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

Committee or Working Group:	Cabinet

Date	Time	Location
July 14, 2014	10:00AM-12:35PM	Board 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:	

Agenda/Major Topics of Discussion:

1. Approval of Minutes
   a) June 20, 2014
2. Old/New Business
   I. The director of human resource is advised to retrieve the human resource policies from the Human Resources Committee and have them channeled to cabinet and the executive committee for review. The human resource director will review policies for a week and e-mail them to cabinet and the executive committee.
3. Reports
   a) VPCRE
      I. COM-FSM Grant Assessment System
   b) VPIA
      I. Career Technical Education (CTE) Service Plan
   c) VPIEQA
      I. Academic Quality Model
      II. Flight PCA Guidelines
      III. Strategic Plan Metric
      IV. Student Success
      V. Summit Update
      VI. Committee Concern
   d) COS
      I. Policy Status

Discussion of Agenda/Information Sharing:
1. Approval of Minutes

a) June 20, 2014- VPSS moved to adopt and VPAS seconded the motion with recommended changes.
2. Old/New Business
   II. I. HR director is advised to retrieve the human resource policies from the Human Resources Committee and have them channeled to cabinet and the executive committee for review. HR director will review policies and e-mail them to cabinet and the executive committee- Presentation will be postponed to the next scheduled cabinet meeting.
3. Reports
   a) VPCRE
      I. COM-FSM Grant Assessment System- Re-establishing a peer review committee for grant screening was proposed. The purpose of the peer review committee is to provide an assessment of the college's capacity prior to grant proposal submission. Moreover, with a committee in place it would also protect the institution and the president who serves as the authorizing agent in that grants are screened carefully. In response, the president proposed that in the short-term, VPCRE, VPIA, and COS will provide oversight on grant screening. An individual vice president could be brought in for support if the pursued grant falls in his or her area of management. In the discussion, president clarified that COS is not the college grant writer, but provides support in seeking grants that matches the college mission. For the 2016 budget, there may be a grant writing position to be created.
   b) VPIA
      I. Career Technical Education (CTE) Service Plan- The CTE Service Plan had been completed and reviewed by the college's legal counselor. VPIA will discuss with the director of CTE and have a written process of how the project will begin. VPCRE moved to accept the proposal with the legal counselor's recommendations and comments, and VPIA seconded.
   c) VPIEQA
      I. Academic Quality Model- This issue was discussed with VPIA, VPSS, and the assistant ALO. The information shared will be brought to EC and then to cabinet. Academic Quality Model will not be presented at the August 8, 2014 Board of Regents meeting as it will need to be shared with EC. The list of the Council of Chairs members and chair of Council of Chairs will wait until August when the new elected members have been confirmed.

      II. Flight PCA Guidelines- This topic was discussed in depth due to request from Business Office requesting price cost analysis when purchasing flight tickets. Recommendations were made regarding guidelines and parameters for the price cost analysis, but no formal decision had been agreed upon. VPAS will retrieve the travel policy. Look into traveler's health insurance. VPCRE proposes HR to look into the traveler's health insurance coverage. President recommends the vice presidents to look at how other institutions handle their travels.

      III. Strategic Plan Metrics- Discussed about scheduling of reports. Once this

information is provided, the information including the new format will be presented to the Board of Regents after the August meeting. Council of Chairs and the Management Team had been asked to submit recommendations. Proposed to go with the metrics established and then will have something out for the committees to make comments and suggestions.

IV. Student Success- Requested vice presidents to remind their staff to use the program and institution data if there's any dialogue in their area where information can be used to focus on student success.

V. Summit Update- Two new items were added to the self-evaluation writing document and were shared and discussed. An outline of the 2-day workshop will be focused on accreditation and fiscal case studies. Attendance of faculty and staff from both Pohnpei and National Campus is required. The summit will be held at the practice gym and begins promptly at 8:30AM to 5:00PM.

VI. Committee Concern- 1) Two recommendations were proposed and adopted. Cabinet members formally developed ex-officio members to assigned committees. The list is found in the "comments" section. The first motion was to formally adopt the ex-officio members that were identified to serve to the participatory governance committee. VPCRE seconded. The second motion was to eliminate the Planning and Resource Committee due to redundancy. VPCRE seconded. Both these approved motions will be brought to EC for their endorsement. 2) A training for the committee officers had been scheduled for August 14, 2014.

d) COS
I. Policy Status- Policies posted on the college website are not complete unless the dates for "adopted, revised, and reviewed" have been filled out. The receptionist at the office of the president will help the vice presidents look for the dates by going through past board meeting minutes.

Comments/Upcoming Meeting Date & Time/Etc.:
- President's Executive Assistant may have the TOR for the previous existing committee for grant oversight.
- IRPO has the grant review document.
- Ex-officio members to committees:
    1. CAC- Interim dean of academic programs
    2. RAR- VPSS
    3. FCE- director of maintenance

4. HR- director of human resource
5. FC- comptroller
6. ICT- director of ICT
7. MT- vice presidents

Handouts/Documents Referenced:
- CTE service plan document
- July 14, 2014, agenda
- June 20, 2014, minutes

College Web Site Link:
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Prepared by:	COS	**Date Distributed:**	July 28, 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 conduct research on "grant structure oversight" at community colleges in Guam, Marshall Islands, and in California. COS will share findings with VPCRE and VPIA.
2. HR director will review policies e-mail them to cabinet and the executive committee. Presentation will be postponed to the next scheduled cabinet meeting.
3. Receptionist of the president's office will help vice presidents look for the dates by going through the board meeting minutes.
4. VPAS will retrieve the travel policy and look at how other institutions handle their travels
5. VPCRE, VPIA, and COS will provide oversight on grant screening. An individual vice president could be brought in for support if the pursued grant falls in his or her area of management.
6. VPIA will discuss with the director of CTE and have a written process of how the CTE service project will begin.