

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

Committee or Working Group:	Cabinet
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Date	Time	Location
October 9, 2015	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		
VPEMSS	Joey Oducado	X		Acting
VPIA	Karen Simion	X		Acting
VPIEQA	Frankie Harriss	X		
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. Approval of Minutes <ol style="list-style-type: none"> I. September 25, 2015, Cabinet Minutes 3. VPAS <ol style="list-style-type: none"> I. Provide figures on the total cost to fund the special contract employees who will be on regular status II. Intercampus Bus Fee Policy and Procedure 4. VPEMSS <ol style="list-style-type: none"> I. April 24, 2015, letter on Title IX Coordinator II. Job Description for Compliance Coordinator III. Provide the Federal Compliance Coordinator job description to president and VPAS for review IV. Vacancy Review- Director of Student Life V. Vacancy Review- Student Services Coordinator 5. VPIA <ol style="list-style-type: none"> I. Will dialogue with Chuuk Dean regarding the business and science instructor positions 6. VPIEQA <ol style="list-style-type: none"> I. Continuous Improvement Cycle Policy II. Appointment of Ex Officio(s) to SSC

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. Reading of the Mission Statement- To begin the meeting, Acting VPIA read the mission statement 2. Approval of Minutes <ol style="list-style-type: none"> I. September 25, 2015, Cabinet Minutes-A motion to approve the minutes was moved

by Acting VP EMSS and seconded by VPCRE. Cabinet approved.

3. VPAS

- I. Provide figures on the total cost to fund the special contract employees who will be on regular status- This agenda item was scheduled to the next cabinet meeting.
- II. Intercampus Bus Fee Policy and Procedure- Cabinet members shared their comments on both the policy and procedure such as omitting paragraphs and having the consistency of terminology. The policy and procedure need more editorial work for an informed discussion. Cabinet will review both these documents at the next meeting.

4. VP EMSS

- I. April 24, 2015, letter on Title IX Coordinator- The US Department of Education informed colleges receiving Federal financial assistance must designate at least one employee to coordinate their efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education programs and activities.
- II. Job Description for Compliance Coordinator- Acting VP EMSS recommended and cabinet agreed that the Title IX Coordinator will be referred to as Federal Compliance Coordinator. With this change of title, the Federal Compliance Coordinator will coordinate, monitor, and implement the college's compliance efforts Title IX, Title IV of the Civil Rights Act of 1964, Title VI, Title VII, VAWA, Campus SAVE Act, the Clery Act, ADA, and other US Federal regulations including applicable FSM national and state laws and statutes in the context of strengthening the college's commitment to promoting an educational, working and living environment free from sexual harassment and other forms of discrimination.
- III. Provide the Federal Compliance Coordinator job description to president and VPAS for review- President informed cabinet that the director of HR is reviewing the job description and had not received her comments yet. President will continue to work with the director of HR on this agenda item. Acting VP EMSS recommended that the Chief of Security be the interim Federal Compliance Coordinator. President approved. Acting VP EMSS seconded. Cabinet approved. Acting VP EMSS will be making the revisions to the designation of the Chief of Security letter, inserting additional recommendations. This letter will be sent to president electronically.
- IV. Vacancy Review- Director of Student Life, National Campus- A motion was made to open this position for hiring and the human resources office will advertise. VPCRE moved and VPAS seconded. Cabinet approved.
- V. Vacancy Review- Student Services Coordinator Chuuk Campus- A motion was made to hire a student services coordinator at Chuuk Campus and this position will include other duties not limited to the current job duties. The department of human resources will advertise. Acting VPIA moved and VPCRE seconded. Cabinet approved.

5. VPIA

- I. Will dialogue with Chuuk Dean regarding the business and science instructor positions- This discussion will take place later today with the Chuuk Dean as he is on National Campus. Acting VPIA will e-mail president about the update.

6. VPIEQA

- I. AACC and the *COM-FSM Mini-Work Plan Student Success*: Chief of Staff will facilitate the meetings between Acting VP EMSS, Acting VPIA and VPIEQA to review

	revised budget outcomes/strategies/targets (or existing outcomes/strategies/targets) as articulated in this current FY 2016 readjustment that commits to the attached AACC mini-work plan. Goals and timelines need to be established, goals should be aligned, and accountability articulated. President’s Office will provide refreshments.
II.	Appointment of Ex Officio(s) to Student Success Committee- A motion to have the Dean of Academic Program, Director of IRPO, and the Director of Student Life be assigned as Ex Officio(s) to the Student Success Committee was made. Acting VPSEMSS moved and Acting VPIA seconded. Cabinet approved.
III.	Continuous Improvement Cycle Policy- A motion to bring this policy to the Board of Regents’ December meeting as obsolete was made. VPCRE moved and Acting VPIA seconded. Cabinet approved.
IV.	Mission Deliver- VPIEQA will be working with the Director of IRPO to develop a narrow set of indicators to measure mission delivery. These indicators will be shared with both the cabinet and EC for further development and endorsement. The goal is to present these indicators with a brief report for board review in December 2015.

Comments/Upcoming Meeting Date & Time/Etc.:	
	<ul style="list-style-type: none"> ▪ President requested that VPAS have security be present at the National Campus parking lot. ▪ VPAS will contact SBOC to provide the past 3 years of annual statistics of the labor market. This information will be shared with VPIEQA. ▪ Acting VPSEMSS will share the list of the FSM teachers who graduated from COM-FSM provided by the FSM Secretary of Education. This information will be shared with VPIEQA. ▪ VPIEQA discussed COM-FSM’s Core Values Working Group (CVWG) and work achieved thus far. Each campus team worked to capture the top 15 core values held by their campus constituents. These will be reviewed and compared by the Core Values Working Group (CVWG) members. The list will be reduced, definitions developed, and then shared with the larger college community for a final round of dialogue and decisions. The group has decided the core values should represent not only best practices for employees but those attributes and behaviors our student graduates should embody. The group is in discussion regarding definitions, but inclined to articulate best practices to evidence a core value rather than merely presenting a definition. Cabinet members were informed to submit their input to VPIEQA if they have any.

Handouts/Documents Referenced:	
	<ul style="list-style-type: none"> ▪ April 24, 2015, letter on Title IX Coordinator ▪ COM-FSM Mini-Work Plan Student Success ▪ Continuous Improvement Cycle Policy ▪ Incentive Administrative Procedure ▪ Intercampus Bus Fee Policy and Procedure ▪ Job Description for Compliance Coordinator ▪ October 9, 2015, agenda ▪ September 25, 2015, cabinet minutes ▪ Vacancy Review- Director of Student Life, National Campus ▪ Vacancy Review- Student Services Coordinator

College Web Site Link:
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Prepared by:	COS	Date Distributed:	October 14, 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:
<ol style="list-style-type: none"> 1. Acting VPEMSS will be making the revision to the designation of the Chief of Security letter, inserting additional recommendations. This letter will be sent to president electronically. 2. Acting VPIA will send an e-mail update to president regarding her discussion with the Dean of Chuuk Campus about the business and science instructor positions. 3. Chief of Staff will coordinate a meeting date with Acting VPIA, Acting VPEMSS and VPIEQA to work review revised budget outcomes/strategies/targets (or existing outcomes/strategies/targets) as articulated in this current FY 2016 readjustment that commits to the attached AACC mini-work plan. 4. HR Director will advertise the approved vacancy positions presented by Acting VPEMSS. 5. VPAS will provide figures on the total cost to fund the special contract employees who will be on regular status at the next cabinet meeting. 6. VPAS will make the recommended changes to the Intercampus Bus Fee Policy and Procedure and bring it back for the next cabinet meeting. 7. VPIEQA will be working with the Director of IRPO to develop a narrow set of indicators to measure mission delivery. These indicators will be shared with both the cabinet and EC for further development and endorsement.