for assessments and institutional reports for assessing strategic plan overall and on accreditation reporting. All these are also set up in TracDat.

VPIEQA stressed how imperative it is to get on top of the 108 planning agenda items we identified in the Midterm report that we want to work on as an institution to improve. By early next week, IEQA department will send out the new template with the planning agenda items plugged in for offices.

VPIEQA will write the substantive change report on the new mission statement. The next commission meeting to review substantive change reports is November 14, 2013. The next accreditation visit is 2016.

VPIEQA is working with IT to have policies accessible to everyone via web. IT is working on where to place policies collectively on the website. Along the same line, Cabinet decided on a collective protocol on routing of personnel actions for signatures. VPAS is to draft diagram with simple narrative on routing of documents for signature. The routing protocol will be campus dean, director of program, appropriate vice president and ultimately vice president for instructional affairs. VPIEQA moved and VPIA seconded that Cabinet adopts the diagram of personnel action routing. The motion carried.

VPCRE shared he has funding for a webmaster for the next couple of years through the Distance Education Grant.

IRPO conducted TracDat trainings. Vice Presidents are to identify managers that still need training on TracDat and send to VPIEQA. Business Office has not been putting out the monthly financial expenditure reports to departments. With TracDat up and implementing IEMP numbers and strategic goals and accreditation numbers for our planning agenda items, we can be tracking assessment and alignment of resource allocation. But that will not be possible if Business Office does not program in that information and send out the financial monthly expenditure reports. VPAS, IEQA department directors,

and Comptroller are to meet and set plan to require that task is done. Plan to be reported at next Cabinet meeting.

Business Office is to put out monthly financial expenditure report to departments electronically. Cabinet agreed to reverse the routing of signature approval on purchase orders and travel authorization forms. Funds certification is to be done before appropriate Vice President or President approves the document.

Vice Presidents are to think about committee membership appointment since we are coming into new academic school year.

President. Follow up to that President reminded vice presidents of the decision at last cabinet meeting which is effective immediately, Vice Presidents are to report at every cabinet meeting participation of staff under their department in committee meetings.

VPIA is to send self evaluation performance report to President. Other Announcements include: the college's 20th anniversary is in September; we will hold convocation on September 06, PPEC will meet September 5-6; the COM-FSM Board will meet September 9-10; and the 50/50 raffle drawing will be September 07. Dr. Barbara Beno, President of ACCJC and Dr. Amador, Chairperson of the Commission will also be here. Floyd Takeuchi, President of Friends of COM-FSM Foundation Endowment Board will also be here.

On updates, President wants updates on automatic payments out of the Business office. President also shared concerns surrounding the COMET and asked that VPIA and Comptroller provide data regarding the increase of 20% non-admit and financial implications of that.

Adjournment. VPAS moved VPCRE seconded that the meeting adjourns. Motion carried and the meeting adjourned at 12:07 p.m.

Handouts/Documents Referenced:

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

- www.comfsm.fm/cabinet

	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:

- Cabinet adopted the agenda as presented
- President and VPIEQA will put together a proposal of funding for accreditation affiliated expenditures for Land Grant Board's consideration.
- New hires are to be reminded to complete the accreditation basics within 30-60 days of

coming on board.

- On quarterly report, reports will be done using the old format to wrap up this last quarter. Stressing timeliness and accountability, Vice Presidents are to encourage folks to record and update data after every month. VPIEQA will send vice presidents the word version of the reporting template to use.
- VPIEQA stressed how imperative it is to get on top of the 108 planning agenda items we identified in the Midterm report that we want to work on as an institution to improve. By early next week, IEQA department will send out the new template with the planning agenda items plugged in for offices.
- VPIEQA will write the substantive change report on the new mission statement. The next commission meeting to review substantive change reports is November 14, 2013. The next accreditation visit is 2016.
- VPAS is to draft diagram with simple narrative on routing of documents for signature. The routing protocol will be campus dean, director of program, appropriate vice president and ultimately vice president for instructional affairs. VPIEQA moved and VPIA seconded that Cabinet adopts the diagram of personnel action routing. The motion carried.
- Vice Presidents are to identify managers that still need training on TracDat and send to VPIEQA.
- Business Office needs to program in resource allocation codes into TracDat. VPAS, IEQA department directors, and Comptroller are to meet and set plan to require that task is done. Plan is to be reported at next Cabinet meeting.
- Business Office is to put out monthly financial expenditure report to departments electronically.
- Cabinet agreed to reverse the routing of signature approval on purchase orders and travel authorization forms. Funds certification is to be done before appropriate Vice President or President approves the document.
- Vice Presidents are to think about committee membership appointment since we are coming into new academic school year.
- President reminded vice presidents of decision at last cabinet meeting which is effective immediately, that vice presidents are to report at every cabinet meeting participation of staff under their department in committee meetings.
- VPIA is to send self evaluation performance report to President
- Other announcements include: the college's 20th anniversary is in September; we will hold convocation on September 06, PPEC will meet September 5-6 here on island; the COM-FSM Board will meet September 9-10; and the 50/50 raffle drawing will be September 07.
- On updates, President wants updates on automatic payments out of the Business office
- VPIA and Comptroller are to provide data on the 20% non-admit result of the COMET and financial implications of that.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments