

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

<b>Committee or Working Group:</b>	Cabinet Meeting
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<b>Date</b>	<b>Time</b>	<b>Location</b>
January 17, 2014	9:00 am – 11:12 am	President’s Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy	x		
VPAS	Joseph Habuchmai	x		
VPCRE	Jim Currie	x		
VPIA	Mariana Ben Dereas	x		
VPIEQA	Frankie Harriss	x		
VPSS	Joey Oducado	x		Acting
Chief of Staff	Universe Yamase	x		Recorder

<b>Additional Attendees:</b>	Director of Academic Program and Director of Human Resource
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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>a. December 13, 2013</li> </ol> </li> <li>2. Old/New Business             <ol style="list-style-type: none"> <li>I. Staff Development Committee</li> <li>II. Role Advisory Council (further discussed and defined)</li> </ol> </li> <li>3. Reports             <ol style="list-style-type: none"> <li>a. VPAS                 <ol style="list-style-type: none"> <li>I. Budget 2014 Enrollment implication</li> <li>II. Budget 2015 update</li> <li>III. BECA project update</li> <li>IV. Track &amp; Field and Baseball Field Project update</li> </ol> </li> <li>b. VPCRE                 <ol style="list-style-type: none"> <li>I. Applications for the Distance Education and Resident Instruction</li> </ol> </li> <li>c. VPIA                 <ol style="list-style-type: none"> <li>I. Scheduling Program Implication</li> </ol> </li> <li>d. VPIEQA                 <ol style="list-style-type: none"> <li>I. Policies and Procedures</li> </ol> </li> <li>e. VPSS                 <ol style="list-style-type: none"> <li>I. Spring 2014 Enrollment Implication</li> </ol> </li> </ol> </li> </ol>

**Discussion of Agenda/Information Sharing:**

1. Approval of Minutes
  - a) December 13, 2013- Approved
2. Old Business/ New Business
  - I. Staff Development Committee: Each VP recommends a representative from his/her department to President to serve as a staff development committee member for approval before notifying HR Director. This should be completed by January 20, 2014, by 5pm.
  - II. Role of Advisory Council: Will be scheduled for discussion next meeting.
3. Reports
  - a) VPAS
    - I. Budget 2014 enrollment: VPAS reported on the spring 2014 student enrollment across the college and the effects it has on each campus' operational budget.
    - II. Budget 2015 update: Spring enrollment trend and FTE affects the
    - III. BECA update: The outcome of the BECA study report will be implemented through the partnership of external assistance to articulate results to JEMCO for funding release. Further, VPAS will educate the internal community about the BECA study.
    - IV. Field project update: Working with Japanese government to help support \$121k for the field project specifically for a soccer field.
  - b) VPCRE
    - I. Applications for the Distance Education and Resident Instruction Grant: Stakeholder meeting on Jan 22<sup>nd</sup> 3-5pm in Board Conference Room. There are grants released for bids and these grants are Resident Instruction Grant and Distance Education Grant. Resident Instruction Grant will be amounted to \$110k and \$87k for Distance Education Grant for potential projects. There may approximately be \$300k for the total insular area region for a research facility improvement. LGP director to inform us. A mainland college is interested in partnering to do a distance education in agriculture. Application is due March 7, 2014.
  - c) VPIA
    - I. Scheduling Program Implication: VPIA and DAP have combined courses and dropped courses that are no longer necessary due to the student enrollment results.
  - d) VPIEQA
    - I. Policies and Procedures: VPIEQA identified a gap for improvement regarding accreditation standard related to the review of polices and procedures. College policies and procedures are not up to date and not regularly reviewed. Our centralized electronic compilation of policies and procedures could also be substantially improved. Requesting that each VP

and college administrator bring forth policies and procedures to VPIEQA. There should be a timeline in place to ensure we fulfill the two goals in our communication policies.

e) VPSS:

- I. Spring 2014 Enrollment Implication: Will send members copies of the spring 2014 enrollment figures. VPSS shared the spring 2014 enrollment and FTE count for both National Campus and state campuses.

**Comments/Upcoming Meeting Date & Time/Etc.:**

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**Handouts/Documents Referenced:**

- December 13, 2013, Cabinet Minutes
- January 17, 2014, Cabinet Agenda
- Board of Regents Timeline

**College Web Site Link:**

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**Prepared by:**

COS

**Date Distributed:**

January 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.