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

Committee or Working Group:	Cabinet
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Date	Time	Location
June 20, 2014	9:00am – 9:35am	President’s Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy		x	Off-island
VPAS	Joseph Habuchmai	x		
VPCRE	Jim Currie		x	Off-island
VPIA	Karen Simion	x		Interim
VPIEQA	Frankie Harriss		x	Off-island
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) June 2, 2014 2. Old/ New Business <ol style="list-style-type: none"> I. HR Director is advised to retrieve the HR policies from the HR committee and have them channeled to cabinet and the executive committee for review. HR Director will review policies for a week and e-mail them to cabinet and the executive committee. 3. Reports <ol style="list-style-type: none"> a) VPAS <ol style="list-style-type: none"> I. VPAS will communicate cabinet’s decision to fill vacant positions to Business Office, Human Resource Office, the Division Chair, and to the Interim Dean of Academics b) VPIA <ol style="list-style-type: none"> I. 2015-2017 COM-FSM Calendars for review and approval c) VPIEQA <ol style="list-style-type: none"> I. VPIEQA will dialogue with VPIA and VPSS to assist with the development of COM-FSM’s model of academic quality II. COM-FSM Self Evaluation Writing Teams

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. Approval of Minutes <ol style="list-style-type: none"> a) June 2, 2014- Approved 2. Old/ New Business <ol style="list-style-type: none"> I. Agenda item is postponed to next Cabinet meeting on July 4, 2014. 3. Reports <ol style="list-style-type: none"> a) VPAS <ol style="list-style-type: none"> I. Completed agenda item. VPIA gave an update on the filling of approved vacant positions. b) VPIA

- I. Calendars have been sent out a month ago for review. Couple holidays have been moved in the Fall of 2015 and Spring of 2016 calendars. VPIA motioned to approve calendars pending of approval of holidays. VPSS seconded. Motion accepted. Publication of calendars will resume until validation of approved holidays. VPAS will confirm.
- c) VPIEQA
 - I. Agenda item completed. This is an ongoing project with VPSS and VPIA.
 - II. A discussion was made by the attended VPs on the COM-FSM Self Evaluation Writing Teams document. The document was well accepted. VPSS moved to adopt the self-evaluation writing team guide. VPIA seconded. No changes to the document were made.

Comments/Upcoming Meeting Date & Time/Etc.:

- Student Services through the Director of Residential and Student Life organized a measles vaccine day on June 23, 2014

Handouts/Documents Referenced:

- June 2, 2014, minutes
- June 20, 2014, agenda
- VPIA's 2015-2017 COM-FSM calendars
- VPIEQA's Self Evaluation Writing Team document

College Web Site Link:

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Prepared by:	COS	Date Distributed:	June 25, 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. HR Director's agenda item is due for July 4, 2014 cabinet meeting
2. VPAS will confirm VPIA's 2015-2017 pending holiday schedules before calendar get published
3. VPIA will retrieve an update regarding filling of approved vacant positions