

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

Committee or Working Group:	Executive Committee
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Date	Time	Location
February 28, 2014	9:00am – 12:30pm	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:	
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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) February 14, 2014, Minutes 2. Old/New Business/ Miscellaneous <ol style="list-style-type: none"> a) VPs Report on Accreditation Standard Gap Analysis b) VPs Report on Policies for Review to BOR March Meeting 3. Reports <ol style="list-style-type: none"> a) VPAS <ol style="list-style-type: none"> I. Policy/Guideline for Advisory Council II. Updated List of Unfilled Frozen Positions and Information on Cost of Operation Per Student at Each State Campus b) VPCRE <ol style="list-style-type: none"> I. Provide Cost of Shredding the Cut Trees Using the Chipper Shredder Machine c) VPIA <ol style="list-style-type: none"> I. BOR March Meeting Schedule II. Criteria for Vacant Full-Time Positions III. Monthly Report Document IV. Update Course Completion and Enrollment Data V. Update on COMET to FSM Secretary of Education VI. Update on New Document Routing Guidelines Memo d) VPSS <ol style="list-style-type: none"> I. College Budget Allocated to Tutors 4. President <ol style="list-style-type: none"> a) March 14, 2014, Staff Development Day

Discussion of Agenda/Information Sharing:

1. Approval of Minutes
 - a) February 14, 2014, Minutes- Approved
2. Old/New Business/Miscellaneous
 - a) VPs Report on Accreditation Standard Gap Analysis: VPIA, VPIEQA, and VPSS reported on their gap analysis for their assigned accreditation standard. VPAS and COS will report on their gap analysis for their tasked standard on March 28, 2014, meeting.
 - b) VPs Report on Policies for Review to BOR March Meeting: VPIA and VPSS provided policies in their areas of oversight that meet categories 2,3, and 4. VPIA and VPSS will decide on a common document format to present policies to BOR, and create a new numbering system for all policies.
3. Reports
 - a) VPAS
Due to absence, VPAS will report on agenda items I and II for next cabinet meeting on March 28, 2014.
 - b) VPCRE
 - I. Provide Cost of Shredding the Cut Trees Using the Chipper Shredder Machine: VPCRE reported that there is no cost to shredding the cut trees. The agriculture instructors contacted the maintenance to chip the trees as need.
 - c) VPIA
 - I. Criteria for Vacant Full-Time Positions: VPs and Director of Human Resource have provided feedback for the development of the criteria. President will review document before undergoing the next stage of the proposed document.
 - II. Monthly Report Document: Provided document for cabinet review. VPSS provided a progress report table template that will be adopted for other VPs' usage for their departments' progress reporting. VPSS will provide template to VPs.
 - III. Update Course Completion and Enrollment Data: Updated the course list by eliminating courses no longer taught and will be sent to Sandy Pond correspondent.
 - IV. BOR March Meeting Schedule: Completed and shared with cabinet members. Suggested to make some changes to the schedule. The updated BOR schedule will be provided before BOR March meeting. Schedule will be sent to Kosrae Campus Dean and President's Executive Secretary.
 - V. Update on New Document Routing Guidelines Memo: Memo was completed and sent out to all campus deans.
 - VI. Update on COMET to Secretary of Education: The packet about COMET was sent to Secretary of Education.
 - d) VPSS
 - I. College Budget Allocated to Tutors: VPSS shared cost of operation for tutors for each campus except for Chuuk Campus as information was not provided by the Chuuk Campus coordinator. Data will be sent to President.

Comments/Upcoming Meeting Date & Time/Etc.:
<ul style="list-style-type: none"> ▪ BOR March Meeting Schedule ▪ Cabinet Agenda ▪ Criteria for Vacant Full-Time Positions Document ▪ February 14, 2014, Minutes ▪ Monthly Report Document ▪ VPIA's Policies ▪ VPSS' Policies

Handouts/Documents Referenced:
<ul style="list-style-type: none"> ▪

College Web Site Link:
<ul style="list-style-type: none"> ▪

Prepared by:	COS	Date Distributed:	March 6, 2014
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Approval of Minutes Process & Responses:
<ul style="list-style-type: none"> ▪

Submitted by:		Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:
<ol style="list-style-type: none"> 1. COS & VPAS will present on their accreditation standard gap analysis 2. VPAS provide guideline/policy for Advisory Council 3. VPAS provide updated list of unfilled frozen positions and Information on Cost of Operation Per Student at Each State Campus 4. VPIA will send the updated course list to Sandy Pond correspondent 5. VPIA will send the updated BOR March meeting schedule to Kosrae Campus Dean and President's Executive Secretary 6. VPIEQA will work on the publication manual to include the accreditation standard writing guide 7. VPSS will provide monthly report template to VPs 8. VPSS will provide Chuuk Campus' cost of operation for tutors