

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

Committee or Working Group:	Cabinet
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Date	Time	Location
October 10, 2014	9:00AM-10:18AM	President's Conference Room

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

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Approval of Minutes <ol style="list-style-type: none"> I. September 26, 2014, minutes 2. Old/New Business <ol style="list-style-type: none"> I. HR Director is advised to retrieve the HR policies from the 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 II. Reports <ol style="list-style-type: none"> A. VPAS <ol style="list-style-type: none"> I. Budget 2016 Update II. FMI Update III. New generator for National Campus, Dining Hall, Bookstore, and Dispensary IV. Funding for College's IDP V. Will double check and review if the indirect cost is built into the college general fund for multiple years or not VI. Will retrieve the travel policy and look at how other institutions handle their travel B. VPCRE <ol style="list-style-type: none"> I. Will work on the language in the policy incentive document. Will do research among our peer community colleges if they have grant writing incentives or organizations that train grant writers and contact them for guidance C. VPIA <ol style="list-style-type: none"> I. Request to fill vacant positions D. VPIEQA

- I. Will send a list to vps of who have taken the new employee accreditation basic online test for their department so they may see who have not taken the test
 - II. 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 trainings on weekends
- E. COS
- I. Will work with VPIA and VPCRE on AANAPISI write up

Discussion of Agenda/Information Sharing:

- 1. Approval of Minutes
 - I. September 26, 2014- VPAS moved to adopt and VPIA seconded the motion. Minutes adopted for approval by cabinet.
- 2. Old/New Business
 - I. HR Director is advised to retrieve the HR policies from the 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
 - II. Reports
- A. VPAS
 - I. Budget 2016 Update- information sharing and discussion on the 2016 budget. Vice presidents will need to look at their budget and prioritize activities in their areas.
 - II. FMI Update for facilities upgrade- FMI toilets need improvements. Will draft letter to Secretary of Transportation, Communications and Infrastructure (TC&I) with quotation for the facility upgrade and present to President Daisy.
 - III. New generator for National Campus, Dining Hall, Book Store, and Dispensary- Informing and updating cabinet about the new generator on National Campus. 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.
 - IV. Funding for College's IDP- Will meet with the Secretary of (TC&I) in the afternoon about moving forward with the IDP project and for FMI's facilities upgrade. President Daisy may attend.
 - V. Will double check and review if the indirect cost is built into the college general fund for multiple years or not- Pending
 - VI. Will retrieve the travel policy and look at how other institutions handle their travel- Will e-mail University of Guam's travel policy to cabinet. The Bank of Guam task is still pending. Will work on posting the approved Business Office open positions online.
- B. VPCRE
 - I. Will work on the language on the policy incentive document. Will do research among our peer community colleges if they have grant writing incentives or organizations that train grant writers and contact them for guidance- Pending
- C. VPIA
 - I. Request to fill vacant positions- VPIA motion to approve all positions presented. VPAS seconded. Cabinet approved request. Will do a follow up on the new employee

accreditation basic online test with Director of CTE.

D. VPIEQA

- I. Will send a list to vps of who have taken the new employee accreditation basic online test for their department so they may see who have not taken the test- Pending
- II. 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 trainings on weekends- Pending

E. 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.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- October 10, 2014, agenda
- September 26, 2014, minutes
- VPIA's personnel requisition documents

College Web Site Link:

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Prepared by:

COS

Date Distributed:

November 5, 2014

Approval of Minutes Process & Responses:

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Submitted by:

Date Submitted:

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

1. HR Director is advised to retrieve the HR policies from the 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.
2. VPAS will draft letter to Secretary of Transportation, Communications and Infrastructure (TC&I) with quotation for the facility upgrade and present to President Daisy.
3. VPAS 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.
4. VPAS will double check and review if the indirect cost is built into the college general fund for multiple years or not.

5. VPAS will e-mail University of Guam's travel policy to cabinet.
6. VPAS will work with Bank of Guam to do a presentation at National Campus about direct deposit.
7. VPAS will post Business Office vacant positions online.
8. VPCRE will work on the language on the policy incentive document. Will do research among our peer community colleges if they have grant writing incentives or organizations that train grant writers and contact them for guidance.
9. VPIA will do a follow up on the new employee accreditation basic online test with Director of CTE.
10. VPIEQA will send a list to vps of who have taken the new employee accreditation basic online test for their department so they may see who have not taken the test.
11. VPIEQA 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 trainings on weekends.
12. COS will work with VPIA and VPCRE on AANAPISI write up- Meet with VPIA, VPSS, and VPAS to discuss about the college's proposal.