

**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>
February 13, 2015	9:00AM-12:00PM	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	Sick
VPCRE	Jim Currie	x		
VPIA	Karen Simion	X		
VPIEQA	Frankie Harriss	x		
VPSS	Joey Oducado	x		
Chief of Staff	Universe Yamase	x		Recorder

<b>Additional Attendees:</b>	Rencelly Nelson
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Approval of minutes             <ol style="list-style-type: none"> <li>I. December 5, 2014, minutes</li> </ol> </li> <li>2. New Business             <ol style="list-style-type: none"> <li>I. Watson Training</li> <li>II. Mini-Work Plan “Student Success” (Presentation by VPIA, VPIEQA, &amp; VPSS)</li> </ol> </li> <li>3. Reports             <ol style="list-style-type: none"> <li>A. VPIA                 <ol style="list-style-type: none"> <li>I. Staff Development</li> <li>II. Program Prioritization Results</li> </ol> </li> <li>B. VPIEQA                 <ol style="list-style-type: none"> <li>I. Update and expectations on the COM-FSM Self Evaluation Writing Team Narrative Drafts</li> </ol> </li> <li>C. President                 <ol style="list-style-type: none"> <li>I. Preparations for the Board Meeting</li> <li>II. Re-Engineering</li> </ol> </li> </ol> </li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
<ol style="list-style-type: none"> <li>1. Approval of minutes             <ol style="list-style-type: none"> <li>I. December 5, 2014, minutes- VPIEQA motioned to endorse the minutes with any changes and/or corrections that were sent electronically. VPIA seconded. Cabinet approved minutes.</li> </ol> </li> <li>2. New Business</li> </ol>

- I. Watson Training- The Human Resource Director presented information about the Watson Training for National and Pohnpei Campus Staff scheduled for February 24-26, 2015 at National Campus at the FSM-China Friendship Sports Center, practice gym. The VPs will identify their staff to attend and notify the director by Monday, February 16, 2015. Other logistics were discussed.
  - II. Mini-Work Plan “Student Success” (Presentation by VPIA, VPIEQA, & VPSS)- Three of the vice presidents each shared their experience from attending the American Association of Community Colleges (AACC) High Performance Team Training in Washington, D.C. on January 18-21, 2015. They also shared about the Mini-Work Plan “Student Success” document they created. VPIEQA motioned to endorse the Mini-Work Plan “Student Success” and VPIA seconded. Cabinet approved. This will be shared with Cabinet, EC and be presented to the Board of Regents. VPIEQA will present this report on behalf of the college.
3. Reports
- A. VPIA
    - I. Staff Development- Two requests were brought forward to request funding from Staff Development fund. Two COM-FSM faculties were accepted to attend a “research conference” at University of Guam, College of Liberal Arts and Social Sciences on March 10, 2015, to do presentations. These faculty members were awarded a \$500 travel stipend from UOG to attend. Both instructors requested the remaining amount to attend the conference from the Staff Development fund. VPCRE motioned to endorse, and VPSS seconded. Cabinet approved. Another request was from Dean of Yap Campus to request financial support from the Staff Development fund to assist her Master’s Degree classes beginning March 2015. This request was postponed to next cabinet meeting, as Dean of Yap Campus needed to submit an essay to complete her request.
    - II. Program Prioritization Results- The Academic Program Prioritization Report and Recommendation dated August 2014 was shared. VPIEQA motioned to endorse the recommendations made from the report and move forward to address concerns. VPCRE seconded. Cabinet approved.
  - B. VPIEQA
    - I. Update and expectations for the COM-FSM Self Evaluation Writing Team Narrative Drafts- Informed that the second rough draft of the Self Evaluation report was due on Friday, February 6, 2015. During the Christmas break, Jim Mulik added comments to all standards except standard IV. David Adams will be on National Campus from March 2-9, 2015. He will provide training on technical writing at a higher-level. Trainings will be set up and VPIEQA will help with the coordination. Chuuk Campus Management Council will be reviewing Standard IV.A. on February 25, 2015. Second Draft of self-evaluation report will be due on April 3, 2015.
  - C. President
    - I. Preparation for Board Meeting- Cabinet looked over the Board of Regents Meeting Schedule of Events for February 18-22, 2015 on the State of Yap.
    - II. Re-engineering- A Re-engineering COM-FSM Organizational Chart was

shared with Cabinet. Comments and suggestions were shared and discussed.

**Comments/Upcoming Meeting Date & Time/Etc.:**  
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**Handouts/Documents Referenced:**  
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**College Web Site Link:**  
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<b>Prepared by:</b>	COS	<b>Date Distributed:</b>	February 26, 2015
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**Approval of Minutes Process & Responses:**  
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<b>Submitted by:</b>		<b>Date Submitted:</b>	
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**  
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