

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

<b>Committee or Working Group:</b>	<b>Cabinet</b>
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<b>Date:</b> 16, August, 2013	<b>Time:</b> 9:00 a.m.	<b>Location:</b> President’s Conference Room COM-FSM National Campus Palikir, Pohnpei, FSM
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<b>Members Present:</b>				
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	<i>On approved leave</i>
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

<b>Additional Attendees:</b>	
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Review of Agenda</li> <li>2. Reports</li> <li>3. New Business</li> <li>4. Adjournment</li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
President Daisy called the meeting to order at 9:00 a.m. All members were present except VPIA who was on approved leave.
<b>Review of Agenda:</b>
Draft agenda for the COM-FSM Board of Regent’s September 9-10, 2013, was added for discussion.
<b>Approval of Minutes</b>

Cabinet had reviewed the minutes of August 02, 2013, electronically. VPAS moved and VPCRE seconded that Cabinet approves the minutes; motion carried and the minutes were adopted.

## **Reports:**

### President.

President's report is on approval of reimbursements by Vice Presidents, routing of certification for TA requests, and assignment of responsibilities on the "To Do List" from last Board of Regents meeting.

President is scheduled to do a presentation at the JEMCO meeting in Honolulu, Hawaii. VPIA will act in the President's stead starting August 19, 2013 until President's return on August 24, 2013. VPIA will represent President at the Executive Committee meeting next week, Wednesday.

### VPAS.

VPAS reported on status of outstanding projects happening around campus. Renovation of the former A+ center to house the public health/nursing programs is done. Renovation of the office housing the counselors is also done. The contractor will troubleshoot the generator one last time and if it does not work, then we will purchase another generator to provide back-up power to the residence halls and the dining hall. The electrical cable to pump water to our facilities when the power goes out has arrived and will be installed next week. The emergency doors for the residence halls will be installed and on Monday, residence hall staff will be trained on operations of the doors.

BECA will meet with the Executive Committee on Thursday, September 5, 2013, to provide update on the progress of the entire study. President has invited Board of Regents to attend the presentation. VPAS will let Cabinet know the schedule of individual meetings with BECA.

### VPCRE

VPCRE reported on accomplishments under his department. These include installation of satellite communication dishes at National, Chuuk, and Kosrae campuses; installation of solar recharge stations for students at Chuuk, Pohnpei, and Kosrae campuses; installations of first flush water catchment safety demonstrations at Yap, Chuuk and National campuses. (VPCRE is to draft story on these satellite for news release to make our folks aware). Cooperative Extension Services conducted compost trainings on Mokiloa and Pingelap.

He reported on the Distance Education Grant and plans to reprogram Phase III funds to support a web-assistant; a one year special contract to assist VPIA review, assess and develop a 5-year strategy for distance education at COM-FSM, and to support at least three students and three staff members to take AG102 as a distance education from University of Guam, to also fund distance education training per accreditation requirements.

VPIA.

None.

VPIEQA.

Data which needs to be entered into TracDat is still outstanding. It was discussed and decided that some program coordinators need to have access to TracDat to input data. VPAS is to put out directive reminding folks that the fiscal year is ending and if you do not have the data in the TracDat, your assessment reports will not be generated, then you will no longer have TAs and purchase orders approved. The Assessment Coordinator & Assistant ALO (Ross Perkins) is available to provide assistant to those who may need help.

VPIEQA reminded everyone about the google docs progress tracking table because we had deadlines yesterday to complete that inventory. Today is also the deadline for the stories.

It has been noted that there is no standardized funeral protocol. Currently, the practice is for employees (herself/himself), we provide the coffin and \$400 worth of goods. (\$300 goes to purchase of chicken, rice, water or coffee goods; \$100 goes to purchase of floral arrangements). For employee's immediate family (spouse, children and parents), the college donates \$400 worth of goods and flowers. VPAS is to draft a clearer and standardized compassion benefit across the board which will be fair to everyone.

VPSS

Acting VPSS reported that he is coordinating with the campuses on focus groups to meet BECA consultants; he will notify Annette at BECA the contact person at each campus. His "to do list" for coordination of the Convocation include identifying students for flag bearers, conch shell herald, ushers to greet and seat guests, singing of the national anthem and music for the processional and recessional.

He shared with Cabinet a preliminary Fall 2013 enrollment report as of August 15, 2013. Projection-wise, we have enrolled 84% in headcounts and 77% in credit counts. Monday, August 19, 2013, is late registration. Cabinet discussed at length the enrollment statistics, courses offered, availability of courses to students, faculty loads and possible assignment of faculty to teach needed courses. VPIA, Acting VPSS, and Director of Academic Programs are to do analysis of enrollment situation, strategize over current capacity, current faculty loads and courses offered and essential courses that need to be opened, contracting part-time instructors to teach necessary courses and other options of running mid-semester courses, night courses or weekend courses.

**NEW BUSINESS**

Cabinet discussed at length funding expenditure requests and the process of approval. One of the things we can change to become more efficient is the approval process of expenditure requests. President stressed to Cabinet that with authority comes an expectation that it must be exercised wisely.

Reimbursement approval by Vice Presidents

Authorization to approve reimbursement request is as follows:

- a. Anything up to \$500 – ----- Vice Presidents are the approving official
- b. Anything above \$500 to \$1,000 – -Vice Presidents are the approving official but in joint

- consultation with the President
- c. Anything above \$1000 -----Only the President can approve

Routing of certification for TA requests

Effective immediately, routing of travel authorization, purchase orders and contracts will be from requesting office to Business Office for funds certification first then to appropriate Vice President and/or President.

Beginning 2014 budget cycle, travel must only be authorized for accreditation, essential college business, or meaningful professional development. Travel authorization is to be certified before routing to appropriate vice president and ultimately to President for approval. VPAS is to clarify routing process to staff.

Business office is to be diligent in ensuring that travel vouchers are certified, reimbursed, and cleared of overdrawn Travel Authorization (TA). President stressed that no travel should be authorized if there is an outstanding balances on previous travels. Business office should not certify travel authorization requests if there is outstanding balances on previous travel.

Cabinet shared concern that budget monthly expenditure statements for departments are not being distributed to Vice Presidents, President and Board of Regents Chairman every month. It is vital for compliance of the standards and the budget process that Business Office is making the connections that are necessary to be tracking where each office/department is spending money against their budget outcomes. Business Office should update current data and print out accurate expenditure report. Business Office is to get follow up training in the uses of the Sage MIP Fund Accounting software. Business Office staff is to be cross-trained on the various areas of updating data into the Sage MIP Fund Accounting system. Update of data must be completed by end of September. Expenditure statements must be accessible within minutes of request beginning October, 2013. VPIEQA moved and VPAS seconded that administration contract an expert consultant to do overview of the Business office. The motion carried unanimously.

Along similar lines of software system training, there is a need to do follow up training for users of the SIS. Guidelines on access and users to be established for everyone to follow. Acting VPSS is to work with VPIEQA to draft wording of a new policy with the procedures on access of the SIS and bring to Cabinet for review and endorsement.

“To Do List”

President went over the “To Do List” from Board of Regents meeting in May and made assignments on items of the list. A draft agenda for next Board of Regents meeting was distributed for information.

**Adjournment.** VPAS moved VPIEQA seconded that the meeting adjourns. Motion carried and the meeting adjourned at 11:07 p.m.

**Handouts/Documents Referenced:**

- Agenda for the meeting
- Minutes of August 02, 2013 meeting
- “To Do List”
- Draft agenda for BOR 9/9-10/13 meeting

- Fall 2013 Enrollment Report

**College Web Site Link:**

- [www.comfsm.fm/cabinet](http://www.comfsm.fm/cabinet)

	Hadleen Hadley	<b>Date Distributed:</b>	
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**Approval of Minutes Process & Responses:**

<b>Submitted by:</b>		<b>Date Submitted:</b>	
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

- VPAS is to put out directive reminding folks that the fiscal year is ending and if you do not have the data in the TracDat, your assessment reports will not be generated, then you will no longer have TAs and purchase orders approved
- VPAS is to draft a clearer and standardized compassion benefit across the board which will be fair to everyone.
- VPIA, Acting VPSS, and Director of Academic Programs are to do analysis of enrollment situation, strategize over current capacity, current faculty loads and courses offered and essential courses that need to be opened, contracting part-time instructors to teach necessary courses and other options of running mid-semester courses, night courses or weekend courses.
- Authorization to approve reimbursement request is as follows:  
 Anything up to \$500 – ----- Vice Presidents are the approving official  
 Anything above \$500 to \$1,000 – -Vice Presidents are the approving official but in joint consultation with the President  
 Anything above \$1000 -----Only the President can approve
- Effective immediately, routing of travel authorization, purchase orders and contracts will be from requesting office to Business Office for funds certification first then to appropriate Vice President and/or President.
- Beginning 2014 budget cycle, travel must only be authorized for accreditation, essential college business, or meaningful professional development. Travel authorization is to be certified before routing to appropriate vice president and ultimately to President for approval. VPAS is to clarify routing process to staff.
- President stressed that no travel should be authorized if there is an outstanding on previous travels. Business office should not certify travel authorization requests if there is outstanding balances on previous travels.
- Business Office should update current data and print out accurate expenditure report. Business Office staff is to be cross-trained on the various areas of updating data unto the MIP system. Update of data must be completed by end of September. Expenditure statements must be accessible within minutes of request beginning October, 2013.

- The Administration will contract an expert consultant to do an overview of the Business Office.
- Acting VPSS is to work with VPIEQA to draft wording of a new policy with the procedures on access of the SIS and bring to Cabinet for review and endorsement.
- President went over the “To Do List” from Board of Regents meeting in May and made assignments on items of the list. A draft agenda for next Board of Regents meeting was distributed for information.

**Action by President:**

Item #	Approved	Disapproved	Approved with conditions	Comments