

**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>
April 25, 2014	2:00pm – 3:54pm	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>	Comptroller
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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) April 15, 2014</li> </ol> </li> <li>2. Old/New Business             <ol style="list-style-type: none"> <li>I. VPAS’ Gap Analysis Report (Standard III.A and III. B)</li> <li>II. VPs will work with Director of Human Resources for Division Training Priorities</li> </ol> </li> <li>3. Reports             <ol style="list-style-type: none"> <li>a) VPAS                 <ol style="list-style-type: none"> <li>I. Budget and Payroll Analysis</li> </ol> </li> <li>b) VPIA                 <ol style="list-style-type: none"> <li>I. Criteria for Filling Vacant Positions</li> <li>II. Dialogue with VPIEQA to See Opportunities Where Faculty Can Participate in the Summit</li> <li>III. Submit the CTE Services to the Community Proposal to College Legal Advisor</li> </ol> </li> <li>c) VPIEQA                 <ol style="list-style-type: none"> <li>I. Information Technology Policy</li> </ol> </li> <li>d) VPSS                 <ol style="list-style-type: none"> <li>I. May Commencement Status Update</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) April 15, 2014- Approved</li> </ol> </li> <li>2. Old/New Business</li> </ol>

- I. VPAS' Gap Analysis Report (Standard III.A and III.B)- VPAS presented his evidence, gap, and action report on his assigned accreditation standard. Comments were shared on presentation.
  - II. VPs will work with Director of Human Resources for Division Training Priorities- More dialogue with VPs and Director of Human Resources to develop training priorities. Process is still ongoing.
3. Reports
- a) VPAS
    - I. Budget and Payroll Analysis- Comptroller conducted two PowerPoint presentations on "Analysis of FY 2014 Results of Operations" and on the "Payroll Analysis". The reports provided the college's status based on student enrollments and financial aspect of future cost-savings for the college.
  - b) VPIA
    - I. Criteria for Filling Vacant Positions- The "Vacancy Review" document has been approved with changes to the language. VPIA moved for endorsement and VPAS seconded.
    - II. Dialogue with VPIEQA to see Opportunities Where Faculty can Participate in the Summit- Ongoing.
    - III. Submit the CTE Services to the Community Proposal to College Legal Advisor- Document was reviewed by the legal advisor and returned to VPIA. CTE Director is revising document with the legal advisor's comments and feedback. Will submit to President once completed.
  - c) VPIEQA
    - I. The Information Technology policy is one policy with many subsections. The subsections had been divided to live as separate policies. Minor editing to update the policies had occurred (title changes, committee name changes, etc.), and through approval of President, these policies would not have to be reviewed by the appropriate committee. The IT policies will be directed to the BOR meeting on May 28, 2014 for review and approval.
  - d) VPSS
    - I. May Commencement Status Update- VPSS presented the "Activities and Timeline" for events leading up to the graduation day. Graduation is set for May 15, 2014. On Monday, April 28, 2014, VPSS will draft a letter of invitation to the commencement speaker.

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

- Handouts/Documents Referenced:**
- "Activities and Timeline" for May 2014 Graduation
  - April 15, 2014, Minutes
  - April 25, 2014, Agenda
  - "Vacancy Review" Document

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<b>College Web Site Link:</b>
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<b>Prepared by:</b>	COS	<b>Date Distributed:</b>	May 2, 2014
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<b>Approval of Minutes Process &amp; Responses:</b>
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<b>Submitted by:</b>		<b>Date Submitted:</b>	
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<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>
<ol style="list-style-type: none"><li>1. VPAS will send out unfilled position list for both state and national campus to the respective VPs for his/her own assessment.</li><li>2. VPAS will send a reminder to the Chair of Finance Committee to have the committee put together comments/inputs for the new manual before new process begins in August 2014.</li><li>3. VPIA will dialogue with VPIEQA to see opportunities where faculty can participate in the summit.</li><li>4. VPSS will submit letter of invitation to commencement speaker by April 28, 2014.</li><li>5. VPs will conduct its own assessment of unfilled positions in his/her division by next Cabinet meeting (May 23) to VPAS.</li><li>6. VPs will work with Director of Human Resources for Division Training Priorities.</li></ol>