

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

Committee or Working Group:	Cabinet
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Date	Time	Location
September 25, 2015	9:00AM-12:10PM	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		PROXY
VPEMSS	Joey Oducado	X		Acting
Chief of Staff	Universe Yamase	X		

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Reading of the Mission Statement 2. VPAS <ol style="list-style-type: none"> I. Special Contract Employees to Regular Status II. Cook I National Campus III. 2 HRM Specialist IV. Federal Compliance Coordinator V. Budget Development Update 3. VPIA <ol style="list-style-type: none"> I. Business Instructor and Science Instructor 4. VPIEQA <ol style="list-style-type: none"> I. Continuous Improvement Cycle Policy II. Appointment of Ex Officio(s) to SSC Proposed collaborative Ex Officio(s) to serve: Director of IRPO, Dean of Academics Programs, and the Director of Student Life

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. Reading of the mission statement- To begin the meeting, VPCRE read the mission statement 2. VPAS <ol style="list-style-type: none"> I. Special Contract Employees to Regular Status- The request that employees who are on special contract be converted to regular contracts will be scheduled to the next cabinet meeting once there are sufficient figures for cabinet to make an informed decision. VPAS has to provide figures on the total cost to fund the regular status employees that include salary and benefits.

II.	Cook I National Campus- A motion was made to approve Cook I for National Campus for hiring. HR will advertise. VPCRE moved to accept. VPEMSS seconded. Cabinet approved.
III.	2 HRM Specialist- A motion was made to approve 2 HRM Specialist positions for hiring. HR will advertise. VPEMSS moved to accept. VPIA seconded. Cabinet approved.
IV.	Federal Compliance Coordinator- A motion was made to approve the Federal Compliance Coordinator position. HR will advertise. VPCRE moved to accept. VPIA seconded. Cabinet approved. VPEMSS will provide the job description to president and VPAS for review.
3.	VPIA
I.	Business Instructor and Science Instructor- VPIA requests that cabinet approve these positions be open for hiring. After discussion, both positions will be on hold until VPIA dialogues with Dean Chuuk. VPIA will see if a business instructor at Chuuk Campus could be transferred to National Campus, and if the current science instructor could continue to teach science and then Chuuk Campus could open an English instructor position.
4.	VPIEQA
I.	Continuous Improvement Cycle Policy- This policy will be postponed to the next cabinet meeting.
II.	Appointment of Ex Officio(s) to SSC Proposed collaborative Ex Officio(s) to serve: Director of IRPO, Dean of Academic Programs, and the Director of Student Life- This topic will be postponed to the next cabinet meeting.

Comments/Upcoming Meeting Date & Time/Etc.:
<ul style="list-style-type: none"> ▪ VPAS provided an update on the 2017 Budget ▪ VPAS will discuss Intercampus Bus Fee Policy at next cabinet meeting ▪ VPIA will work with director of HR to schedule the Incentive Day event.

Handouts/Documents Referenced:
<ul style="list-style-type: none"> ▪ September 25, 2015, agenda ▪ VPAS' documents ▪ VPIA's documents

College Web Site Link:
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Prepared by:	COS	Date Distributed:	October 1, 2015
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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. Special Contract Employees to Regular Status- VPAS has to provide figures on the total cost to fund the regular status employees that include salary and benefits. Due next cabinet meeting.
2. Federal Compliance Coordinator- VPEMSS will provide president and VPAS the job description for this position for their review.
3. Business Instructor and Science Instructor- VPIA will contact Chuuk Dean for further dialogue about these positions. This will be discussed at the next cabinet meeting.
4. Continuous Improvement Cycle Policy along with the Intercampus Bus Fee under VPAS will be presented at the next cabinet meeting.
5. Appointment of Ex Officio(s) to SSC will be discussed at the next cabinet meeting.