

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

Committee or Working Group:	Cabinet
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Date: 30, August, 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		
VP, Student Services		x		<i>Joey Oducado Acting VPSS</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	Taking care of other college business
Executive Secretary	Hadleen Hadley	x		Recorder

Additional Attendees:	Teetake Yeeting and Arinda Swingly
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Review of Agenda 2. Reports 3. Old Business 4. Adjournment

Discussion of Agenda/Information Sharing:
President Daisy called the meeting to order at 9:00 a.m. All members were present.
Review of Agenda:
There were no changes to the agenda.
Approval of Minutes
VPAS moved and VPIEQA seconded that Cabinet approves the minutes of August 16, 2013; the motion carried and the minutes were adopted.

Reports:

President.

President recapped activities going on next week with PPEC meeting, Convocation, COM-FSM Board meeting.

VPAS.

The FY2014 budget will need to be adjusted due to low full time enrollment (FTE) this semester. The shortfall is estimated to be at \$19,880. President issued a temporarily freeze on hiring of unfilled positions. Cabinet also discussed at length other strategies of adjusting the budget like scrutinizing and prioritization of positions, cross-training and sharing of responsibilities, cutting back on travel, tax exemption waiver, reduction of office and meeting refreshments, and possible revision of the employee tuition waiver benefit.

Today is the last day to process purchase orders for FY2013 budget. FY2014 budget will not be activated or disbursed to offices/programs until they complete assessment plans and upload them onto the TracDat. VP Habuchmai is to send out a college system-wide email explaining what needs to be done in order to access FY2014 funds. Email must be sent out today.

Other updates include plans to conduct fire drills this semester; water pump project to supply water when power goes out is completed; and that we need a new generator to provide backup power to the residence halls, dining halls and dispensary. The BECA presentation on space utilization study will be held next week in the MITC Room #1.

VPCRE

Update on current projects include working with PREL concerning environmental programs; visiting the Walter Coffee plantation with the Ambassador; solar panels are in place; work on the Pohnpei recharge station continues; have received a no cost extension on the RIIA grant funding; have a no cost extension on a western sustainable agriculture grant for professional development for the extension staff in the states; and that they are combining the world food day and international disaster risk management activities on October 14, 2013 at the Spanish Wall Park.

VPIA.

This semester the Instructional department with assistance from IT is piloting the Copley system with four faculty. The Copley system is not a grade book but rather a retention system where it connects the student to the faculty, tutors and counselors. The Deans will be attending trainings next week on budget processes and TracDat. Classes will be shortened half day for the Convocation ceremony. MITC will video tape convocation ceremony.

VPIEQA.

IT will pilot test use of the VOIP again now that all campuses are on ADSL.

Clarification was needed on responsibility and funding for IT equipments located in different departments. Responsibility of care and reporting will be that of the area in which the equipment is located but assessment of replacement needs and funding for repairs will be that of IT. Vice Presidents are urged to continue discussion in areas to take the initiative to communicate problems with equipment so issues can be resolved.

Several reminders: We need to get rolling with the academic program prioritization. Folks to be mindful when uploading their assessment plans onto the TracDat to be sure to tie into the strategic plan, IEMP, and accreditation standards. Departments to review their mission statements and are urged to consider adopting collaboration in their mission statement with at least one supporting goal toward collaborating with other offices across the college. And that work on the Master Calendar needs to be completed by the end of September; be sure to capture main activities for the next five (5) years.

VPSS

We have 2446 head counts with 27,972 credit enrollment for this 2013 fall semester. SBA elections activities for all campuses have started with final elections next week except for Yap Campus who has finished their elections. Marlou Gorospe has been assigned to assist in the residence halls so Morehna Santos can attend to the other 90% student population. Preparation for the Convocation is set with ushers, musicals, flag bearers, conch shell heralders identified; they will work with Norma on seating arrangements of dignitaries and invited guests.

Acting VPSS is working with IT to pilot test on-line course registration in November. They plan to select a cohort number of students for the pilot test.

OTHERS

Staff from the Financial Aid Office was invited to provide clarification on the Pell Grant Awards. Teetake shared the formula used to calculate Pell awards which is based on estimated family contributions (EFC). The Financial Aid Office and Human Resources will be asked to do another presentation with specific scenarios of employee taking courses with Pell grant awards and update on employee/dependent tuition waiver benefit.

NEW BUSINESS

None

OLD BUSINESS

SIS Security Access Procedure. Acting VPSS updated Cabinet on the SIS Security Access procedure with presentation of a flow chart and an explanation on the types of access rights given. The types of rights given are Read Only, User right, and Administrative right. The new addition to the chart is the council of custodians. The Council of Custodians are responsible to resolve issues pertaining to the SIS Access.

Departmental Committee Attendance Update. VPIEQA is compiling a list of committee members. Vice Presidents are to send to VPIEQA nominees to committees. VPIEQA will be the Secretariat to all committees.

Update on Convocation Assignments. Vice Presidents reported that all preparations are in progress and they are ready to go.

Adjournment. VPAS moved VPIA seconded that the meeting adjourns. Motion carried and the meeting adjourned at 11:45 a.m.

Handouts/Documents Referenced:

- Agenda for the meeting
- Minutes of August 16, 2013 meeting
- SIS Security Access Flow Chart

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:

- Today is the last day to process purchase orders for FY2013 budget
- VP Habuchmai is to disseminate an email college wide explaining what needs to be done in order for offices to access their FY2014 budget funds. Email must be sent out today.
- The World Food Day and the International Disaster Risk Management activities will be held on October 14, 2013 at the Spanish Wall Park.
- IT will bear and budget cost of repair and replacement for IT equipment located in other offices but offices are to be responsible for caring and reporting damages to IT for final assessment and replacements.
- REMINDERS: need to get rolling with the academic prioritization; folks are to be mindful when uploading assessment plans onto the TracDat to be sure to tie into the strategic plan, IEMP, and accreditation standards; departments to review mission statements and consider adopting collaboration with at least one supporting goal toward collaboration with offices across the college; and that work on the master calendar needs to be completed by the end of September.
- The financial aid office and human resources office is to do presentation with specific scenarios of employee/dependent tuition waiver benefit and Pell Grant award.
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Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments