

**College of Micronesia – FSM
Committee (Working Group) Minutes Reporting Form**

Committee or Working Group:	Cabinet
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Date	Time	Location
11, October, 2013	9:00 a.m.	President's Conference Room COM-FSM National Campus Palikir, Pohnpei, FSM

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy	x		
VP, Administrative Services	Joseph Habuchmai	x		
VP, Cooperative Research & Extensions	Jim Currie	x		
VP, Instructional Affairs	Mariana Ben Dereas	x		
VP, Institutional Effectiveness & Quality Assurance	Frankie Harriss		x	
VP, Student Services	Joey Oducado	x		Acting
Chief of Staff	Universe Yamase	x		Recorder

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Approval of Minutes <ol style="list-style-type: none"> a) August 30, 2013 b) September 13, 2013 2. Reports <ol style="list-style-type: none"> a) President Approval and Processing of Part Time Contracts b) E-mail response regarding "Reply All" 3. FY 2015 Budget

Discussion of Agenda/Information Sharing:
President called the meeting to order at 9:00 a.m. All members were present except for one member.
<ol style="list-style-type: none"> 1. Approval of Minutes <ol style="list-style-type: none"> a) August 30, 2013 b) September 13, 2013
President motioned for approval and VPIA seconded. Everyone agreed. Both minutes adopted.

2. Reports

a) President

Requested that part time contracts must be first reviewed and endorsed by the relevant Vice President in each department before contract would be prepared. VPs would have to consult with the President on these matters in their review process. Supervisors will not solicit or make any job offer without the proper endorsement of employment requests by the vice presidents in writing. Contracts will be prepared at least one month prior to commencement date.

b) Proposed an e-mail etiquette practice within the college, in which when responding to an e-mail with many recipients not to click the “reply all” tool. This would be a practice that the cabinet members should lead as examples.

3. FY 2015 Budget

The remaining time of the meeting was dedicated to the Fiscal Year 2015 budget.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- August 30, 2013 Minutes
- September 13, 2013 Minutes

College Web Site Link:

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Prepared by:

COS

Date Distributed:

October 14, 2013

Approval of Minutes Process & Responses:

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Submitted by:

Date Submitted:

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

1. Approval of a systematic college-wide process in endorsing part time contracts.