

**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>
November 21, 2014	9:00AM-11:00AM	President’s Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy		x	Off-Island
VPAS	Joseph Habuchmai	x		
VPCRE	Jim Currie	x		
VPIA	Karen Simion	x		Acting
VPIEQA	Frankie Harriss	x		
VPSS	Joey Oducado		x	Acting/Off-Island
Chief of Staff	Universe Yamase	x		Recorder

<b>Additional Attendees:</b>	Faculty
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<p><b>Agenda/Major Topics of Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Approval of Minutes             <ol style="list-style-type: none"> <li>a) November 6, 2014, minutes</li> </ol> </li> <li>2. Old/New Business             <ol style="list-style-type: none"> <li>a) Student Success Committee</li> <li>b) 2016 Budget Discussion</li> </ol> </li> <li>3. Reports             <ol style="list-style-type: none"> <li>A. VPAS                 <ol style="list-style-type: none"> <li>I. Will draft letter to Secretary of Transportation, Communications and Infrastructure (TC&amp;I) with quotation for the facility upgrade and present to President Daisy</li> <li>II. Will follow up with Tuna Commission for funding for floor covers and chairs for the gym. In addition, will do a follow up with Director of CTE on its utility concerns</li> <li>III. Will double check and review if the indirect cost is built into the college general fund for multiple years or not</li> <li>IV. Will e-mail University of Guam’s travel policy to cabinet</li> <li>V. Will work with Bank of FSM to do a presentation at National campus about direct deposit</li> <li>VI. Will post Business Office positions online</li> </ol> </li> <li>B. VPCRE                 <ol style="list-style-type: none"> <li>I. Will rewrite the language of the policy incentive document. Document will be presented at the next cabinet meeting</li> </ol> </li> <li>C. VPIA                 <ol style="list-style-type: none"> <li>I. Will work on the job description of the distance learning coordinator with the provided comments by the cabinet members</li> <li>II. Personnel Requisition for social science instructor at Chuuk Campus</li> <li>III. Personnel Requisition for Trial Counselor at National Campus</li> </ol> </li> </ol> </li> </ol>
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D. COS

I. Will share the cabinet minutes of the decision of direct deposit being implemented for January 2015 to the Faculty Staff Senate

II. Exemplary CEO/Board

**Discussion of Agenda/Information Sharing:**

1. Approval of Minutes

a) November 6, 2014, minutes- A motion was made to accept the minutes with the added changes. VPAS moved, and VPCRE seconded. Cabinet adopted minutes.

2. Old/New Business

I. Student Success Committee- A faculty member proposed a student success committee at the college, which looks at retention and completion for students. This newly established committee will examine the whole spectrum of student experience. Proposal will be brought to EC meeting on November 28, 2014. A motion was made to endorse the student success committee. VPCRE moved, and VPIA seconded. Cabinet adopted the proposal.

II. 2016 Budget Discussion- Completed

3. Reports

A. VPAS

I. Will draft letter to Secretary of Transportation, Communications and Infrastructure (TC&I) with quotation for the facility upgrade and present to President Daisy- Completed. The request will be for January funding.

II. Will follow up with Tuna Commission for funding for floor covers and chairs for the gym. In addition, will do a follow up with Director of CTE on its utility concerns- Both tasks were completed. The quotation for Tuna Commission for funding is ready and will be shared.

III. Will double check and review if the indirect cost is built into the college general fund for multiple years or not- The concern is now clear that the indirect cost is part of the five-year financial plan (2013-2017). Therefore, indirect costs go to the general fund. VPAS will share with cabinet, at the end of day, an updated list of indirect cost balance before the 2013 implementation. VPAS was to provide information on the total amount of funds provided through indirect costs and to respond to VPCRE's request for CRE exemptions previously requested.

IV. Will e-mail University of Guam's travel policy to cabinet- Completed

V. Will work with Bank of FSM to do a presentation at National Campus about direct deposit- Completed. Presentation is scheduled on December 3, 2014. COS will facilitate Bank of FSM's forum. A new understanding for direct deposit for National Campus and Pohnpei Campus has been established. A motion was made that classified staff at National Campus and Pohnpei Campus would be exempt unless they opted into the Direct Deposit. VPCRE moved and VPIA seconded. Amended proposal will be sent to President Daisy.

VI. Will post Business Office vacant positions online- Completed. Positions posted are for the comptroller and the general accountant position.

B. VPCRE

I. Will rewrite the language of the incentive document. Document will be presented

at the next cabinet meeting- Completed. COS will send out the document for cabinet's review and comments after the meeting.

**C. VPIA**

- I. Will work on the job description of the distance learning coordinator with the provided comments by the cabinet members- Completed. Ready for advertisement.
- II. Personnel Requisition for Social Science Instructor at Chuuk Campus-Completed. Cabinet approved.
- III. Personnel Requisition for Trial Counselor at National Campus- Requisition will be reviewed first. Cabinet will communicate electronically prior to motioning for adoption.

**D. COS**

- I. Will share the cabinet minutes of the decision of direct deposit being implemented for January 2015 to the Faculty Staff Senate- Completed.
- II. Exemplary CEO/Board- Informing cabinet about the 2015 Exemplary CEO/Board Award. Soliciting cabinet members for input. COS will draft up a 200 word statement and work with VPIEQA.

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

- November 6, 2014, minutes
- November 21, 2014, agenda
- VPCRE's Policy Incentive Document
- VPIA's Personnel Requisition for the Distance Learning Coordinator at National Campus

**Handouts/Documents Referenced:**

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**College Web Site Link:**

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<b>Prepared by:</b>	COS	<b>Date Distributed:</b>	November 26, 2014
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**Approval of Minutes Process & Responses:**

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<b>Submitted by:</b>		<b>Date Submitted:</b>	
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

1. Cabinet will review the Personnel Requisition for the Trial Counselor at National Campus provided by VPIA.
2. COS will send out the incentive document for cabinet's review and comments after the

meeting.

3. COS will draft up a 200 word statement for the 2015 Exemplary CEO/Board Award and work with VPIEQA.
4. VPAS quotation for Tuna Commission will be shared as the quotation is ready. COS will follow up
5. VPAS will share with cabinet at the end of day an updated list of indirect cost balance before the 2013 implementation.