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

Committee or Working Group:	Cabinet

Date	Time	Location
November 6, 2014	9:00AM-10:45AM	President's Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy		x	Off-island
VPAS	Joseph Habuchmai		x	Sick
VPCRE	Jim Currie	x		
VPIA	Karen Simion	x		Acting
VPIEQA	Frankie Harriss	x		
VPSS	Joey Oducado	x		Acting
Chief of Staff	Universe Yamase	x		Recorder

Additional Attendees:	

Agenda/Major Topics of Discussion:

1. Approval of Minutes
   a) October 10, 2014
2. Old/New Business
I. HR Director is advised to retrieve the HR policies from HR committee and have them channeled to cabinet and the executive committee for review. HR Director will review policies for a week and e-mail them to cabinet and the executive committee.
3. Reports
A. VPAS
I. Will draft letter to Secretary of Transportation, Communications, and Infrastructure (TC&I) with quotation for the facility upgrade and present to President Daisy
II. Will follow up with Tuna commission for funding for floor covers and chairs for the gym. In addition, will do a follow up with Director of CTE on its utility concerns
III. Will double check and review if the indirect cost is built into the college general fund for multiple years or not
IV. Will e-mail University of Guam's travel policy to cabinet
V. Will work with Bank of Guam to do a presentation at National Campus about direct deposit
VI. Will post Business Office vacant positions online
B. VPCRE
I. Approval of vacant position in Yap-CRE
II. Policy Incentive Document
C. VPIA
I. Personnel Requisition for a distance learning coordinator
II. Will do a follow up on the new employee accreditation basic online test with Director

of CTE
D. VPSS
I.   Early Registration for Spring 2015
E. VPIEQA
I.   Committee attendance
II.   Committee secretary training
III. Standard writing teams: first draft review by committee deadline and instructions for team chairs review minutes of September 26, 2014, for clarification

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Discussion of Agenda/Information Sharing:
1. Approval of Minutes
a) October 10, 2014- VPIEQA motioned for adoption and VPCRE seconded. Cabinet approved. President and VPAS notified through e-mail approving minutes.
2. Old/New Business
I.   HR Director is advised to retrieve the HR policies from HR committee and have them channeled to cabinet and the executive committee for review. HR Director will review policies for a week and e-mail them to cabinet and the executive committee – Pending
3. Reports
A. VPAS
(Agenda Items I.-VI. will be addressed during the next cabinet meeting as VPAS was not present due an illness). Other information was discussed. A presentation of the 2016 budget will be presented at EC on November 14, 2014. In regards to the direct deposit at National Campus, COS will share the cabinet minutes of the decision of direct deposit being implemented during January 2015 to the Faculty Staff Senate.
B. VPCRE
I.   Approval of vacant position in Yap-CRE- VPCRE moved that cabinet approve the position and VPIEQA seconded. Cabinet approved.
II.   Policy Incentive Document- Shared the findings about policy incentives at other colleges. Will rewrite the language of the policy incentive document. Document will be presented at the next cabinet meeting.
C. VPIA
I.   Personnel Requisition for distance learning coordinator- Will work on the job description of the distance learning coordinator with the provided comments provided by the cabinet members.
II.   Will do a follow up on the new employee accreditation basic online test with Director of CTE- Completed.
D. VPSS
I.   Early Registration for Spring 2015- An update on early registration for all 5 campuses was presented.
E. VPIEQA
I.   Committee attendance- Information sharing on how committees could be able to view attendance and input attendance on the attendance platform on the wiki page.
II.   Committee secretary training- Information sharing about the secretary training which occurred on November 5, 2014, from 1PM-2PM. The training is to help address the

challenges that committees encounter.
    III.   Standard writing teams: first draft review by committee deadline and instructions for team chairs.
    IV.   Review of cabinet minutes of September 26, 2014, for clarifications. - Information sharing on the standards and COS will revise the September 26, 2014, minutes.
    V.   Will send a list to vps who have taken the new employee accreditation basic online test for their department so they may see who have not taken the test- Completed. The Clerk IV at the president's office has the updated list of individuals who completed basic online course.
    VI.   Will work with VPIA and president's executive secretary to build in a day or two into each academic semester for trainings instead of having training on weekends- Completed. Discussed plan with VPIA.
    VII.   Additional information was shared such as Human Resource Office requesting that the vps inform their staff to double check documents for corrections before submission.
    F. COS
    I. Will work with VPIA and VPCRE on AANAPISI write up- Meet with VPIA, VPSS, and VPAS to discuss about the college's proposal- completed.

Comments/Upcoming Meeting Date & Time/Etc.:
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Handouts/Documents Referenced:
▪ October 10, 2014, minutes ▪ November 6, 2014, agenda ▪ VPIA's Distance Learning Personnel Requisition

College Web Site Link:
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Prepared by:	COS	Date Distributed:	November 18, 2014

Approval of Minutes Process & Responses:
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Submitted by:		Date Submitted:	

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:
1. COS will share the cabinet minutes of the decision of direct deposit being implemented on January 2015 to the Faculty Staff Senate. 2. VPIA's agenda items I.-VI. will be shared at the next cabinet meeting. 3. VPCRE will rewrite the language of the policy incentive document. Document will be presented at the next cabinet meeting. 4. VPIA will work on the job description of the distance learning coordinator with the provided

comments by the cabinet members.