

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

<b>Committee or Working Group:</b>	Cabinet
------------------------------------	---------

<b>Date</b>	<b>Time</b>	<b>Location</b>
December 5, 2014	9:00AM-11:05AM	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

<b>Additional Attendees:</b>	
------------------------------	--

<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Approval of Minutes             <ol style="list-style-type: none"> <li>a) November 21, 2014</li> </ol> </li> <li>2. Old/New Business             <ol style="list-style-type: none"> <li>I. Cabinet will review the Personnel Requisition for the Trial Counselor at National Campus provided by VPIA</li> </ol> </li> <li>3. Reports             <ol style="list-style-type: none"> <li>A. VPAS                 <ol style="list-style-type: none"> <li>I. Tuna Commission quotation for the gym floor covers and chairs is ready and will be shared. Follow up on status.</li> <li>II. Will share with cabinet by end of November 21, 2014, an updated list of indirect cost balance before the 2013 implementation</li> </ol> </li> <li>B. VPIA                 <ol style="list-style-type: none"> <li>I. Education Summit 2015 and COM-FSM’s role in event</li> </ol> </li> <li>C. VPSS                 <ol style="list-style-type: none"> <li>I. 60<sup>th</sup> Commencement Exercises                     <ul style="list-style-type: none"> <li>• Headcount of candidates for Summer and Fall 2014 graduates</li> <li>• Pre-commencement to commencement activities including dates</li> <li>• Commencement speaker</li> </ul> </li> </ol> </li> <li>D. COS                 <ol style="list-style-type: none"> <li>I. Will send out VPCRE’s policy incentive document for cabinet’s review and comments after the meeting</li> <li>II. Will draft up a 200 word statement for the 2015 Exemplary CEO/Board Award and work with VPIEQA</li> <li>III. Alumni Recognition</li> </ol> </li> <li>E. President                 <ol style="list-style-type: none"> <li>I. December Holidays</li> </ol> </li> </ol> </li> </ol>

- |      |                            |
|------|----------------------------|
| II.  | San Diego State University |
| III. | Christmas Party            |

**Discussion of Agenda/Information Sharing:**

1. Approval of Minutes
  - a) November 21, 2014- VPIA motioned to endorse the minutes with any changes and/or corrections that were sent electronically. VPAS seconded. Cabinet approved minutes.
2. Old/New Business
  - I. Cabinet will review the Personnel Requisition for the Trial Counselor at National Campus provided by VPIA- A survey had been sent out to students and faculty for their perceptions about the Trial Counselor position prior to advertising. VPIA will wait on the data before moving forward with the personnel requisition.
3. Reports
  - A. VPAS
    - I. The college's quotation to Tuna Commission for the gym floor covers and chairs is ready and will be shared. Follow up on status-VPAS will follow up with maintenance and provide quotation to Tuna Commission.
    - II. Will share with cabinet by the end of November 21, 2014, an updated list of indirect cost balance before the 2013 implementation- VPAS electronically shared with cabinet. Will dialogue with VPCRE to settle on a decision to help secure the Land Grant indirect cost and provide the recommendation to president.
  - B. VPIA
    - I. Education Summit 2015 and COM-FSM's role in event- COM-FSM has a role in the Education Summit 2015 to do a presentation. VPIA will identify presenters from the college for the event and share with cabinet updates regarding the Education Summit.
  - C. VPSS
    - I. 60<sup>th</sup> Commencement Exercises- VPSS presented to cabinet information on student headcount for the Fall 2014 graduation set for December 18, 2014, at 9:00AM. Graduation rehearsal is on December 16, 2014, at 9:00AM. A list of top 5 candidates was chosen by the College graduating class. Cabinet voted on a commencement speaker.
  - D. COS
    - I. Will send out VPCRE's policy incentive document for cabinet's review and comments after the meeting- Completed.
    - II. Will draft up a 200 word statement for the 2015 Exemplary CEO/Board Award and work with VPIEQA- Completed.
    - III. Alumni Recognition- Beginning of Spring 2015, the College will recognize alumni and donors at graduation and hold an after luncheon at the graduation to thank them sponsors and celebrate with alumni.
  - E. President
    - I. December Holidays- Cabinet endorsed holiday schedules set for December 24, 2014 to December 26, 2014 and December 31, 2014 to January 2, 2015.
    - II. San Diego State University- COM-FSM has an outstanding balance with the university and will discontinue the program beginning of Spring 2015 unless the invoices have been cleared. VPAS will draft a letter and have it presented to president for review.
    - III. Christmas Party- The College will be holding its Christmas party on December 17, 2014 at 12:00PM at the practice gym on National campus. Pohnpei Campus will be attending. The

president's office will be responsible for the preparations.

**Comments/Upcoming Meeting Date & Time/Etc.:**  
▪ November 21, 2014, cabinet minutes  
▪ December 5, 2014, cabinet agenda

**Handouts/Documents Referenced:**  
▪

**College Web Site Link:**  
▪

<b>Prepared by:</b>	COS	<b>Date Distributed:</b>	December 12, 2014
---------------------	-----	--------------------------	-------------------

**Approval of Minutes Process & Responses:**  
▪

<b>Submitted by:</b>		<b>Date Submitted:</b>	
----------------------	--	------------------------	--

**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

1. VPAS will follow up with maintenance and provide quotation to Tuna Commission.
2. VPAS will dialogue with VPCRE to settle on a decision to help secure the Land Grant indirect cost and provide the recommendation to president.
3. VPAS will draft a letter for San Diego State University and have it presented to president for review.
4. VPIA will identify presenters from the college for the event and share with cabinet updates regarding the Education Summit.