

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

<b>Committee or Working Group:</b>	Cabinet
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<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
September 13, 2013	9:00 – 11:58 a.m..	President’s conference room

<b>Members Present:</b>				
<b>Members:</b>	<b>Name:</b>	<b>Present:</b>	<b>Absent:</b>	<b>Remarks:</b>
President	Joseph Daisy	x		
VPIA	Mariana Ben Dereas	x		
VPAS	Joseph Habuchmai	x		
VPSS	Joey Oducado	x		Acting
VPCRE	Jim Currie	x		
VPIEQA	Frankie Harriss	x		Gordon Segal
Chief of Staff	Universe Yamase	x		
Executive Assistant to President	Norma Edwin	x		Recorder
Executive Secretary	Hadleen Hadley		x	

<b>Additional Attendees:</b>	
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Approval of minutes</li> <li>2. Reports               <ol style="list-style-type: none"> <li>a. President</li> <li>b. VPAS</li> <li>c. VPCRE</li> <li>d. VPIA</li> <li>e. VPIEQA</li> <li>f. VPSS</li> </ol> </li> <li>3. New Business               <ol style="list-style-type: none"> <li>a. Debriefing Board Meeting</li> <li>b. Next Board Meeting</li> <li>c. Review and Adjustment of FY 2014 Budget</li> <li>d. FY 2015 Budget</li> <li>e. Curriculum and Assessment Committee</li> </ol> </li> <li>4. Old Business</li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
<ol style="list-style-type: none"> <li>1. <b>Approval of Minutes</b> – Hadi will email the minutes from the last meeting.</li> <li>2. <b>Updates</b> <ol style="list-style-type: none"> <li>a. <b>VPAS</b> – maintenance crew working on weekends to work on tasks unable to do during regular working hours, such as cutting grass near classrooms. All tires for the shuttle bus are being replaced for safety purposes. Beca presented an update on their space utilization study. President and VPAS will be meeting with representative from NORMA for debriefing on the training that was held at FMI this summer. Appreciation was expressed for the extra effort to prepare the practice gym for the convocation.</li> <li>b. <b>VPCRE</b> was pleased with CRE’s effort at Saturday’s event, but not with the education part. The</li> </ol> </li> </ol>

researcher from Kosrae went to Palau to collect samples of salt resistant taros and sweet potatoes. VPCRE is in discussion with Dr. Tusi regarding a breadfruit project . Western Sustainable Agriculture conference will be held in Guam in May; plans are to send farmers to the conference.

- c. **VPIA** - Deans received training on TracDat and FY 2015 budget preparation while here for the convocation. Lourdes and Matt also worked with HR to finalize Matt's job description. Lourdes also worked on revising the job descriptions for the student services coordinator and instructional coordinator to include responsibility for both campuses. Ross is working with faculty to organize a general education team to assess courses that support general education. VPIA attended the management team meeting at Pohnpei Campus and shared Dr. Beno's presentation on the upcoming changes to accreditation standards. VPIA plans to work closer with Trio programs with regards to the success of our students.
- d. **VPIEQA** - work continues on aligning the master plan with the strategic plan. Gordon also reported from IT; change over to ADSL at the state campuses is proceeding next week to provide better internet connectivity. Testing will be done to seek the best mode for communicating.
- e. **VPSS** – the past week Acting VP worked with his units/offices on inputting information on to tracdat and reported 95% populated. He revisited self-improvement plans and set timelines; he also is linking the individual plans to an integrated plan. SBA elections were held last week; results are not in yet. The admissions office is receiving applications for December graduation and beginning initial audit of them. Counseling is focused on retention and using the Copley training. Sports and recreation has launched the games for Founding Day. The Pohnpei Campus nurse is now assisting in the residence halls; another effort to share resources. President Daisy plans to do a walk through the halls and visit each room. He asked for a map of the halls with the names of the students in each room.
- f. **President** thanked all for the support and hard work that went into the convocation and commended the quick work for all relocations, touch ups and renovations this summer. He then introduced his plans for a dispensary project. Pohnpei State has funds for a new dispensary but no site for it. The college approached Governor Ehsa about building the dispensary on campus to service the surrounding community and serve as a learning lab for our public health and nursing programs. The Governor liked the idea, as did Secretary V. Skilling.

### 3. **New Business**

- a. **Next Board Meeting** – During the next Board meeting in December, Beca will do their final presentation; Wilson Hess will work with the Board, adjustment of FY 14 budget will be on the agenda as well as other agenda items to be identified. The Preparation Timeline for the Next Board Meeting was distributed and the importance of sticking to the timeline was stressed. The To Do List from the September Board meeting was also distributed and assignments were made. (See attached.)
- b. **Review and Adjustment of FY 2014 Budget** – Due to the shortfall in enrollment and credits for fall 2013 semester, an assessment and adjustment of the FY 2014 budget is needed. To minimize the deficit, effort to boost retention and attract new students will be made. The VPs were asked to be responsible and tough in trimming back the budget. The process should involve the division chairs and constituents. Adjustments should be across the college and linked to SLOs at all levels, the strategic directions and the IEMP with accreditation standards in mind.
- c. **FY 2015 Budget** – Development of the FY 2015 budget should take into consideration quality, improvements, gaps in student learning, strategic directions of the college, and the IEMP.
- d. **Curriculum and Assessment Committee** – The President shared about his meeting with representatives from CAC regarding Cabinet's decision regarding no new committees and his view on student life. Campus environment encompasses more than just student life, but also faculty life and the wider community. He is an advocate of processes and would like us to use the governance process to make recommendations. Cabinet has a responsibility to weigh in to share its collective position on the direction of the college. Committees have been established and should be given time to work, and then assessed. We should move away from silos; student

experience transcends all committees. There is still work to do regarding committees and the VPIEQA will continue to work with committees as it is tied to quality assurance. There is still confusion over roles; need to balance governance and administrative roles. It is not a committee's job to draft policies and procedures, but the administrator's with committee's providing input. People need to reflect and think at a high level. VPs are to guide committees to be focused; new tougher accreditation standards, Beca recommendations, and budget issues are ahead.

- e. **Debriefing Board Meeting** - Each VP was asked to critique his/her reporting at the Board meeting; all felt a need for improvement. The Board likes the high level reporting; not a list of activities, but of the impact of those activities. Prior preparation is important. The overall feedback from the Board is that it was a good meeting.

The incredible past week was briefly discussed. Everything went very well; the convocation was memorable with inspiring speeches. The 20<sup>th</sup> anniversary celebration will continue through the year. Plans include reactivation of the lecture series.

President Daisy shared his vision for career and technical education center. There is enough interest to explore his idea further. He suggested having a category on future Cabinet agenda for discussions on innovations and initiatives. He expects VPs to provide more topics for the agenda.

President Daisy expressed his pleasure with recent Cabinet meetings; the level and quality of discussions have improved. He will continue to push the VPs toward working in the best interest of the college.

VP Habuchmai moved and AVP Oducado seconded that the meeting be adjourned. The meeting adjourned at 11:58 a.m.

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

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**Handouts/Documents Referenced:**

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**College Web Site Link:**

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**Prepared by:**

Norma Edwin

**Date Distributed:**

9/23/13

**Approval of Minutes Process & Responses:**

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**Submitted by:**

**Date Submitted:**

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

1. Provide President with a map of the residence halls with names of students in each room.
2. Complete assignments on To Do List from last board meeting
3. Review and adjustment of FY 2014 budget to involve chairs and other constituents, be across the college, and linked to SLOs at all levels, the strategic directions and IEMP with accreditation standards in mind
4. VPs to guide affiliated committees to be more focused on reflecting and thinking at a high level
5. Include a category on future Cabinet agenda for discussions on innovation and initiatives