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

Committee or Working Group:	Cabinet Meeting

Date	Time	Location
February 14, 2014	9:00am- 11:30am	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		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) January 31, 2014, Minutes
2. Old/New Business/Miscellaneous
   a) Update on the January 31, 2014, Minutes' "Action Steps"
   b) COS- Gap Analysis Announcement
3. Reports
   a) VPCRE
      I. Disposal of Cut Trees
   b) VPIA
      I. Hiring of an English Teacher at Pohnpei Campus
      II. *New Document Routing Guidelines* Campus Dean Memo
   c) VPIEQA
      I. Course Completion and Enrollment Data (information provided in advance)
4. President
   I. BOR March Meeting Schedule

Discussion of Agenda/Information Sharing:

1. Approval of Minutes
   a) January 31, 2014, Minutes- Approved

2. Old/New Business/ Miscellaneous
   a) Update on the January 31, 2014, Minutes' "Action Steps": The VPs reported on their

assigned tasks from the January 31, 2014 cabinet meeting.
- b) COS- Gap Analysis Announcement: Cabinet members were reminded to complete their gap analysis for their assigned accreditation standard by February 28, 2014.
3. Reports
- a) VPCRE
  - I. Disposal of Cut Trees: With the clearing of trees on national campus to build a field, a motion was proposed to require VPAS to have the limbs and brush from the trees chipped for use at the RI piggery, the landscaping around campus or provided to local farmers for their use instead of burning them. VPCRE moved to accept the motion and VPIA seconded for adoption. Motion accepted.
- b) VPIA
  - I. Hiring of an English Teacher at Pohnpei Campus: The request to hire an English teacher at Pohnpei Campus will be tabled until the college establishes a hiring prioritization criteria.
  - II. Campus Dean Memo: The *New Document Routing Guidelines* memo to the campus deans was presented to cabinet members for review and comments. Memo was not accepted and needed further revisions. VPIA and COS were assigned to complete this task.
- c) VPIEQA
  - I. *Course Completion and Enrollment Data*: The *Course Completion and Enrollment Data* attachment was reviewed and analyzed for each state campus and the national campus. The data will serve as an important document to help support the decision-makings regarding the college courses that are being offered.
4. President
  - I. BOR March Meeting Schedule: The BOR March meeting schedule was presented to the cabinet members to further assist the VPs in planning out their schedule during their visit at Kosrae Campus.

Comments/Upcoming Meeting Date & Time/Etc.:
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Handouts/Documents Referenced:
- ▪ January 31, 2014, Minutes
- ▪ Board of Regents March Meeting Schedule
- ▪ February 14, 2014, Agenda
- ▪ *Course Completion and Enrollment Data* Attachment
- ▪ *New Document Routing Guidelines* Memo to the Deans

College Web Site Link:
- ▪

Prepared by:	COS	Date Distributed:	February 19, 2014

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

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

1. "Action Steps" of the minutes will be standard in the cabinet agenda to be reported out.
2. VPAS will e-mail the policy/guideline that administers an advisory council.
3. VPAS will provide an updated list of frozen positions and information on cost of operation per student at each state campus.
4. VPCRE will provide the costs of shredding the cut trees using the chipper shredder machine.
5. VPIA will resend the monthly report document so VPs can customize the document into an appropriate format for their monthly cabinet reporting beginning April 2014.
6. VPIA will review the *Course Completion and Enrollment Data* attachment to eliminate courses that are no longer offered.
7. VPIA will make a meeting schedule for VPs' visit to Kosrae Campus during BOR meeting on Monday, March 24, 2014.
8. VPIA & COS will complete the *New Document Routing Guidelines* Memo to the Deans.
9. VPIA & VPSS will communicate with the Secretary of Education on COMET.
10. VPSS will present the college budget allocated to tutors.
11. VPs will put more effort in being current with the other standing committees' activities and responding to concerns that fall under their area of oversight.
12. VPs will provide hiring criteria for college positions.