

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

Committee or Working Group:	Cabinet
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Date	Time	Location
May 23, 2014	8:00 am – 4:00pm	President's Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy	x		
VPAS	Joseph Habuchmai	x		
VPCRE	Jim Currie		x	On Travel Authorization
VPIA	Karen Simion	x		Interim
VPIEQA	Frankie Harriss	x		
VPSS	Joey Oducado	x		Acting
Chief of Staff	Universe Yamase		x	On approved leave

Additional Attendees:	Human Resources Director to provide background/technical information on vacant positions; Secretary to the President as recorder
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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) April 25, 2014 2. Old/New Business <ol style="list-style-type: none"> I. Filling of Vacant Positions 3. Reports <ol style="list-style-type: none"> a) VPAS b) VPIA c) VPSS d) VPIEQA 4. Others/Miscellaneous

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. Approval of Minutes <ol style="list-style-type: none"> a) April 25, 2014- Approved with amendment to include discussion on the technology policies in the minutes. 2. Old/New Business <ol style="list-style-type: none"> I. Filling of vacant positions <ol style="list-style-type: none"> a. Vacancy Review Document – form is to be amended to include campus and program requesting the vacancy and the standard key indicators established in 2006. HR director distributed the standard key indicators to cabinet members.

b. Vacant positions in the Business Office – filling of the positions are placed on hold for more assessment on organizational structure and job description of each position. The administration plans to bring in a consultant to do assessment similar to assessment done in student services.

c. Vacant positions in Instructional Department - VPIA presented vacant positions in the instructional department that need to be filled. After the review process for the vacant positions, the vice presidents recommended to the president the following unfilled positions: 1 position at Chuuk Campus; 2 positions at Yap Campus; 3 positions at Kosrae Campus; 4 positions at Pohnpei Campus; and 7 instructor positions at the National Campus.

VPIA requested that the vacant art instructor position be filled to provide for courses required for the degree requirement for Pre-Teacher Preparation. That individual could travel the campuses to fill this need. VPIA moved for endorsement and VPAS seconded.

- II. Test Coordinator- history of the position is shared. The position is deemed to be the same level of an admission counselor. Cabinet suggested a rewrite of the job description and to increase one of the counselor's positions with salary adjustment and training to assume responsibilities of a test coordinator. IRPO will handle the assessment and analysis responsibilities of the position. VPAS moved for endorsement and VPIEQA seconded.

3. Reports

I. VPAS

- a. State & National Leaders Conference (SNLC) - VPAS gave a summary of the college's participation at the SNLC. Synopsis include a power point presentation on the BECA space utilization study, resolution on sustainable funding for the next 15 years and summary of what we want SNLC to do.
- b. Soccer Field project – they are now in the process of mixing sand into the soil in preparation for grass planting.

II. VPIA

- a. The Curriculum Advisory Committee (CAC) met yesterday and set their plan of work for next year. Susan Moses is the new Chair for CAC.

III. VPIEQA

- a. Article on “Growing Interest in Academic Quality – VPIEQA shared an article in the AGB magazine for good models of defining academic quality.
- b. IT- position at Chuuk Campus has been open for quite a while. When advertised, did not receive qualified applicants.
- c. Strategic Plan-VPIEQA shared concern over reporting on the strategic plan. It is taking forever to get dialogue on institutional standards and student success indicators from committees. VPIEQA will provide a simplified matrix of what she thought they may look like and bring to vice presidents for input.

IV. VPSS

- a. Registrar- discussion on the registrar position was shared by cabinet. Acting VPSS shared history of the position. Recommendation to

delineate the registrar position from the director of admissions position; that the office of registrar be separated from retention. Also to have series of discussions on student success as opposed to retention.

V. President

- a. Security – President shared concern about security around the college. The President had a consultant on island complete an initial assessment with some proposals for training to elevate security to a level of efficiency. The college can take two approaches with the consultant: one option is to do training in a piece meal way or the other option is to bring him on board as a consultant working with VPAS to provide training and assessment for security across the college system.
- b. Standing Committees –concerns and observations on committee work was shared. Cabinet also discussed what support it can provide to the committees. Recommended potentials include possible merging of committees and more considerations on scheduling of committee meetings. President will dialogue with the Executive Committee on committee structure potentials.

4. Others/Miscellaneous

- 1. Meeting adjourned at 4:00 p.m. VPIEQA moved for adjournment and VPAS seconded.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

- “List of Vacant positions” at campuses
- April 25, 2014, Minutes
- May 23, 2014, Agenda
- “Enrollment Management/Campus Standard Key Indicators”

College Web Site Link:

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Prepared by:

Secretary to President

Date Distributed:

May 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. VPAS will send out organizational structure and job descriptions of vacant positions in the Business office to Cabinet for assessment.
2. VPAS will provide cost associated with vacant positions to be filled at next Cabinet meeting
3. VPIA will remove vacant positions marked “associate professor” under Pohnpei Campus
4. Acting VPSS is to articulate with Chuuk Campus reasons for not filling the student services coordinator position; the no need of an acting for the position; the reporting structure and explain the evaluation process of personnel under student services.
5. HR Director to do presentation on the job audit and discuss placement of vice presidents
6. VPIEQA will provide copies of the article on academic quality to Cabinet for next Cabinet meeting
7. VPIEQA will share simplified matrix on reporting of institutional standards and student success measures