

**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>
November 7, 2013	9am – 3pm	President’s Conference Room

<b>Members</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
President	Joseph M. Daisy	x		
VPAS	Joseph Habuchmai		x	
VPCRE	Jim Currie		x	
VPIA	Mariana Ben Dereas	x		
VPIEQA	Frankie Harriss	x		
VPSS	Joey Oducado	x		Acting
Chief of Staff	Universe Yamase	x		Recorder

<b>Additional Attendees:</b>	
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<b>Agenda/Major Topics of Discussion:</b>
a. 2015 Budget Process

<p><b>Discussion of Agenda/Information Sharing:</b></p> <p><u>Summary:</u></p> <ol style="list-style-type: none"> <li>1. Re-affirm decision on 60% on personnel cost</li> <li>2. Establish prioritization for resource allocation</li> </ol> <p><u>Must Have Fixed Costs:</u></p> <ul style="list-style-type: none"> <li>• Accreditation fund of \$100K (activities, team visits, required trainings, annual fee, etc).</li> <li>• Institutional memberships (for all offices)</li> <li>• CCSSE/FCCSSE</li> <li>• Trac Dat</li> <li>• President’s Office printing</li> <li>• President’s summit</li> <li>• Miscellaneous contingency fund President’s Office (funeral awards for employees and immediately family and other unanticipated costs the president should fund)</li> </ul> <p><u>Budget Priorities:</u></p> <ol style="list-style-type: none"> <li>1. Health &amp; Safety (Accreditation) examples: janitorial services, waste management, toilet paper and soap, drinking water, facilities issues, generators</li> <li>2. Mission</li> </ol>
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3. Strategic Plan:

- 1) Focus on student success
- 2) Be financially sound, fiscally responsible, and build resources in anticipation of future needs
- 3) Evoke an image of quality
- 4) Invest in and build a strong capacity in human capital
- 5) Become a learning organization through development of a learning culture guided by learning leaders
- 6) Emphasize academic offerings in service to national needs

4. IEMP

- 1) Outcomes and strategies support student success (student achievement & learning)
- 2) For all outcomes and strategies, alignment should be articulated in relation to the strategic plan and shall be in the priority order established

Personnel Justifications:

- 1) Accreditation Eligibility Requirements (ERs): ER 4. CEO, ER 4. Faculty, ER. 5. Administrative Capacity, ER 13. Faculty, and ER 14. Student Services. The number of positions necessary to satisfy eligibility requirements should be determined. (# faculty per full time program, # student services support staff per service per student, as examples)
- 2) Following Standard III: Resources, A. Human Resources

**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:**

COS

**Date Distributed:**

**Approval of Minutes Process & Responses:**

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**Submitted by:**

**Date Submitted:**

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

1.