

**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>
August 28, 2015	9:00AM-10:15AM	President’s Conference Room

<b>Members</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
President	Joseph M. Daisy	x		PROXY
VPAS	Joseph Habuchmai		x	
VPCRE	Jim Currie		x	Off-island
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>	
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<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>I. August 11, 2015, minutes</li> </ol> </li> <li>2. VPAS             <ol style="list-style-type: none"> <li>I. Update on report to FSM Congress</li> </ol> </li> <li>3. VPIA             <ol style="list-style-type: none"> <li>I. Administrative Assistant-Yap Campus</li> <li>II. English Instructor-Chuuk Campus</li> <li>III. Library Assistant II-Chuuk Campus</li> <li>IV. Math Instructor- Pohnpei Campus</li> </ol> </li> <li>4. VPIEQA             <ol style="list-style-type: none"> <li>I. Accreditation: Standard Narratives and Recommendation assignments</li> <li>II. Committee dialogue on CoC/EC and FSS</li> <li>III. Program Reviews</li> <li>IV. Validation Group Updates</li> </ol> </li> <li>5. VPSS             <ol style="list-style-type: none"> <li>I. Fall 2015 Enrollment Update</li> </ol> </li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
<ol style="list-style-type: none"> <li>1. Approval of Minutes             <ol style="list-style-type: none"> <li>I. August 11, 2015- Acting VPSS motioned and moved to endorse the minutes. Acting VPIA seconded. The minutes will be electronically sent to absent cabinet members for their review and endorsement.</li> </ol> </li> <li>2. VPAS</li> </ol>

I.	Update on report to FSM Congress- Agenda was rescheduled to the next cabinet meeting.
3.	VPIA
I.	Administrative Assistant- Yap Campus-Acting VPIA motioned and moved to approve the hiring of this position. VPSS seconded. Cabinet endorsed.
II.	English Instructor-Chuuk Campus-Acting VPSS motioned and moved to approve the hiring of this position. Acting VPIA seconded. Cabinet endorsed.
III.	Library Assistant II- Chuuk Campus-Acting VPIA motioned and moved to approve the hiring of this position. Acting VPSS seconded. Cabinet endorsed.
IV.	Math Instructor-Pohnpei Campus-Acting VPSS motioned and moved to approve the hiring of the position. Acting VPIA seconded. Cabinet endorsed.
	Cabinet endorsed that HR advertise positions that have been approved.
4.	VPIEQA
I.	Accreditation: Standard Narratives and Recommendation assignments-The team chairs of the accreditation standards were informed about a new section to address, the recommendation section, of the self-evaluation report. Guidance on how to address the past recommendation was shared. October 30, 2015, is the deadline to have this section completed.
II.	Committee dialogue on CoC/EC and FSS- On August 14, 2015, A “Committee Officer Meeting” was held. The committee chairs or representative will dialogue with their committees of what was shared at the meeting and submit their input on September 4, 2015.
III.	Program Reviews- A discussion on college program reviews on how assessment should align with and address college priorities and resource allocation was made.
IV.	Validation group updates- Chairs of each of the Accreditation Standard are reminded and encouraged to share their draft with their associated standing committee for broader participation of the college community and their opportunity to receive feedback.
5.	VPSS
I.	Fall 2015 Enrollment Update- Acting VPSS shared the Fall 2015 enrollment update across all state campuses.

<b>Comments/Upcoming Meeting Date &amp; Time/Etc.:</b>
<ul style="list-style-type: none"> <li>▪ All Campus Meeting would be scheduled for August 31, 2015. Standing Committee representatives, SBA, and the introduction of the new college faculty and staff will be shared.</li> <li>▪</li> </ul>

<b>Handouts/Documents Referenced:</b>
<ul style="list-style-type: none"> <li>▪ August 11, 2015, minutes</li> <li>▪ August 28, 2015, agenda</li> <li>▪ Acting VPIA’s documents</li> </ul>

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

<b>Prepared by:</b>	COS	<b>Date Distributed:</b>	8-31-15
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<b>Approval of Minutes Process &amp; Responses:</b>
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<b>Submitted by:</b>		<b>Date Submitted:</b>	
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<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>
1. HR Director will advertise all the positions approved by cabinet.