

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

Committee or Working Group:	Cabinet
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Date	Time	Location
October 29, 2015	9:00AM-11:45AM	President’s Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy	x		
VPAS	Joseph Habuchmai		x	Sick
VPCRE	Jim Currie	x		
VPEMSS	Joey Oducado		x	On medical leave. Proxy was not present.
VPIA	Karen Simion	x		Acting
VPIEQA	Frankie Harriss	x		
Chief of Staff	Universe Yamase	x		

Additional Attendees:	Comptroller
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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. October 9, 2015 3. New Business <ol style="list-style-type: none"> I. Standing Committee Attendance 4. VPIA <ol style="list-style-type: none"> I. Personnel Requisition for Chuuk Campus Instructional Coordinator II. Staff Development Request 5. VPAS <ol style="list-style-type: none"> I. Special Contract Employees 6. Comptroller <ol style="list-style-type: none"> I. Budget 2017 II. FY 2016 Budget Adjustment

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. Reading of the Mission Statement- To begin the meeting, president read the mission statement. 2. Approval of Minutes <ol style="list-style-type: none"> I. October 9, 2015- A motion to approve the minutes with the recommended changes was moved by VPCRE and seconded by Acting VPIA. Cabinet approved. 3. New Business <ol style="list-style-type: none"> I. Standing Committee Attendance- Moving forward, as part of cabinet meetings, each

vice president will update the attendance of his/her staff attendance to committee meetings. President suggested that an attendance sheet be provided for standing committees for their meetings and those attendance sheets be submitted at VPIEQA's office. VPIEQA agreed. Due to poor committee attendance, this is a strategy to help ensure that committee members embody the college's mission in which the college is a "learner-centered institution"... "characterized by continuous improvement and best practices." An e-mail was sent out by VPIEQA on October 15, 2015, on the college-wide alias informing the college faculty and staff about "Service and Accountability: Notification of Expectation" and "Employee Request Fairness and Accountability when Professionalism is lacking."

4. VPPIA

- I. Personnel Requisition for Chuuk Campus Instructional Coordinator- A motion to approve the hiring of a personnel requisition for Chuuk Campus was moved by VPIEQA and seconded by VPCRE. Comments were made for the instructional coordinator employment opportunity document as it dated 2009, such as looking at the salary and making edits to language in the "minimum qualification" section.
- II. Staff Development Request- A professor from the Public Health Program is requesting \$1,500 for each semester for 3 semesters for an online post graduate degree in Masters of Public Health (MPH) at Fiji National University. Acting VPPIA will find out from Human Resources Office the time commitment agreed between the college and the professor requesting staff development request for the post-graduate studies. A motion to approve the request was moved by VPCRE and seconded by VPIEQA.

5. VPAS

- I. Special Contract Employees- This agenda item is deferred to the next scheduled cabinet meeting. COS will schedule a meeting for VPAS and Comptroller with president. In addition, COS will send out the supporting document to the cabinet members for this agenda item.

6.COMTROLLER

- I. Budget 2017- The Comptroller was invited to answer questions regarding the 2017 Budget from the vice presidents and president. Comptroller shared her recommendations in this matter such as performing a quarterly review of the college budget through the year. President informed cabinet that the Comptroller will attend every cabinet meeting moving forward. The cabinet agenda will include a Comptroller section. Next week Friday, November 6, 2015, cabinet will dedicate the meeting time to completing the Budget 2017 with Comptroller. A topic on medical travel insurance for the college was discussed. At the moment, the college is not responsible for covering its employee's medical travel insurance. A motion to have the Comptroller provide recommendations for medical travel insurance for international and US travels by December 15, 2015, to cabinet was moved by VPCRE and seconded by VPIEQA. Cabinet approved.
- II. FY 2016 Budget Adjustment- President asked the Comptroller if there can be adjustments made to the current 2016 budget. Comptroller said yes, and recommended that the divisions should assess their current budget quarterly and make adjustments necessary to ensure that it meets the college revenue.

Comments/Upcoming Meeting Date & Time/Etc.:

- Acting VPIA shared that Chuuk Campus will not hire a science instructor. Chuuk Campus will open up a public health position as there is funding for this position in the budget. The transfer request for the business instructor from Chuuk Campus is in progress and the process is ongoing. Human Resources Office is reviewing the Chuuk Campus business instructor's documents.
- Acting VPIA shared that the college's public health program is part of a proposal that was awarded \$600K a year for 3 years. The awarded grant writers will visit the college's public health program staff on November 18, 19, and 20, 2015.
- President wanted a follow-up on Yap Campus Dean's staff development request. Acting VPIA will make the follow-up and provide status at the next cabinet meeting.

Handouts/Documents Referenced:

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College Web Site Link:

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Prepared by:

COS

Date Distributed:

10-30-15

Approval of Minutes Process & Responses:

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Submitted by:

Date Submitted:

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

1. Acting VPIA will find out from Human Resources Office the time commitment agreed between the college and the professor requesting staff development request for the post-graduate studies.
2. Acting VPIA will provide a follow-up on Yap Campus Dean's staff development request.
3. Comptroller will provide recommendations for medical travel insurance for international and US travels by December 15, 2015.
4. COS will schedule a meeting for VPAS and Comptroller with president regarding the special contract employees. In addition, COS will send out the supporting document for the "special contract employee" agenda item to the cabinet members.
5. President informed cabinet that the Comptroller will attend every cabinet meeting moving forward. The cabinet agenda will include a Comptroller section. Next week Friday, November 6, 2015, cabinet will dedicate the meeting time to completing the Budget 2017 with Comptroller
6. VPIEQA will ask standing committees to provide attendance sheets to her.