

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

Committee or Working Group:	Cabinet
------------------------------------	---------

Date	Time	Location
November 23, 2015	1:00PM-5:00PM	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		
VPIA	Karen Simion	x		
VPIEQA	Frankie Harriss	x		PROXY
Comptroller	Roselle Togonon	x		
Chief of Staff	Universe Yamase	x		

Additional Attendees:	
------------------------------	--

Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Reading of the Mission Statement 2. Comptroller <ol style="list-style-type: none"> I. Financial Briefing 3. Approval of Minutes <ol style="list-style-type: none"> I. November 6, 2015 4. VPs' Reporting of Their Staff Attendance to Committee Meetings 5. VPAS <ol style="list-style-type: none"> I. Intercampus Bus Fee 6. VPCRE <ol style="list-style-type: none"> I. Administrative Procedure No. 5608 7. VPEMSS <ol style="list-style-type: none"> I. Personnel Requisition 8. VPIA <ol style="list-style-type: none"> I. Personnel Requisition at Yap Campus II. Memo To CAC III. Board Policies: 1500, 1510, 1520, 3101 & 3309 IV. Staff Development Request

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. Reading of the Mission Statement- To begin the meeting, VPEMSS read the mission statement 2. Comptroller <ol style="list-style-type: none"> I. Financial Briefing- Comptroller presented the college's financial status based on

information collected by November 19, 2015. Information on the auxiliaries' financial status was shared. The dining hall is at a negative net profit, and the bookstore is at positive net profit. Overall, the college's financial status is at a positive net position based on Comptroller's analysis. Presentations were made on these topics: 2016 Financial Status, Cash Flow, 5 Year Financial Plan, and the Consolidation of Expenditures.

3. Approval of Minutes

I. November 6, 2015- a motion to approve the minutes with the recommended changes was moved by VPCRE and seconded by VPIA.

4. VPs' Reporting of Their Staff Attendance to Committee Meetings- Each cabinet member shared his/her reporting of his/her staff attendance at committee meetings.

5. VPAS

I. Intercampus Bus Fee- Although VPAS was absent, cabinet discussed about the Intercampus Bus Fee. Cabinet requested that the policy be shared with the Student Body Association. The Intercampus Bus Fee procedure needed more editing. This agenda item was deferred.

6. VPCRE

I. Administrative Procedure No. 5608- VPCRE requested for the procedure to be approved electronically after Wednesday, November 25, 2015, to give the cabinet members time to provide comments. After Wednesday, the procedure will be sent out for electronic vote. Cabinet agreed.

7. VPEMSS

I. Personnel Requisition- VPEMSS presented the vacancy review for the Director of OARR/Registrar and expressed that the position is at a director's level. VPCRE motioned to endorse and open the Director of OARR/Registrar position at a director's level for hiring, and VPIA seconded. Cabinet agreed. Office of Human Resources will post this position for advertisement.

8. VPIA

I. Personnel Requisition at Yap Campus- VPIA presented the Account Clerk I to be a full-time position for the bookstore on Yap Campus. The cabinet members exchanged comments regarding this request. VPEMSS motioned to open the Account Clerk I as a full-time position on special contract for six months to allow for an evaluation for this position. VPCRE seconded. Cabinet agreed. Office of Human Resources will post this position for advertisement.

II. Memo to CAC- VPIA presented the memorandum to the Chair of Curriculum and Assessment Committee dated October 20, 2015, which recommended the deletion of programs. The list of degrees and certificates are being recommended for deletion as a result of low enrollment, the extension of the Third Year Certificate of Achievement in Teacher Education-Elementary, and recommendations from Public Health and CTE.

III. Board Policies: 1500, 1510, 1520, 3101 & 3309- Board Policy No. 1500, No. 1510 and No. 1520 were shared to inform the suggested changes to these polices recommended by CAC. VPCRE moved to approve these suggested changes, and VPEMSS seconded. Cabinet agreed.

Board Policy No. 3101- VPIA shared CAC's recommendation to lower the cumulative grade point average as stated in the policy, which is 2.0 "C". Cabinet discussed. Cabinet requested that VPIA return this policy to CAC and include language from a policy that states once a policy has been reviewed and endorsed by the board, the next review cycle of the policy is after 5 years. VPCRE motioned for Board Policy No. 3101 to be returned to CAC to inform cabinet's decision, and VPIA seconded. Cabinet agreed.

Board Policy No. 3309- VPIA informed CAC's recommendation to present this policy to the board for review during its December 2015 meeting. VPCRE motioned to recommend BP No. 3309 to board for their review, and VPEMSS seconded. Cabinet agreed.

- IV. Staff Development Request- A MITC Coordinator is seeking financial assistance from the staff development fund to help her achieve her Bachelor of Arts degree online. She would like cabinet to approve her request to fund her remaining Fall 2015 balance and fund \$1,000 each semester for 3 semesters. VPCRE will cover the Fall 2015 balance through the distance learning education budget in CRE's department. VPIA was requested to write a letter to VPCRE requesting for this financial support. A motion was made that cabinet will approve to fund for Spring 2016 semester and that the MITC Coordinator will be encouraged to apply for scholarships provided by the FSM, Pohnpei State, and other external community scholarships to cover for Fall 2016 and Spring 2017. VPCRE seconded. Cabinet agreed.

Comments/Upcoming Meeting Date & Time/Etc.:

- President shared that about 100K was received from the Chinese Embassy to help construct new wooden floors for the practice gym.
- VPIA informed that MAHI International, a non-profit organization, donated containers of public health equipment from a closing down institution located in California State. This equipment will be shared with other college campuses.
- President discussed with VPIEQA proxy on a suggestion to help create a drop box online to assist COS to share cabinet meeting materials. VPIEQA proxy agreed to help establish this.

Handouts/Documents Referenced:

- Comptroller's Financial Reports
- November 6, 2015, Cabinet Minutes
- November 23, 2015, Cabinet Agenda

- VPAS' Board Policy 7004 and AP No. 7004
- VPEMSS' Vacancy Review
- VPIA's Board Policies: No. 1500, No. 1510, No. 1520, No. 1530, No. 1560, No. 3101, No. 3309
- Memo to CAC for Recommendation for Deletion of Programs
- VPIA's Staff Development Request
- VPIA's Personnel Requisition

College Web Site Link:

-

Prepared by:	COS	Date Distributed:	November 27, 2015
---------------------	-----	--------------------------	-------------------

Approval of Minutes Process & Responses:

-

Submitted by:		Date Submitted:	
----------------------	--	------------------------	--

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

1. VPAS' BP No. 7004- Cabinet requested that the policy and procedure be shared with the Student Body Association. The Intercampus Bus Fee procedure needed more editing. This agenda item was deferred.
2. VPCRE AP No. 5608VPCRE requested for the procedure to be approved electronically after Wednesday, November 25, 2015, to give the cabinet members time to provide comments. After Wednesday, the procedure will be sent out for electronic vote. Cabinet agreed.
3. VPEMSS' Personnel Requisition- Posting of the Director of OARR/Registrar position
4. VPIA's Personnel Requisition- Posting of the Account Clerk I at Yap Campus position.
5. VPIA's Policy No. 3101- Cabinet requested that VPIA return this policy to CAC and include language from a policy that states once a policy has been reviewed and endorsed by the board, the next review cycle of the policy is after 5 years. VPCRE motioned for Board Policy No. 3101 to be returned to CAC to inform cabinet's decision, and VPIA seconded. Cabinet agreed.
6. VPIA's Staff Development Request- VPIA was requested to write a letter to VPCRE requesting for this financial support. A motion was made that cabinet will approve to fund for Spring 2016 semester and that the MITC Coordinator will be encouraged to apply for scholarships provided by the FSM, Pohnpei State, and other external community scholarships to cover for Fall 2016 and Spring 2017. VPCRE seconded. Cabinet agreed.