

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

Committee or Working Group:	Cabinet
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Date	Time	Location
August 19, 2014	10:00AM-1:56PM	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"> a) July 14, 2014 2. Old/New Business <ol style="list-style-type: none"> I. Budget 2016 Presentation II. August Board of Regents Meeting Debriefing III. Dr. Watson Training in October IV. 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. 3. Reports <ol style="list-style-type: none"> a) VPAS <ol style="list-style-type: none"> I. VPAS will retrieve the travel policy and look at how other institutions handle their travels b) VPCRE <ol style="list-style-type: none"> I. Discussion of Allocation of Indirect Costs II. Vacancy Review for new secretary at the Pohnpei Campus Extension c) VPIA <ol style="list-style-type: none"> I. VPIA will discuss with the director of CTE and have a written process of how the CTE service project will begin

- d) VPIEQA
 - I. Accreditation Standard Writing Training
- e) VPSS
 - I. Fall 2014 Enrollment Status
- f) COS
 - I. COS will conduct research on “grant structure oversight” at community colleges in Guam, Marshall Islands, and in California. COS will share findings with VPCRE and VPIA.

Discussion of Agenda/Information Sharing:

1. Approval of Minutes
 - a) July 14, 2014- VPIEQA moved to adopt and VPSS seconded the motion. Minutes adopted for approval by cabinet.
2. Old/ New Business
 - I. Budget 2016 Presentation- The comptroller did a presentation on the budget process for FY 2016. An endorsement to move forward with the budget process with amendments to worksheets and requests were adopted by cabinet. President motioned to adopt and VPAS seconded. A discussion to work with the National Department of DOE or Pohnpei State DOE to amend the academic school calendar for the public high schools to better accommodate the enrollment of students at the college. Another discussion to write a proposal to COM Land Grant to fund a working team to write up a proposal for student success projects at the public high school level. Have to have VPIA’s input on what needs to happen such as how many team members, and what will take to work with National DOE or Pohnpei State DOE. Proposal will be completed and can be taken to a variety of sources for funding.
 - II. August Board of Regents Meeting Debriefing- VPAS, VPIEQA and president shared their insights from attending the meeting. President was tasked to take the college to the next level. Vice presidents would have to take more responsibility of their duties in order to allow the president to focus on moving the college forward with new initiatives. The directives from the BOR meeting were shared.
 - III. Dr. Watson Training in October- Couple vice presidents e-mailed the director of human resources to provide their training preferences. Those who had not submitted their training topic preferences will e-mail the director of human resources.
 - IV. The director of human resources is advised to retrieve the human resource policies from the HRC and have them channeled to cabinet and the Executive Committee for review. The director of human resources will review policies for a week and e-mail them to cabinet and the Executive Committee- Pending for next cabinet meeting.
3. Reports
 - a) VPAS
 - I. VPAS will retrieve the travel policy and look at how other institutions handle

their travels. This information is still pending. VPAS will also bring forward human resource policies for cabinet's review for BOR meeting in December.

b) VPCRE

- I. Discussion of Allocation of Indirect Costs- VPCRE will set up a meeting directly with comptroller and VPAS to discuss about resolving the allocation of indirect costs that CRE receives from its grants. These indirect costs were previously allocated to CRE, but now indirect costs are placed in the general institution fund, which is an issue for CRE as those indirect costs support many of its program and activities.
- II. Vacancy Review for new secretary at the Pohnpei Campus Extension- The position has been recently vacant, and needs to be filled as soon as possible. The secretarial position is a fully budgeted item within the COM Land Grant extension and research. VPCRE provided the vacancy review document for the position for cabinet to look over and seeks approval from cabinet to hire a new secretary at the Pohnpei Campus Extension. VPIA motioned to approve request and VPAS seconded. VPCRE will notify the department of human resources of cabinet's endorsement, and have the department post the open employment announcement.

c) VPIA

- I. VPIA will discuss with the director of CTE and have a written process of how the CTE service project will begin- Pohnpei Campus is getting ready to start its CTE service. Director of CTE submitted a procedure to implement the CTE service. Director of CTE will be expected to update VPIA on the program and its challenges.

d) VPIEQA

- I. Accreditation Standard Writing Training- Starting the second round of accreditation standard writing training for the writing team leaders so they are informed of their expected roles and what to do. In addition, VPIEQA will be sending out an accreditation survey of the new standards for the college staff and faculty to take as a way to find out people's perspective on them. Request vice presidents to remind his or her personnel to take the survey. Furthermore, the accreditation basic online test for new employees has been a success. A concern for non-English speaking volunteers such as the Japanese volunteers may take the test with a Japanese instructor on campus. However, non-English speaking employees may be excused from taking the test. VPIA will check if the two new World Teach instructors at Pohnpei Campus have taken the new employee accreditation basic online test. Informed about the mini summit workshops that will be held at the campuses in August and September. VPIEQA also conducted a committee officer training that doesn't include the management team. A proposal was made if the college could use the \$25K from COM Land Grant towards increasing student access and success. A formal motion to accept the proposal was made. VPAS moved to accept and VPSS seconded.

e) VPSS

- I. Fall 2014 Enrollment Status- VPSS discussed about the partial enrollment for

Fall 2014 as of August 18, 2015 at 5:30PM local time. In terms of headcounts, only Pohnpei Campus did well above their headcount projection. In terms of credits, all campuses were below their credits and FTE projections. Detailed data was being shared with cabinet.

f) COS

- I. COS will conduct research on “grant structure oversight” at community colleges in Guam, Marshall Islands, and in California. COS will share findings with VPCRE and VPIA- Pending. COS shared her experience on attending the Asian American and Pacific Islander Association of Colleges and Universities (APIACU) Pacific Rim Conference and the TRIO Student Support Services Grant workshop, which were both held in Honolulu. Another event she shared was the COM-FSM Alumni Meeting that was held at the Pacific Islands Development Program, East West Center, located in the University of Hawaii at Manoa.

Comments/Upcoming Meeting Date & Time/Etc.:

- VPIA announced that there will be 6 students and 2 faculty from Reitaku University, an institution in Japan, who will be on National Campus for two weeks and will be living in the residential halls. They are continuing their environmental project that they started last year.
- The 2016 budget process will follow alternative II.

Handouts/Documents Referenced:

- August 19, 2014, cabinet agenda
- Budget presentation documents
- CRE Pohnpei Campus secretary position “vacancy review” form
- July 14, 2014, cabinet minutes
- Watson training & development worksheet

College Web Site Link:

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Prepared by:

COS

Date Distributed:

September 12, 2014

Approval of Minutes Process & Responses:

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Submitted by:

Date Submitted:

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

1. An endorsement to move forward with the budget process with amendments to worksheets and requests were adopted by cabinet. President motioned to adopt and VPAS seconded.
2. A proposal was made if the college could use the \$25K from COM Land Grant towards increasing student access and success. A formal motion to accept the proposal was made. VPAS moved to accept and VPSS seconded.
3. COS will work with VPSS to attain a veteran work-study student to assist with the alumni database. Will also work with VPIA and VPCRE on discussing ideas for student success initiatives for the AANAPISI grant proposal.
4. VPAS will retrieve the travel policy and look at how other institutions handle their travels. This information is still pending. VPAS will also bring forward human resource policies for cabinet's review for BOR meeting in December.
5. VPAS will insert a Finance Committee presentation on the timeline document. Have the budget development process and timeline be placed on the website and have a link on the newsfeed. Have budgets be broken down by programs not by divisions under VPIA. Changes to the document will have to be informed to the Finance Committee and the group that developed the document.
6. VPCRE will set up a meeting directly with comptroller and VPAS to discuss about resolving the allocation of indirect costs that CRE receives from its grants.
7. VPCRE provided the vacancy review document for the position for cabinet to look over and seeks approval from cabinet to hire a new secretary at the Pohnpei Campus Extension. VPIA motioned to approve request and VPAS seconded.
8. VPIA will check if the two new World Teach instructors at Pohnpei Campus have taken the new employee accreditation basic online test.