

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

<b>Committee or Working Group:</b>	Cabinet
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<b>Date</b>	<b>Time</b>	<b>Location</b>
December 13, 2013	9:00 AM – 11:57 AM	President’s Conference Room

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

<b>Additional Attendees:</b>	Director of Career & Technical Education and Pohnpei Campus Counselor
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Approval of Minutes             <ol style="list-style-type: none"> <li>a) November 7, 2013</li> <li>b) November 22, 2013</li> </ol> </li> <li>2. Reports             <ol style="list-style-type: none"> <li>a) Acting VPIA                 <ol style="list-style-type: none"> <li>I. Pohnpei Campus Community Center</li> </ol> </li> <li>b) VPIEQA                 <ol style="list-style-type: none"> <li>I. Faculty holiday leave-accountability for days beyond the scheduled 2 weeks off</li> <li>II. Accreditation writing team assignments and training 2014</li> <li>III. Cabinet including President Office participate in National Campus Christmas luncheon entertainment</li> </ol> </li> <li>c) VPCRE                 <ol style="list-style-type: none"> <li>I. Re-programming of the Distance Education Grant</li> <li>II. Re-Programming of the Residence Institution Grant</li> <li>III. Individual Plan of Work and Annual Report Workshop Up-Coming</li> <li>IV. MOU with SPC status</li> </ol> </li> <li>d) VPAS                 <ol style="list-style-type: none"> <li>I. National campus site preparation clearing</li> </ol> </li> <li>e) President                 <ol style="list-style-type: none"> <li>I. Professional Development Update</li> </ol> </li> </ol> </li> </ol>

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| II. Beca Study Update                 |
| III. ACCJC Substantive Changes Update |

**Discussion of Agenda/Information Sharing:**

1. Approval of Minutes

- a) November 7, 2013
- b) November 22, 2013

VPSS moved for the first set of minutes to be approved, and VPAS seconded. The November 22, 2013 was moved by VPAS to accept the minutes and VPCRE seconded. Both minutes were adopted for approval.

2. Reports

a) Acting VPIA

- I. VPCRE endorsed and seconded by VPAS to approve the Pohnpei Campus Career and Technical education program proposal brought forward by the Director of Career & Technical Education and Pohnpei Campus Counselor. This program is aimed to develop and improve student success and employability skills and strengthen the College's relations with the community.

b) VPIEQA

- I. To address the issue regarding the faculty holiday leave-accountability for days beyond the scheduled 2 weeks off, acting VPIA will send out e-mails reminding faculty when they are expected to be on campus after the holiday break. Acting VPIA will send policy to President about faculty leave, as the policy will help address the concern.
- II. VPIEQA will create a writing team in 2014 for Accreditation, which will be composed of Department heads. Setting up team and planning a strategic way to approach the reports for Accreditation at an early start will give a lot of time for edits and for Department heads to identify gaps and improvements.
- III. VPAS endorsed and seconded by VPCRE to engage the Cabinet members to facilitate games for the Christmas celebration for the national campus on December 17, 2013 at 12pm. Games and prizes were further discussed.

c) VPCRE

- I. Reprogramming of the Distance Education Grant has been readjusted a bit. Phase 3 and 4 are active. Funds have been allocated to Phase 4 to develop a 5-year strategic action plan. Requested funding for Phase 3 to incorporate the 5-year strategic action plan due to time constraints. Tasks for Phase 4 are still in working process. In addition, unused money estimated to \$55,000 will be used for hiring a Distant Education Coordinator and for scholarships for students and faculty.
- II. Reprogramming within the Resident Instruction in the Insular Areas (RIIA) grant. Acting VPIA is assisting with this grant. Grant will focus on tutoring and scholarships as agreed upon during the October meeting.
- III. Director of IRPO is assisting the department with how to incorporate assessment planning into the planning work. In addition to the updates, the department is working on combining COM Land Grant reporting with COM FSM to the department of USDA
- IV. Met with a representative from SPC. SPC representative will need to reschedule a meeting with President to further work on the MOU.

d) VPAS

VPIEAQ endorsed and VPSS seconded to endorse VPAS' request to Board of Regents for \$100,000. The amount will be used to purchase fuel to operate the machineries for clearing the land site for the purpose of developing a track and field and baseball field facility.

e) President

- I. Advised Department heads to do research in finding cost-saving areas in which staff could undergo workshops.
- II. Beca Study Update
- III. ACCJC Substantive Changes Update

**Comments/Upcoming Meeting Date & Time/Etc.:**

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**Handouts/Documents Referenced:**

- November 7, 2013 Cabinet Meeting minutes
- November 22, 2013 Cabinet Meeting Minutes
- December 13, 2013 Cabinet Agenda
- Documents supporting Pohnpei Campus Center Proposal

**College Web Site Link:**

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**Prepared by:**

COS

**Date Distributed:**

December 16, 2013

**Approval of Minutes Process & Responses:**

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**Submitted by:**

**Date Submitted:**

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

1. Director of Career & Technical Education and Pohnpei Campus Counselor will have to have the college's legal advisor review the Pohnpei Campus Community Center proposal.
2. Acting VPIA will send faculty leave policy to President
3. Some cabinet members were appointed to solicit game prizes for Christmas celebration
4. President will write a letter to BOR requesting \$100,000 for fuel to have the clearing site project on going.
5. Acting VPIA will have a faculty member review the Teacher Preparatory Program draft.