

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
January 18, 2013	9:10 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		
VP, Student Services		x		<i>Represented by OAR Director as Acting</i>
VP, Instructional Affairs	Mariana Ben Dereas	x		<i>Represented by Dean of Academic Programs as Acting</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

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Review of Minutes 2. Debriefing 3. Old Business 4. New Business 5. Adjournment

Discussion of Agenda/Information Sharing:
<p>Review of Minutes</p> <p><u>Minutes of December 7, 2012.</u> Cabinet reviewed the minutes of December 07, 2012, meeting. VPAS moved and VPCRE seconded that Cabinet adopts the minutes pending incorporation of any revisions. Motion carried.</p> <p>Debriefing</p> <p><u>Board of Regents Meeting.</u> Cabinet shared its thoughts on the Board of Regents meeting that ended on January 15, 2013. General thoughts included consensus that the preparatory meetings with President over</p>

high level reporting by Cabinet really improved reports to the Board of Regents; that the result of the Board's training prior to the meeting was evident in the questions they were asking; the fact that we were able to bring so many of action items to their attention is very good; and President's intent to keep the pace up; to do far more advance planning and be prepared organizationally, to also get some clarity with the Board of Regents on report format and to also suggest to the Board that at each meeting focus in detail on one specific area of the college.

The next Board of meeting will be in Guam in March and its main focus will be on accreditation and finance. Dan Roland and Jason Miyashita will be invited to attend to report on our investments.

Cabinet went over the "To Do List" which was generated from the January 14-15, 2013 Board of Regents meeting. Members were assigned to take lead on handling and addressing issues on the list.

Cabinet also went over the "Actions and Directives" that were approved at the January 14-15, 2013 meeting. Clarifications and thoughts were discussed surrounding each item. VPIEQA with Norma Edwin's assistance is to ensure the Actions and Directives are publicized. President will include the actions and directives in his next message to the community.

The residence halls should not be referred to as dorms and the dining hall should not be referred to as cafeteria. Cabinet agreed that individuals will pay a dollar (\$1.00) each time one says "cafeteria" in reference to the dining hall and "dorm" in reference to the residence halls.

Menus in the dining hall were discussed and ways to provide a more nutritious menu were considered; VPCRE is to assist by identifying a Nutrition Specialist to pilot proposal of a more nutritious menu.

Long Term Fiscal & Economic Framework (LTFF) Meeting. We will continue dialoguing on the LTFF and plan that exercise for the August college wide summit.

Old Business

Individual update on status of ACCJC mid-term report. VPIEQA presented a general idea on the cons and pros of what she is dealing with in regards to writing the midterm report for ACCJC. She went over the recommendations again showing the lack of work progress on some, stressing again the imperativeness of everyone responding to assignments and being mindful to deadlines. She stressed again the need to give her as much assistance in posting work done and linking it to where evidences can be found. She cannot tell the story by herself. President reminded everyone that accreditation is not VPIEQA's job alone but everyone's.

New Business

Preparation for Congressional Hearing. The Congressional Committee on Health Education and Social Affairs wants an oversight meeting on accreditation progress and issues with the college. The Committee's legal counsel will contact us once she secures specific date and time with its members. President Daisy will take copies of the PPEC report when he goes for the meeting.

The budget call has been postponed to January 31, 2013. We have submitted ours. VPAS is to follow up on our letter to the FSM President on the \$1.4 million soonest.

Exact cost per student calculated and criteria used. The ball- park on exact cost per student is approximately \$5,000. VPAS has instructed the Business Office to provide a sheet detailing criteria used on calculating exact cost per student. The sheet is to be shared with Cabinet. Clarification on basis of

calculation for cost per student needs to be addressed. VPAS and Acting VPIA are tasked to address clarity on basis used for calculating cost per student.

OTHERS

Staff Training. The accreditation training for staff at both the national and Pohnpei campus will be held Tuesday, February 05, 2013 in the practice gym. VPIEQA plans to split up the training with half the staff attending in the morning and the other half in the afternoon so offices are still manned. Vice presidents are to submit names and numbers of their staff attending at the end of today so plans can be done to accommodate.

CRE/SPC meeting. There will be a meeting on January 24, 2013 with SPC on a memorandum of understanding covering different aspects of CRE programs like energy programs, agriculture programs and community outreach programs. CRE has reserved the President’s conference as the venue of the meeting.

Parking Lot. Update on when the parking lot will open up for public use is January 22, 2013. There will be a handover ceremony to officially open the parking lot.

Adjournment. VPCRE moved VPAS seconded that the meeting adjourns. Motion carried and the meeting adjourned at 11:22 a.m.

Handouts/Documents Referenced:

- Agenda for the meeting
- Minutes of December 07, 2012 meeting
- Actions and Directives of BOR January 2013 meeting
- To Do List from BOR January 2013 meeting
- Accreditation Work Checklist- electronic presentation

College Web Site Link:

- www.comfsm.fm/cabinet

Prepared by:	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:

- Minutes of December 07, 2012, meeting were adopted.
- The next Board meeting will be in Guam in March.
- Cabinet members were assigned to take lead on addressing issues on the “To Do List”.
- VPIEQA to ensure a news piece is done on publicizing the approved “Action and Directives”.
- President is to include the approved “Actions and Directives” in his next message to the community.
- Cabinet agreed that individuals will pay \$1.00 each time one says “cafeteria” in reference to the dining hall and “dorm” in reference to the residence hall.

- VPCRE is to assist by identifying a Nutrition Specialist to pilot proposal of a more nutritious menu for the dining hall.
- Cabinet will continue dialoguing on the LTFF and plan that exercise for the August college wide summit.
- Accreditation is not the VPIEQA's job alone and Cabinet is committed to helping her write the midterm report.
- President Daisy will meet the Committee on Health Education and Social Affairs once they call with a set date and time. He will take copies of the PPEC report to that meeting.
- Budget call has been postponed to January 31, 2013.
- VPAS is to follow up on our letter to FSM President on the \$1.4 million soonest.
- VPAS is to provide Cabinet a sheet detailing exact cost per student and what criteria was used to arrive at the amount.
- VPAS and Acting VPIA are to clarify bases used on calculating cost per student.
- The accreditation training for staff will be held February 5, 2013 in the gym with half of the staff attending in the morning and half attending the afternoon.
- Vice presidents are to submit to VPIEQA at the end of today names and number of staff under their department who will be attending the workshop.
- CRE has arranged a meeting with SPC on memorandum of understanding covering different programs under it. The meeting will be held on January 24, 2013 in the President's conference room.
- The parking lot will open up on January 22, 2013. There will be a ceremony to handover the parking lot.
- Meeting adjourned at 11:22 a.m

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments