

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

Committee or Working Group:	Cabinet
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Date	Time	Location
May 22, 2015	9:00AM-11:00AM	President's Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy	x		
VPAS	Joseph Habuchmai	x		
VPCRE	Jim Currie	x		
VPIA	Karen Simion	x		
VPIEQA	Frankie Harriss	x		PROXY
VPSS	Joey Oducado	x		
Chief of Staff	Universe Yamase	x		Recorder

Additional Attendees:	Director of Human Resources Office and Director of Maintenance
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Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> 1. New Business <ul style="list-style-type: none"> A. VPAS <ul style="list-style-type: none"> I. Certificate of Appreciation for Special Contracts B. VPIA <ul style="list-style-type: none"> I. Staff Development Request: <ul style="list-style-type: none"> 1. Shaun Suliol 2. Renton Isaac 3. Hiroki Noda II. Update on Program Information and Data

Discussion of Agenda/Information Sharing:
<ul style="list-style-type: none"> 1. New Business <ul style="list-style-type: none"> A. VPAS <ul style="list-style-type: none"> I. Certificate of Appreciation for Special Contracts- This agenda item will be deferred to the next meeting, providing time for Director of Maintenance to consult with VPAS. B. VPIA <ul style="list-style-type: none"> I. Staff Development Request: <ul style="list-style-type: none"> 1. Shaun Suliol (new applicant)- VPCRE motioned to support Mr. Suliol's recent balance as of Spring 2015 and also request to defer Mr. Suliol's application until further documentation is provided to cabinet. VPIA seconded. Cabinet approved. Acting VPIEQA will assist Mr. Suliol to complete his forms for the staff development request. 2. Renton Isaac (returning applicant)- VPIA motioned to support Mr. Isaac's

education until December 2015 and for him to complete his contract with the Human Resources Office. VPCRE seconded. Cabinet approved. A comment was made to see if his required lab course could be taken at the COM-FSM and could count as a transferrable credit to his degree.

3. Hiroki Noda (returning applicant)- VPIA motioned to work with Mr. Noda so that he may take courses at COM-FSM and assist him with the completion of his degree audit progress report. Furthermore, the motion includes assisting Mr. Noda to cover his spring costs. VPCRE seconded. Cabinet approved.

II. Update on Program Information and Data- VPIA will work with faculty in the fall semester to redesign programs and courses, and to look at graduation rates for each degree offered.

C. Additional Reports

I. Director of HR- Luncheon for Dr. Womack would be held in July 2015. Date will be announced later. VPCRE motioned that the college will provide college employees who have served the college for over 20 years the option to receive a watch or monetary gift. VPIA seconded. Cabinet approved. HR will be informed.

Comments/Upcoming Meeting Date & Time/Etc.:

- For future staff development agenda items brought to cabinet, there needs to be verification of whether there is funding, ensure that the courses could be taken here first, provide support letter from his/her supervisor, and also meet with the individual to assess his/her application.
- 2016 Budget: VPIA and VPSS completed their budget. VPSS has not completed the 2016 budget and will work on finishing the budget in the next few days.
- A London based group *Glob to Globe Hamlet* will be performing at the COM-FSM's FSM-China Friendship Sports Center on July 1, 2015. *Globe to Globe Hamlet* has been performed in over 100 countries across the Americas, Europe and Africa to more than 89,000 people. It is free admission to the public.
- Extension of registration is moved to May 27-28, 2015.
- There needs to be a cost analysis of fees
- VPSS announced that reviews for non-academic programs will be done in June 2016. A memo from president will be made to remind departments to complete their reviews on non-academic programs by June 2015.

Handouts/Documents Referenced:

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College Web Site Link:

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Prepared by:

COS

Date Distributed:

May 29, 2015

Approval of Minutes Process & Responses:

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

1. Acting VPIEQA will assist Mr. Suliol to complete his forms for the staff development request.
2. A memo from president will be sent to HR to provide support of the decision made on having employees who serve over 20 years will have the option to choose a monetary gift or a watch.
3. A memo from president will be sent to remind departments to complete their reviews on non-academic programs by June 2015.