

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

Committee or Working Group:	Cabinet
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Date	Time	Location
May 30, 2014	9:00am-10:30am	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		Interim
VPIEQA	Frankie Harriss		x	Sick Leave
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) May 23, 2014 2. Old/New Business <ol style="list-style-type: none"> I. HR director will conduct a presentation on the job audit and discuss placement of vice presidents II. Debriefing of board meeting on May 28, 2014 3. Reports <ol style="list-style-type: none"> a) VPAS <ol style="list-style-type: none"> I. Will send out organizational structure and job descriptions of vacation positions in the Business Office to cabinet for assessment II. Will provide cost associated with vacant positions to be filled b) VPCRE <ol style="list-style-type: none"> I. Update on Resident Instruction in the Insular Areas Grant and the Distance Education Grant proposal amendments II. Update on training in transitioning from subsistence farming to the market economy sessions that are being conducted in the states III. Report of the Western Sustainable Agriculture Research and Education Conference held in Guam last week IV. Discussion of preparations for the two experiential learning trips planned for agriculture students under the RIIA grant c) VPIA <ol style="list-style-type: none"> I. Remove vacant positions marked “associate professor” under Pohnpei Campus d) VPIEQA <ol style="list-style-type: none"> I. Will provide copies of the article on academic quality to cabinet II. Will share simplified matrix on reporting of institutional standards and student success measures

e) VPSS

- I. Articulate with Chuuk Campus for reasons such as: 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

Discussion of Agenda/Information Sharing:

1. Approval of minutes
 - a) May 23, 2014- Minutes approved with the pending revisions and amended changes to align with the college's publication standard manual. VPAS moved and VPSS seconded for adoption.
2. Old/New Business
 - I. HR director will conduct a presentation on the job audit and discuss placement of vice presidents- Presentation is postponed to the next cabinet meeting scheduled for June 2, 2014.
 - II. Debriefing of board meeting on May 28, 2014- Cabinet members discussed and reflected on the board meeting held couple days ago and shared ideas for continuous improvements for the college.
3. Reports
 - a) VPAS
 - I. Will send out organizational structure and job descriptions of vacation positions in the Business Office to cabinet for assessment- Completed
 - II. Will provide cost associated with vacant positions to be filled- Chart was reviewed and would require more adjustments and changes to the vacation positions and salaries. VPAS is requested to include a "benefit" column to the chart and have the completed information provided for the next cabinet meeting scheduled for June 2, 2014.
 - b) VPCRE
 - I. Update on Resident Instruction in the Insular Areas Grant (RIIA) and the Distance Education (DE) Grant proposal Amendments- For the RIIA grant, received a letter of tentative approval to increase proposal from \$110,000 to \$143,500. Submission of changes has been sent and now, waiting for response. This grant increases areas of scholarship and inclusion of instructor and intern position at Chuuk Campus. For the DE grant, also received a tentative approval letter. Recommended to resubmit a proposal at the \$120,000 level, which initially requested \$75,000. Submission of amendments is primarily for scholarships for staff and improving high school teachers and staff to attain a bachelor's degree.
 - II. Update on training in transitioning from subsistence farming to the market economy sessions that are being conducted in the states- Transitioning Training launched in Yap and was successfully implemented. Today, the training is occurring in Chuuk. There are approximately 18 participants in each state.
 - III. Report of the Western Sustainable Agriculture Research and Education Conference held in Guam last week- Conducted debriefing with the Lieutenant Governor of Pohnpei. The conference was well received in Guam and interesting possibilities were shared on marketing products around the region.
 - IV. Discussion of preparations for the two experiential learning trips planned for agriculture students under the RIIA grant- An individual from Kosrae who was a student in the AS Agriculture Program is leaving for the Virgin Islands today. It is a one-month program, which he will receive credit and graduate. He plans on attending UH Hilo during the Fall.
 - c) VPIA

- I. Remove vacant positions marked “associate professor” under Pohnpei Campus- Completed
- d) VPIEQA
 - I. Will provide copies of the article on academic quality to cabinet- Completed
- III. Will share simplified matrix on reporting of institutional standards and student success measures- Presentation is postponed to the next cabinet meeting scheduled for June 2, 2014.
- e) VPSS
 - I. Articulate with Chuuk Campus for reasons such as: 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- Completed

Comments/Upcoming Meeting Date & Time/Etc.:
<ul style="list-style-type: none"> ▪ 7 Vacant Positions National Campus To Be Filled: 4 English Instructors, 2 Business Instructors, 1 Art Instructor ▪ 4 Vacant Positions Pohnpei Campus To Be Filled: 2 English Instructors, 1 HTM Instructor, 1 Electronic Engineer Instructor ▪ 3 Vacant Positions Kosrae Campus To Be Filled: 1 Education Instructor, 1 Math Instructor, 1 Computer Instructor ▪ 1 Vacant Position Chuuk Campus: 1 Social Science Instructor ▪ 2 Vacant Position Yap Campus: 1 Math Instructor, 1 Computer Instructor

Handouts/Documents Referenced:
<ul style="list-style-type: none"> ▪ May 23, 2014, minutes ▪ May 30, 2014, agenda ▪ VPIEQA’s article on academic quality ▪ VPSS’ vacant position chart for hiring

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

Prepared by:	COS	Date Distributed:	May 30, 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. HR director will conduct a presentation on the job audit and discuss placement of vice presidents 2. VPAS’ refined vacant positions chart with revision and inclusion of “benefits” column associated with positions 3. VPIEQA will research on “ACCUPLACER”. Will be presented to the board in August meeting. 4. VPIEQA’s presentation on simplified matrix on reporting of institutional standards and student

success measures