

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

Committee or Working Group:	Cabinet
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Date	Time	Location
April 15, 2014	9:00am-11:00am	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:	Director of Residential and Student Life and President's Executive Assistant
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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) March 17, 2014 2. Old/New Business <ol style="list-style-type: none"> a) Student Code of Conduct b) BOR Meeting Debriefing c) Staff Training Priorities Established for Remaining Academic Year d) VPAS Report on Standard III. A and III. B for Accreditation Gap Analysis 3. Reports <ol style="list-style-type: none"> a) VPIA <ol style="list-style-type: none"> I. Career and Technical Education Services to the Community Proposal b) VPSS <ol style="list-style-type: none"> I. Will send "monthly report" template to VPs. Format will be used for one-on-one with President and Cabinet Meeting 4. President <ol style="list-style-type: none"> a) Pay Period Analysis

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. Approval of Minutes <ol style="list-style-type: none"> a) March 17, 2014- Approved 2. Old/New Business

- a) Student Code of Conduct- The Director of Residential and Student Life presented the document. Advised to have the document be reviewed by the appropriate college committees and by the college’s legal advisor before submission to the board of regents in May.
 - b) BOR Meeting Debriefing- President’s Executive Assistant attended the group debriefing of the BOR March meeting on March 2014. Reflection of the meeting was exchanged. President’s Executive Assistant will contact BOR Chair to confirm the BOR venue for September meeting on Pohnpei State and whether to have the meeting at Pohnpei or National Campus.
 - c) Staff Training Priorities Established for Remaining Academic Year- Vice Presidents will work with Director of Human Resources to come up with training priorities for their divisions for the remaining academic year.
 - d) VPAS Report on Standard III.A and III.B for Accreditation Gap Analysis- Presentation is postponed to next cabinet meeting on April 25, 2014.
3. Reports
- a) VPIA
 - I. Career and Technical Education Services to the Community- Proposal will be submitted to the college’s legal advisor for review. Once the document is reviewed, the proposal may be presented to the executive committee for information sharing.
4. President
- a) Pay Period Analysis- An analysis on college cost savings on issuing a once a month pay day versus two pay days a month was created by the Comptroller for review. A direct deposit payment may be a future approach towards college cost savings.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- CTE Services to the Community Proposal
- April 15, 2014, Agenda
- March 17, 2014, Minutes
- Student Code of Conduct

College Web Site Link:

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Prepared by:	COS	Date Distributed:	April 15, 2014
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Approval of Minutes Process & Responses:

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

Responsibilities:

1. COS will do a follow up on graduation logistics with the Acting VPSS and oversee the compilation of approved policies.
2. Director of Residential and Student Life will have the Student Code of Conduct document be reviewed by the appropriate college committees and by the college's legal advisor before submission to the board of regents in May.
3. President's Executive Assistant will contact BOR Chair to confirm the BOR venue for September Meeting in Pohnpei State and whether to have the meeting at Pohnpei or National Campus.
4. Vice Presidents will work with Director of Human Resources to come up with training priorities for their divisions for the remaining academic year.
5. VPAS will report on Standard III.A and III.B for Accreditation Gap Analysis on April 25, 2014.
6. VPIA will submit the CTE Services to the Community Proposal to the college's legal advisor for review.
7. VPIA dialogue with VPIEQA to see opportunities where faculty can participate in the summit.
8. President will finalize a date for the college summit.