

**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>
March 17, 2014	2:00pm – 5:30pm	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>	Director of Human Resources
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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) February 28, 2014</li> </ol> </li> <li>2. Old/New Business             <ol style="list-style-type: none"> <li>a) Staff Development Planning</li> <li>b) VPAS &amp; COS Report on Accreditation Standard on Gap Analysis</li> <li>c) VPs Report on Policies for Review to BOR March Meeting</li> </ol> </li> <li>3. Reports             <ol style="list-style-type: none"> <li>a) VPAS                 <ol style="list-style-type: none"> <li>I. Policy/Guideline for Advisory Council</li> <li>II. Updated List of Frozen Positions and Information on Cost of Operation Per Student at Each State Campus</li> </ol> </li> <li>b) VPIA                 <ol style="list-style-type: none"> <li>I. Send Updated Course List to Sandy Pond Correspondent</li> <li>II. Send Updated BOR March Meeting Schedule to Kosrae Campus Dean and President’s Executive Secretary</li> </ol> </li> <li>c) VPSS                 <ol style="list-style-type: none"> <li>I. Provide Monthly Report Template to VPs</li> <li>II. Provide Chuuk Campus’ Cost of Operation for Tutors</li> </ol> </li> </ol> </li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
<ol style="list-style-type: none"> <li>1. Approval of Minutes             <ol style="list-style-type: none"> <li>a) February 28, 2014, Minutes- Approved</li> </ol> </li> <li>2. Old/New Business/Miscellaneous</li> </ol>

- a) Staff Development Planning: Director of Human Resources (HR) discussed about the concerns of the Staff Development Committee regarding the FY 2014 Training Priorities. Director of HR stressed the importance of VPs' roles in identifying areas of need for staff development. VPs will be addressing these concerns.
  - b) VPAS and COS Report on Accreditation Standard on Gap Analysis: COS reported the evidence, gap, and actions on Standard IV. A and Standard IV. B. VPAS reported on Standard III. A's gap analysis on the three sections: evidence, gap, and actions.
  - c) VPs Report on Policies for Review to BOR March Meeting: VPAS presented policies that met criteria 2, 3, and 4 for presentation to the BOR meeting on March 22, 2014.
3. Reports
- a) VPAS
    - I. Policy/Guideline for Advisory Council: VPAS will provide for next cabinet meeting.
    - II. Updated List of Frozen Positions and Information on Cost of Operation Per Student at Each State Campus: Information will be provided to the BOR meeting in Kosrae on March 22, 2014.
  - b) VPIA
    - I. Send Updated Course List to Sandy Pond Correspondent: Completed.
    - II. Send Updated BOR March Meeting Schedule to Kosrae Campus Dean and President's Executive Secretary: Completed.
  - c) VPSS
    - I. Provide Monthly Report Template to VPs: Pending
    - II. Provide Chuuk Campus' Cost of Operation for Tutors: Completed

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

- Handouts/Documents Referenced:**
- February 28, 2014, Cabinet Minutes
  - March 17, 2014, Cabinet Agenda
  - Memorandum to VPs from Staff Development Committee

**College Web Site Link:**

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<b>Prepared by:</b>	COS	<b>Date Distributed:</b>	March 20, 2014
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**Approval of Minutes Process & Responses:**

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<b>Submitted by:</b>		<b>Date Submitted:</b>	
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- Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**
1. President will read the Hiring Process Letter by VPIA and respond back.
  2. VPs will decide on two to three topics for the Watson Workshop on April 8, 9, 10 and submit to Director of Human Resources on March 20, 2014.

3. VPAS will continue reporting on the Standard III. A and III. B for next cabinet meeting.
4. VPSS will send SBA report to President's Executive Secretary.
5. VPSS will send "monthly report" template to VPs. Format will be used for BOR May Meeting.