

**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>
September 26, 2014	9:00AM-11:51AM	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	Karen Simion	x		Acting
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>
<ol style="list-style-type: none"> <li>1. Approval of Minutes             <ol style="list-style-type: none"> <li>I. August 19, 2014</li> </ol> </li> <li>2. Old/New Business             <ol style="list-style-type: none"> <li>I. Dr. Watson Training in October</li> <li>II. Staff Development Committee</li> <li>III. HR Director is advised to retrieve the human resource policies from HRC 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.</li> </ol> </li> <li>3. Reports             <ol style="list-style-type: none"> <li>a) VPAS                 <ol style="list-style-type: none"> <li>I. Will retrieve the travel policy and look at how other institutions handle their travel</li> <li>II. 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 be shared to the Finance Committee and the group that developed the document.</li> <li>III. Direct Deposit Proposal &amp; Input from Employees</li> <li>IV. Positions to be filled at Business Office</li> </ol> </li> <li>b) VPCRE                 <ol style="list-style-type: none"> <li>I. Policy to provide incentives for securing grant funding</li> <li>II. Will set up a meeting directly with comptroller and VPAS to resolve concerns</li> </ol> </li> </ol> </li> </ol>

regarding the allocation of indirect costs that CRE receives from its grants

- c) VPIA
  - I. Will check if the two new World Teach instructors at Pohnpei Campus have taken the new employee accreditation basic online test
- d) VPIEQA
  - I. Positions to be filled at IT
  - II. Training for faculty and staff
- e) VPSS
  - I. Vacancy Request for Student Services Specialist IV (Counselor) at National Campus
- f) COS
  - I. Grant oversight structure research
  - II. Policy Update
  - III. 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

**Discussion of Agenda/Information Sharing:**

- 1. Approval of Minutes
  - I. August 19, 2014- VPAS moved to adopt and VPSS seconded the motion. Minutes adopted for approval by cabinet.
- 2. Old/ New Business
  - I. Dr. Watson Training in October- COS will e-mail office of human resources staff the training topics for both support staff and management
  - II. Staff Development Committee- VPIEQA motions to clarify that cabinet is acting to eliminate the sub-committee of the human resource committee titled “staff development committee”, instead will recommend that vice presidents will assume responsibilities for determining training needs within their departments. Cabinet will dialogue college wide training and encourage recommendations from HR committee and other committees. VPCRE seconds the motion. Cabinet approved.
  - III. 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 for next cabinet meeting.
- 3. Reports
  - a) VPAS
    - I. Will retrieve the travel policy and look at how other institutions handle their travel –Pending
    - II. Competed
    - III. Direct Deposit Proposal & Input from Employees- A motion that from now until January 1, 2015 VPAS will invite Bank of Guam and Bank of FSM to

	<p>National Campus to provide information and training to staff and faculty on direct deposit. On January 1, 2015, Business Office will implement a 100% direct deposit at National Campus. Cabinet approved.</p> <p>IV. Positions to be filled at Business Office- VPIEQA moved to adopt. VPCRE seconded. Cabinet approved.</p> <p>b) VPCRE</p> <p>I. Policy to provide incentives for securing grant funding- VPCRE presented a policy proposal regarding grant fund incentives. Will work on the language in the policy. 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. Bring back finding during next cabinet meeting.</p> <p>II. Completed</p> <p>c) VPIA</p> <p>I. Will check if the two New World Teach instructors at Pohnpei Campus have taken the new employee accreditation basic online test- Pending. 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 yet.</p> <p>d) VPIEQA</p> <p>I. Completed</p> <p>II. Training for faculty and staff- Will work with VPIA and president's executive secretary to build in a day or two into the each academic semester for trainings instead of having trainings on weekends.</p> <p>e) VPSS</p> <p>I. Vacancy Request for Student Services Specialist IV at National Campus- In addition to hiring a counselor at National Campus, President recommended cabinet to add another counselor at Pohnpei Campus since it only has one counselor on site. VPIEQA motioned to approve request of providing one counselor at National Campus and one counselor at Pohnpei Campus. VPAS seconded. Cabinet approved.</p> <p>f) COS</p> <p>I. Grant oversight structure research- Information sharing</p> <p>II. Policy Update- cabinet assigned the <i>Policy on Policy a number</i></p> <p>III. Attaining a veteran work study student- completed; will work with VPIA and VPCRE on AANAPISI write up</p>
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<p><b>Comments/Upcoming Meeting Date &amp; Time/Etc.:</b></p> <p>■</p>
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**Handouts/Documents Referenced:**

- August 19, 2014, cabinet minutes
- COS's Policy on Policy document
- September 26, 2014, agenda
- VPAS' documents on filling vacant positions and direct deposit
- VPCRE's Policy document on grant writing incentives
- VPIEQA's personnel requisition
- VPSS' vacancy review document for Student Services Specialist IV (Counselor)

**College Web Site Link:**

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**Prepared by:**

COS

**Date Distributed:**

10/9/14

**Approval of Minutes Process & Responses:**

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

1. COS will work with VPIA and VPCRE on AANAPISI write up
2. 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 for next cabinet meeting.
3. VPAS will double check and review if the indirect cost is built into the college general fund for multiple years or not.
4. VPAS will retrieve the travel policy and look at how other institutions handle their travel
5. VPCRE will work on the language in the policy. 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. Bring back finding during next cabinet meeting.
6. 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 yet.
7. VPIEQA will work with VPIA and president's executive secretary to build in a day or two into the each academic semester for trainings instead of having trainings on weekends.

Summary Decisions

8. A motion that from now until January 1, 2015 VPAS will invite Bank of Guam and Bank of FSM to National Campus to provide information and training to staff and faculty on direct deposit. On January 1, 2015, Business Office will implement a 100% direct deposit at National Campus.
9. Positions to be filled at Business Office-. VPIEQA moved to adopt. VPCRE seconded. Cabinet approved
10. VPIEQA motions to clarify that cabinet is acting to eliminate the sub-committee of the

human resource committee titled “staff development committee”, instead will recommend that vice presidents will assume responsibilities for determining training needs within their departments. Cabinet will dialogue college wide training and encourage recommendations from HR committee and other committees. VPCRE seconds the motion. Cabinet approved.

11. VPIEQA motioned to approve request of providing one counselor at National Campus and one counselor at Pohnpei Campus. VPAS seconded. Cabinet approved.