

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

Committee or Working Group:	Cabinet Meeting
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Date	Time	Location
January 31, 2014	9:00 am- 11:08 am	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		
VPIEQA	Frankie Harriss	x		
VPSS	Joey Oducado	x		Acting
COS	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) January 17, 2014, Minutes 2. Old Business <ol style="list-style-type: none"> a) Role of Advisory Council (further discussed and defined) 3. Reports <ol style="list-style-type: none"> a) VPIEQA <ol style="list-style-type: none"> I. Office Reports II. TracDat III. COMET Details IV. Gap Analysis V. Staff Development Committee Update b) VPSS <ol style="list-style-type: none"> I. COMET Update c) President <ol style="list-style-type: none"> I. Standing Committees <ul style="list-style-type: none"> • Meeting • Posting Minutes • Fulfilling Attendance Requirements II. Policy & Procedures Review Process III. Positions-Frozen IV. Cost of Operation Per Student at Each Campus

Discussion of Agenda/Information Sharing:
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1. Approval of Minutes
 - a) January 17, 2014, Minutes- Approved
2. Old Business
 - a) Role of Advisory Council: In the past, an advisory council met quarterly. VPIA will find out what programs need an advisory council and seek for their comments. VPAS will locate if there is a policy or guideline in place to administer an advisory council. VPCRE will check if there is a USDA guideline to adopt for training purposes.
3. Reports
 - a) VPIEQA
 - I. Office Reports: Proposed that VPs report on what is happening within his/her department. VPs will gather data on a monthly basis and conduct a one on one meeting with President. Reporting to the cabinet will occur quarterly. The LRC reporting template serves to be an effective reporting mechanism, which the VPs will adopt. The template will be reviewed and amended by VPs as needed for their offices and department. February will be an exploratory month. VPs will begin reporting to president in March and conduct Cabinet reporting in April, following the Master Planning Calendar.
 - II. TracDat: Remind VPs to conduct their assessments and enter data quarterly into the TracDat. If there is need for assistance, the Director of IRPO will be able to help.
 - III. COMET Details: VPIEQA will ensure that the updated COMET information is provided on the COM website.
 - IV. Gap Analysis: Remind that the accreditation teams identify their gaps and report on gaps identified on February 28, 2014, cabinet meeting.
 - V. Staff Development Committee Update: VPIEQA appointed an individual for the staff development committee. All the VPs submitted their recommendations to President for review and approval. As a result, now there is an established Staff Development Committee.
 - b) VPSS
 - I. COMET Update: VPSS ensured the outdated COMET URL is taken down from the college website. VPSS created a COMET newsletter and VPIEQA will make sure the newsletter is available on the college website. For further public awareness, there is suggestion to post the newsletter on ICTV and published on KP newspaper.
 - II. Financial Aid Director: An individual is recommended for this position. A report will be submitted on February 3, 2014.
 - III. Veteran Work Study Program: The program started. VPSS will identify guidelines for the work-study participants for the purpose of demonstrating accountability to the grant benefactors.
4. President
 - I. Standing Committees: VPs should be aware of what is being discussed at the respective committee meetings.
 - II. Policy & Procedures: From the President's office, a timeline and a memorandum of policies and procedures were drafted for comments and review by the VPs.

- III. Positions-Frozen: Asked VPAS to provide an updated list of frozen positions to ensure accuracy.
- IV. Cost of Operation Per Student at Each Campus: Requested VPAS to provide information on the cost of operation per student at each campus to understand the number of administrative staff and faculty in alignment with the student enrollment.

Comments/Upcoming Meeting Date & Time/Etc.:

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- Handouts/Documents Referenced:**
- January 17, 2014, Minutes
 - January 31, 2014, Agenda
 - Policy & Procedures Timeline & Memorandum

College Web Site Link:

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Prepared by:	COS	Date Distributed:	February 4, 2014
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Approval of Minutes Process & Responses:

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Submitted by:		Date Submitted:	
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- Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**
1. VPJA will find out what programs need an advisory council and seek for their comments.
 2. VPAS will locate if there is a policy or guideline in place to administer an advisory council.
 3. VPCRE will check if there is a USDA guideline to adopt for training purposes.
 4. VPs will perform quarterly reporting to Cabinet beginning in April 2014.
 5. VPs will continue to work on their TracDat report.
 6. VPJEA and VPSS will ensure COMET information and resources are up on the college website.
 7. VPSS will make sure COMET information is publicly posted such as through ICTV or KP newspaper.
 8. VPAS provide an updated list of frozen position and information on cost of operation per student at each campus.