

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

Committee or Working Group:	Cabinet
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Date	Time	Location
December 4, 2015	9:00AM- 12:05PM	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		
Comptroller	Roselle Togonon	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. Comptroller <ol style="list-style-type: none"> I. Financial Briefing 3. Approval of Minutes <ol style="list-style-type: none"> I. November 23, 2015 4. VPs' Reporting of Their Staff Attendance to Committee Meetings 5. VPEMSS <ol style="list-style-type: none"> I. Personnel Requisitions 6. VPCRE <ol style="list-style-type: none"> I. AP No. 5608 7. VPIA <ol style="list-style-type: none"> I. Personnel Requisitions 8. VPIEQA <ol style="list-style-type: none"> I. Mission Indicators II. Revised Publications Manual <ul style="list-style-type: none"> • Entire Manual: http://www.comfsm.fm/?q=publications-manual • Updated section for increased compliance to Standard I.C: Section G: <i>Content Updates</i> http://www.comfsm.fm/?q=content-updates Please note VP responsibility for ensuring integrity and accuracy of information shared with the public. III. Core Values Working Group Documents

Discussion of Agenda/Information Sharing:
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1. Reading of the Mission Statement- To begin the meeting, VPAS read the mission statement
2. Comptroller
 - I. Financial Briefing- Comptroller presented the college's cash flow as of December 4, 2015. Based on the cash flow, cabinet recommended that the Business Office proactively provide students' financial statement in a timely schedule, and it should be before graduation. Comptroller noted that this recommendation is an action plan for 2017, and recommended a billing cycle to the FSM government on a monthly basis instead of quarterly.
The revised budget process was presented. The cabinet members informed comptroller the approach in which to present the revised budget process.
A concern shared is the VPs' oversight for purchase orders. Comptroller informed that current fund was scarce and recommended that there be an implementation for financial control. President recommended that VPAS and Comptroller determine the financial controls for president's review.
3. Approval of Minutes
 - I. November 23, 2015- a motion to approve the minutes with the recommended changes was moved by VPCRE, and seconded by VPAS.
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. VPEMSS recommend that the attendance list of the committee minutes should be placed at the beginning, and only some committees had done this. VPIEQA shared that none of the committees submitted their attendance list to her office as two notices were sent out for reminder. An incentive for the standing committees was addressed. VPAS and Comptroller will meet and come up with a plan to incentivize standing committees to assist with performance.
5. VPEMSS
 - I. Personnel Requisition for the Clerk I Position at Pohnpei Campus- VPEMSS requested for the Clerk I Position at Chuuk Campus be transferred to Pohnpei Campus OAR, as there was a need at the OAR Office at Pohnpei campus. There is one staff that serves over 600 students at Pohnpei Campus. A concern was brought up that the Student Services Center (SSC) at Pohnpei Campus was not operating at 8AM. Before approving this request, the Director of CTE and VPIA will meet and dialogue about the current working environment at SSC at Pohnpei Campus. A motion was made for this agenda item to be tabled for the next meeting. VPCRE moved and VPAS seconded. Cabinet agreed.
 - II. Personnel Requisition for Student Services Aide at Pohnpei Campus- A motion was made for this agenda item to be tabled for the next meeting. VPCRE moved and VPAS seconded. Cabinet agreed.
6. VPCRE
AP No. 5608- VPCRE informed the cabinet members that the Administrative Procedure No. 5608 was approved electronically on November 25, 2015. This specific procedure is now finalized and no longer in draft form.
7. VPIA
Personnel Requisition for Kosrae Campus Dean- VPIA presented the personnel requisition for the Kosrae Campus Dean and would like that the Kosrae Campus Dean vacant position be posted for

advertisement. A motion was made to approve the request and to advertise. VPCRE moved and VPAS seconded. Cabinet endorsed, and this personnel requisition will be assisted by the Human Resources Office.

Personnel Requisition for Dean of Academic Programs- VPIA presented the personnel requisition for the Dean of Academic Programs. The role of this position is to assist VPIA in providing leadership and oversight for the development, delivery, and quality of all academic programs offered at the college. A motion was made to approve the request and to advertise. VPIEQA moved and VPEMSS seconded. Cabinet endorsed, and this personnel requisition will be assisted by the Human Resources Office.

8. VPIEQA

I. Mission Indicators- VPIEQA presented the COM-FSM Mission Fulfillment Indicators. VPIEQA shared 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. IRPO staff and Jim Mulik, an institutional researcher, provided input and recommendations on this work. The college's mission indicators were shared in draft form to both EC and Cabinet to provide input over the last 8 weeks. The college has previously used indirect evidence of mission fulfillment. IEQA wanted specific indicator measures of mission fulfillment to improve compliance with Standard I.A and to improve mission fulfillment assessment. There are hundreds of indicators the college might use, but we needed a starting point and to decide what measures were most relevant to mission fulfillment. Now that a starting point has been established, the college can improve upon or modify these indicators. Mission review is scheduled for the August 2016 summit, and these indicators will be reviewed at that time for constructive college-wide/external stakeholder input for improvement/modification. These indicators, upon endorsement, will be shared with the college community so that dialogue on them occurs well in advance of the summit. These indicators will also be presented to the Board of Regents during their December meeting. A motion was made to approve COM-FSM Mission Fulfillment Indicators. VPEMSS moved and VPAS seconded. Cabinet endorsed.

II. Revised Publications Manual- The links below are for information sharing. VPIEQA informed that college public documents had to be updated. Vice presidents are responsible to ensure information from their areas are accurate and if revised, information should be shared with the webmaster to make the changes if they are located online.
<http://www.comfsm.fm/?q=publications-manual>
Updated section for increased compliance to Standard I.C: Section G: *Content Updates*
<http://www.comfsm.fm/?q=content-updates> Please note VP responsibility for ensuring integrity and accuracy of information shared with the public.

III. Core Value Working Group documents- Each state campus worked on creating the college's core values. They were presented to cabinet for review and comments. The core values will be presented at the January 4, 2016, Governance Summit for larger group participation and dialogue.

Comments/Upcoming Meeting Date & Time/Etc.:

- VPAS and Chief of Staff will follow up with the Human Resources Office to correct the college's job employment vacancies on higherjobs.com.

Handouts/Documents Referenced:

- November 23, 2015, cabinet minutes
- December 4, 2015, cabinet agenda
- VPEMSS' Personnel Requisition for Clerk 1 Position at Pohnpei Campus
- VPEMSS' Personnel Requisition for Student Services Aide at Pohnpei Campus
- VPCRE's Administrative Procedure No. 5608
- VPIA's Personnel Requisition for Kosrae Campus Dean
- VPIA's Personnel Requisition for Dean of Academic Programs
- VPIEQA's COM-FSM Mission Fulfillment Indicators
- VPIEQA's Core Values from each college campus

College Web Site Link:

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Prepared by:

COS

Date Distributed:

January 6, 2015

Approval of Minutes Process & Responses:

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

1. VPAS and Comptroller will determine the financial controls as a recommendation to address the vice presidents' oversight for purchase orders. Once completed, it will be presented to president for review.
2. VPAS and Comptroller will meet and come up with a plan to incentivize standing committees to assist with performance.
3. VPEMSS' Personnel Requisition for: Clerk I position and Student Services Aide at Pohnpei Campus will be tabled for review until the Director of CTE and VPIA dialogue about the working environment of the Student Services Center at Pohnpei Campus.
4. VPIA's Personnel Requisition for: Kosrae Campus Dean and the Dean of Academic Programs will be advertised and assisted by the Human Resources Office.
5. VPAS and Chief of Staff will follow up with the Human Resources Office to correct the college's job employment vacancies on higheredjobs.com.