

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
April 12, 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	Out -sick
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. New Business <ul style="list-style-type: none"> • Financial Aid-workshop clarification • Presentations by Department Heads & Directors to Cabinet • Supervisor’s responsibilities • Performance review for Vice Presidents • Request for Leave through August 31, 2013 4. Adjournment

Discussion of Agenda/Information Sharing:
President Daisy called the meeting to order at 9:04 a.m.
Adoption of Minutes
<u>Minutes of March 01, 2013.</u> The minutes were emailed out earlier to members for review and comments. VPIEQA moved and VPIA seconded that Cabinet adopts the minutes as electronically amended. Motion carried.

Reports

VPCRE. Only one of the College Presidents was present at the COM Land Grant (LG) Board of Regents' meeting. The COM-FSM Representative was not able to attend but President Mori assigned a proxy to attend instead. The directives of the COM LG Board meeting have been distributed and published on our web. CRE's budget was confirmed. Another directive from the Board meeting is to resolve issue of salary levels for the researchers/extension agents. A meeting between President Daisy, VP Currie, HR Director Nelson and COM Executive Director Singeo to discuss and resolve the issue has been requested. President Daisy expressed displeasure that the issue was not resolved and had to appear as a directive from LG Board. It goes directly against his desire that Cabinet should be proactive in identifying issues and reporting them with options of resolution or work in progress.

President thanked VPCRE for expressing the College's appreciation to the Land Grant Board of Regents for their support and funds donation to accreditation of the college.

VPSS. Today is the last day of early registration. Acting VP Oducado has sent out an update regarding early registration plus reference data on revenue projections, and how much is still needed to meet college's enrollment projection. Early registration activities as of today is as follows: 219 students have registered at the National Campus with 1,019 credits; 52 students at Pohnpei Campus with 228 credits; 34 students at Chuuk Campus with 177 credits; 16 students at Kosrae Campus with 76 credits; and 20 students at Yap Campus with 88 credits. Acting VP Oducado plans to work with the campuses to encourage and ensure proactive recruitment of students.

Plans for the commencement exercises are in progress. As of this report, 142 students have filed graduation applications at the National Campus; 25 at chuuk campus; 52 at Pohnpei Campus; 7 at Yap Campus; and 12 at Kosrae Campus. Acting VPSS has not received the number of graduating students for our Baccalaureate program from the Coordinator Sylvia Henry. This year's graduating students have chosen Professor Susan Moses as the commencement exercise speaker. The Valedictorian will be determined after all grades have been submitted and entered into the system. The last day of grade submission from faculty is May 17, 2013. OAR staff will work on May 18-19, 2013 to ensure that a final roster of confirmed graduating students be done by May 20, 2013. The commencement exercise rehearsal will be held on May 21, 2013. The actual commencement exercise will be held May 22, 2013. Acting VPSS is to work with Hadleen to set a time to meet with President regarding preparation plans for the commencement exercises. Acting VPSS plans to request VPIA's assistance to identify a faculty to be the master of ceremony.

VPIA. The Education Division is working with the Deaf World Teach program and has submitted the course outline. The plan is to start the program this summer. VPIA will facilitate discussion with Language/Literature, Education divisions, Mellanie Lee and Pohnpei State Education regarding collaboration on offering the course to best serve all with available resources.

VPIA is currently working on updating our current articulations. Two other universities (Ashford University in Connecticut and Pacific Oaks in California) have expressed interest in doing articulations with the College. VPIA has requested Ashford University to send more information regarding their university. Pacific Oaks is interested in our certification of teachers and has requested information which VPIA has forwarded to them.

Pohnpei Campus is doing CTE exhibit where students will be showcasing products and what they are learning. The exhibit will be held on April 25-26, 2013 starting at 9:00 a.m. They have requested funding assistance of \$600 which VPIA will provide. VPCRE reminded VPIA there is money in RI funds to support this kind of exhibit.

VPIA, Faculty/Staff Senate President, Director of Academic Programs, and Curriculum Advisory Committee (CAC) Chair will be attending a WASC workshop with VPIEQA. CAC is planning to hold a one day retreat before summer begins.

Public Health Division is sponsoring a health fair for both the college and high school students on May 03, 2013 at 2:00 p.m. Involving the high school students is another way of recruiting potential students into the health program. The health fair activities include essay and poster contest. The Public Health division through CARIPAC will also hold a summer camp for high school students before summer classes begin. The grand opening for the STEP-UP laboratory is scheduled for April 30, 2013 at 10:00 a.m. Dr. Dacanay is doing the invitations; VPIA will do refreshment for the occasion. Currently we have four students in the STEP-UP program. Two are set to go to the states to do their internship. The other two wants to stay and do their internship here on island but George is encouraging them to go to the states. He feels they will get a wider extensive experience that way. VPIA is to have Dr. Dacanay do a write up on this and post.

As a result of President's meeting with Dr. Dever yesterday, President would like to discuss curriculum about public health with VPIA, Director of Academic Programs, Public Health and Nursing program folks. VPIA is to make arrangements for the meeting.

VPIA is working with FSM Department of Education (NDOE) on a comprehensive education plan. Currently, NDOE is doing accreditation around the islands to solicit the needs of the teachers and students. The plan would include a component of training for principals, teacher trainings, and policies that might need to be changed.

Pacific Postsecondary Education Council (PPEC) meeting will coincide with Pacific Education Conference (PEC) meeting in Saipan. PPEC meeting will be July 15-17 and PEC meeting will be July 17-19.

VPIEQA. A lot of work has been done leading up to the supplemental report which has to be submitted fifteen days prior to the Commission's meeting on June 6 or 7, 2013. All of the work that needs to be in the supplemental report will be presented to the COM-FSM Board for endorsement at its May 6-7, 2013 meeting. It is also essential that we finish up the work on the strategic plan. Cabinet is to encourage folks to give input on the survey regarding preferred mission statement for the college and their preferred vision statement. Institutional Research and Planning Office (IRPO) is working on measures of success, benchmarks, and key performance indicators (KPI).

We are going to change our reporting structure; for our quarterly reports we are no longer going to just list

activities within our respective areas but will be reporting specifically on those measures of success. VPIEQA has asked IRPO to generate a new template for quarterly reports; IRPO will have responsibility for reporting on most of our benchmarks and KPIs. VPIEQA would like to imbed accreditation reporting in our quarterly reporting.

VPIEQA needs to do formal assessment of changes in regards to restructuring; she will conduct interviews with individuals affected by the new restructuring change. VPIEQA will write up the results of the interviews and give VPIA for presentation at the COM-FSM Board meeting in May. The write up on the interviews will also be included in the supplemental report to the Commission. President suggested citing some of the student services improvements on recommendations by Dr. Barbara Fienman.

We need to survey everyone across the college on participatory governance. IRPO is working up an assessment survey for that. Jim Mulik will help review that survey. He will be arriving on the 20th here on his route to Kosrae on a subcontract by BECA to examine some aspect of facilities and educational usage there.

The CCSSE and CCFSSSE are taking place in selected classes across the college. IRPO is working with faculty on interpretations on courses to be sure that students understand what we are administering to get accurate data from them. The faculty is doing an online version.

Other activities reported include plans and work on a master calendar are in process with a completion target in June, 2013; TracDat still moving along; VPIEQA to meet with VPA on coordinating with Business office on setting codes on purchase orders to keep track of funds to ensure our finances are supporting what we report in our budgets; currently, there is no director for the office of Development and Community Relations so IT Director has been assisting but some requests requires higher level of authority. VPA has agreed to assist and take the lead person.

President. President reminded vice presidents that we have a goal to achieve 100 percentage completion rate by June for college staff/faculty to have taken the online accreditation basic course.

The Board of Regents will be meeting May 6-7, 2013. On May 8, 2013 we will have a joint meeting with the Foundation Board members. The idea is to orient them to the college by holding presentations, orientation of programs, tour of campus, and do showcases of our students in select programs.

New Business

Financial Aid. President became aware that not all students and supervisors of students under the work-study program have clear understanding of responsibilities and parameters of work study program. He suggested Financial Aid Office to hold some kind of workshop to educate us on requirements and processes that needs to happen.

Presentations by Department Heads & Directors to Cabinet. Directors and Office heads are to be invited to do presentation at Cabinet meetings on activities in their respective areas. This is one way to orient and update Cabinet directly on activities happening in their respective areas.

Supervisor's responsibilities. President has noted there are attendance issues from reading committee minutes. So starting at the Vice President level, folks are to look at committee minutes and attendances of members and to address patterns of absences. Effective immediately at every Cabinet meeting, Vice Presidents are to report and update on participation of staff under their respective department in meetings.

Request for Leave through August 31, 2013. Vice Presidents are to submit by the end of April their plans of taking leave from May through September 30, 2013.

Performance review for Vice President. President presented a form which will be used to evaluate Vice President's performances. The form was proposed by the job audit and the Human Resources Committee is reviewing it to present to the Board for endorsement. He proposed that Vice Presidents do a hybrid approach and do self assessment using the form.

Board meeting. Reports to the board is due next Friday, April 19, 2013. Similar to last meeting only electronic copies will be provided; reports will be at high level reporting, bullet style. VPIEQA will task IRPO to provide Norma an electronic copy of the quarterly report for the Board of Regents.

Adjournment. VPCRE moved Acting VPSS seconded that the meeting adjourns. Motion carried and the meeting adjourned at 11:03 a.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:

- The minutes of March 01, 2013 were adopted by Cabinet
- Acting VPSS is to work with Hadleen to set a time to meet with President regarding preparation plans for the commencement exercises
- VPIA is to facilitate discussion with Language/Literature, Mellanie Lee and Pohnpei State Education regarding collaboration on offering the course under the Deaf World Teach to best serve all with available resources
- President would like to discuss with VPIA, Director of Academic Programs and Public Health folks curriculum on public health programs. VPIA is to set up a meeting between them.
- The supplemental report is due fifteen days prior to the Commission's meeting in June 6 or 7, 2013. Cabinet is to encouraged folks to give input on surveys to finish up the strategic plan
- VPIEQA will do formal assessment of changes in regards to restructuring by conducting interviews with affected folks; she will do a write up of the conducted interviews and give VPIA for presentation to the Board of Regents
- We need to survey everyone across the college on participatory governance. IRPO is working up an assessment survey for that
- The CCSSE and CCFSSSE are taking place in selected classes across the college.

- TracDat is moving along; VPIEQA is to meet VPA on coordination of setting codes on entering of purchase orders to track funds to ensure our finances are supporting what we report in our budgets
- Currently there is no director of DCR so VPA has agreed to assist with matters requiring higher authority representation in the community
- Directors and Office heads are to be invited to Cabinet meetings to do presentation on activities happening in their respective areas
- Effective immediately at every Cabinet meeting, Vice Presidents are to report and update on participation of staff and faculty under their respective departments in committee meetings
- Vice Presidents are to submit their plans of taking leave from May through September 30, 2013
- Vice Presidents are to do a hybrid approach and do self assessment using the form proposed by the job audit
- Reports to the Board are due next Friday, April 19, 2013
- Meeting adjourned at 11:03am

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments