

**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>
November 6, 2015	9:00AM-11:30AM	President’s Conference Room

<b>Members</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
President	Joseph M. Daisy	X		
VPAS	Joseph Habuchmai	X		
VPCRE	Jim Currie	X		
VPEMSS	Joey Oducado	X		PROXY; Acting
VPIA	Karen Simion	X		Acting
VPIEQA	Frankie Harriss	X		
Comptroller	Roselle Togonon	X		
Chief of Staff	Universe Yamase	X		

<b>Additional Attendees:</b>	
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Reading of the Mission Statement</li> <li>2. Comptroller             <ol style="list-style-type: none"> <li>I. Financial Briefing</li> </ol> </li> <li>3. VPAS             <ol style="list-style-type: none"> <li>I. Discussion of 5 Year Financial Plan</li> <li>II. Special Contract Employees</li> <li>III. Staff Development Request</li> </ol> </li> <li>4. Approval of Minutes             <ol style="list-style-type: none"> <li>I. October 29, 2015, Cabinet Minutes</li> </ol> </li> <li>5. New Business             <ol style="list-style-type: none"> <li>I. Assessment of the IEMP, VPAS</li> <li>II. Policy Update, COS</li> <li>III. Reporting of Their Staff Attendance to Committee Meetings, President and VPs</li> </ol> </li> <li>6. VPCRE             <ol style="list-style-type: none"> <li>I. Procedure to Provide Incentives for the Securing of the Grant</li> </ol> </li> <li>7. VPIEQA             <ol style="list-style-type: none"> <li>I. COM-FSM Mission Indicators</li> <li>II. Core Values Working Group</li> </ol> </li> <li>8. President             <ol style="list-style-type: none"> <li>I Personnel Requisition for Center for Entrepreneurship</li> </ol> </li> </ol>

**Discussion of Agenda/Information Sharing:**

1. Reading of the Mission Statement- To begin the meeting, VPIEQA read the mission statement
2. Comptroller
  - I. Financial Briefing- The Comptroller shared the financial status of the institution such as the net cash, the earning of FY2015. The Comptroller informed cabinet that the college is at a positive financial position.
3. VPAS
  - I. Discussion of 5 Year Financial Plan- The Five-Year Financial Plan power point presentation dated May 23, 2012 was shared with cabinet. This plan did not include FMI and other auxiliaries. Information such as the actual revenue would need to be captured in the plan and updated. Comptroller provided a separate sheet with the actual figures for 2013, 2014 and 2015. In all these three years, the college made positive earnings for each year. VPAS will be working on the next 5-year financial plan.
  - II. Special Contract Employees- A presentation was made for the special contract employees that provide the salary, health, life, and retirement figures for each of the special contract positions. The amounts in red reflected particular benefits that were not budgeted. The total needed in 2016 budget to address this need is \$10,503. Acting VPIA motioned to approve the 37 special contract positions to be converted to regular full-time positions at the cost of \$10,503 that will be covered by FMI and utilities surplus budget. The 10 needed positions will be budgeted in the 2017 budget. VPIEQA seconded the motion. Cabinet approved, and the Human Resource Office will advertise these positions.
  - III. Staff Development Request- An employee from the Business Office is requesting \$19,600 from the Staff Development fund to help with the completion and attainment of a Bachelor of Science degree in Accounting. Information such as how many classes the requester will take for each semester was not provided. This information is requested. A reminder was made that the requester will have to sign a time commitment with the Human Resource Office once cabinet approves. This request will need to provide a breakdown of how much will be requested each semester and be submitted again by November 20, 2015, along with the amount available in the staff development fund. Although president will be off-island, he will review electronically.
4. Approval of Minutes
  - I. October 29, 2015, Cabinet minutes- A motion to approve the minutes with the recommended changes was moved by VPCRE and seconded by Acting VPIA. Cabinet approved.
5. New Business
  - I. Assessment of the IEMP- VPAS presented the IEMP and informed cabinet that there is a need for review and update to the matrix and the mission

- statement. IRPO will work with VPAS in December 2015 to review the document, which should be performed on a yearly basis.
- II. Policy Update- COS presented. COS shared that she assessed the college policies for all the departments (which are posted online) and found to have missing and inaccurate information and do not follow the policy template. VPs were requested to review their policies and make the necessary corrections and provide the missing information. President shared that this task is a major undertaking and had to be completed by December. COS will provide update at each cabinet on the policy status.
  - III. President's and VPs' Reporting of Their Staff Attendance at Committee Meetings- Each cabinet member shared his/her reporting of his/her staff attendance at committee meetings.
6. VPCRE
- I. Procedure to Provide Incentives for the Securing of Grant- Cabinet members will have more time to review and provide comments and suggestions for the procedure and sent them to VPCRE. This procedure will be reviewed at the next cabinet meeting for endorsement.
7. VPIEQA
- I. COM-FSM Mission Indicators- VPIEQA shared the draft of the college's mission indicators, as it is a requirement to evidence to the board, the community, and the college administration that the college is fulfilling its mission statement. VPIEQA worked with Jim Mulik, an institutional researcher, who provided input and recommendations on this work. Another revised draft will be sent out. A dialogue about the mission indicators will occur from now until the visioning summit in August 2016 because these will be reported out on how the college is delivering on these established mission indicators.
  - II. Core Values Working Group- Information on what the core values working group had been working on was shared with cabinet to keep everyone abreast of the group's developments. The group met on November 5, 2015. More Information will be shared at the end of November. The group will meet in mid December and president requested that he would like to attend. If cabinet members have comments and suggestions, they can be sent to VPIEQA. The target date for completion is March 2016.
8. President
- I. Personnel Requisition for Center for Entrepreneurship- President shared information about the center's employment hiring for an administrative assistant. This position will be posted and advertised by the Human Resources Office.

<b>Comments/Upcoming Meeting Date &amp; Time/Etc.:</b>
<ul style="list-style-type: none"> <li>▪ VPIEQA suggested that VPAS provide information of the staff development balance so that cabinet has this important information when approving staff development</li> </ul>

requests, and suggested cabinet establish a deadline for staff development requests to be submitted.

- COS will follow-up with VPAS to get the criteria for approving staff development requests.
- President requested for Comptroller to provide a 3-5 year trend of the amount budgeted for staff development fund.
- President requested COS will include the presenter next to the agenda items listed under “New Business” for future meetings.
- VPCRE informed that his department has \$25K for scholarship funding in the Distance Education Grant. This money could be used for math and science instructors who would be interested in pursuing a Master’s Degree.
- President will meet with VPAS and Comptroller to review the 2017 budget and identify options that will address the concern of the college’s salary structure. This meeting will help inform the college’s salary structure at the next cabinet meeting
- VPAS will meet with the director of HR to look at the next steps for compensation study, review and assess the current salary structure, classification of employees and the performance evaluation for faculty and staff

**Handouts/Documents Referenced:**

- Administrative Procedure No. 5608
- Five Year Financial Plan
- IEMP
- Mission Indicators
- November 6, 2015, cabinet agenda
- October 29, 2015, cabinet minutes
- Personnel Requisition for Center for Entrepreneurship
- Policy Update Excel Sheet
- Special Contract Excel Sheet
- Staff Development Request

**College Web Site Link:**

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**Prepared by:**

COS

**Date Distributed:**

11-16-15

**Approval of Minutes Process & Responses:**

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**Submitted by:**

**Date Submitted:**

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

1. VPAS will update the 5 years financial plan with the actual data for FY 2013, 2014 and 2015. VPAS mentioned he will work on the next five-year financial plan.

2. VPAS will provide more needed information for the staff development request from an employee from the Business Office. This request will need to provide a breakdown of how much will be requested each semester and be submitted again by November 20, 2015, along with the amount available in the staff development fund.
3. VPAS will provide the staff development balance to cabinet.
4. IRPO will work with VPAS in December on the IEMP to update and evaluate the IEMP and the matrix.
5. COS will work with all the vice presidents to correct their policies by the end of December. COS will update cabinet of the policy status at the next cabinet meeting.
6. COS will follow up on attaining the criteria for approving staff development requests.
7. Comptroller will provide a 3-5 year trend of the amount budgeted for staff development fund.
8. Cabinet members will review the Administrative Procedure No. 5608. They will provide comments and suggestions sent them to VPCRE. This procedure will be reviewed at the next cabinet meeting for endorsement.
9. VPIEQA will send out a second draft of the college's mission indicators to cabinet and EC.
10. Cabinet members can provide input of the core value working group's work to VPIEQA.
11. President will meet with VPAS and Comptroller to review the 2017 budget and identify options that will address the concern of the college's salary structure. This meeting will help inform the college's salary structure at the next cabinet meeting
12. VPAS will meet with the director of HR to look at the next steps for compensation study, review and assess the current salary structure, classification of employees and the performance evaluation for faculty and staff