

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

Committee or Working Group:	Cabinet
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Date	Time	Location
June 5, 2015	9:00AM-9:38AM	President’s Conference Room

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

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Approval of Minutes <ol style="list-style-type: none"> I. May 8, 2015 II. May 22, 2015 2. Old Business <ol style="list-style-type: none"> I. VPCRE will work the COS to set up an account at the Business Office for the Incentives for securing Grant funding II. Acting VPIEQA will assist an IT employee to complete his forms for the staff development request III. A memo from president will be sent to HR to provide support of cabinet’s approval made on retired college employees to have the option to receive a gold watch, or choose to accept its monetary equivalent. IV. A memo from president will be sent to the college community to complete their administrative unit program review on non-academic programs by June 2015. 3. Reports <ol style="list-style-type: none"> A. VPAS <ol style="list-style-type: none"> I. Education Leave Request II. Update on Budget Audit Report B. President <ol style="list-style-type: none"> I. Governance Summit

Discussion of Agenda/Information Sharing:

1. Approval of Minutes
 - I. May 8, 2015 – A motion to approve the minutes with recommended changes was made. VPSS moved and VPAS seconded. Cabinet approved.
 - II. May 22, 2015- A motion to approve the minutes with recommended changes was made. VPAS moved and VPSS seconded. Cabinet approved.
2. Old Business
 - I. VPCRE will work the COS to set up an account at the Business Office for the Incentives for securing Grant funding- This agenda item will be moved to the next meeting for status update.
 - II. Acting VPIEQA will assist an employee to complete his forms for the staff development request- Acting VPIEQA acknowledged.
 - III. A memo from president will be sent to HR to provide support of cabinet's approval made on retired college employees to have the option to receive a gold watch, or choose to accept its monetary equivalent- Completed.
 - IV. A memo from president will be sent to the college community to complete their reviews on non-academic programs by June 2015- Completed.
3. Reports
 - A. VPAS
 - I. Education Leave Request- A CTE campus employee is requesting for educational leave from July 13, 2015 to December 11, 2015 as he is awarded a fully funded scholarship to study at the Australia-Pacific Technical College (APTC) located at Samoa Campus. VPIA motioned for cabinet to approve the employee's educational leave request for 6 months. Acting VPIEQA moved and VPSS seconded. Cabinet approved.
 - II. Update on Budget Audit Report- VPAS informed that the report will be in its final form by June 15, 2015. The report will be transmitted to President Daisy for his review before submission on June 30, 2015.
 - B. President
 - I. Governance Summit- President proposed to reschedule the August 4-5, 2015, Governance Summit to January 2016. This made sense for several reasons. The college can effectively use the time on August 4-5, 2015, for additional technical support work with the college's consultant. Additionally, the Tuna commission will hold a meeting at the college at the same time creating logistical challenges for the college to arrange travel and accommodations for College employees. VPAS motioned to reschedule the Governance summit to January 2016. VPIA moved and VPSS seconded. Cabinet approved. President requested VPIA to provide a tentative schedule for faculty training during the first week of August in order to accommodate accreditation writing workshop dates with the consultant. President requested VPSS to provide a tentative schedule for student orientation in August in order to accommodate accreditation write-up workshop dates with the consultant.

Comments/Upcoming Meeting Date & Time/Etc.:
<ul style="list-style-type: none"> ▪ For future educational leave request to President Daisy, a letter should include all information on one document instead of having to read through multiple memos. ▪ VPSS informed that class registration is extended to June 10, 2015. ▪ VPSS informed shared that he met with the college counselors regarding their involvement with Asian & Pacific Islander American Fund (APIASF) application process. A point of contact from the College will be the vice president for enrollment management and student services. In support of COM-FSM's point of contact, there will be designated support staff at each college campus as sub-contacts. For any communication from the college, it will be through the vice president of enrollment management and student services. July 15, 2015, the APIASF application opens. ▪ VPSS informed about his presentation with Acting VPIEQA to the faculty this summer of the online submission of grade. Some faculty suggested to expand the online service to also withdraw students online instead of completing the paper work process. ▪ Acting VPIEQA informed the college signed a contract with Telecom for improved services for the college campuses except for Kosrae Campus.

Handouts/Documents Referenced:
<ul style="list-style-type: none"> ▪ June 5, 2015 agenda ▪ May 8, 2015, cabinet minutes ▪ May 22, 2015, cabinet minutes

College Web Site Link:
<ul style="list-style-type: none"> ▪

Prepared by:	COS	Date Distributed:	June 8, 2015
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Approval of Minutes Process & Responses:
<ul style="list-style-type: none"> ▪

Submitted by:		Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:
<ol style="list-style-type: none"> 1. VPCRE will provide update on the incentive account with the Business Office. 2. VPIA will provide a tentative schedule for the faculty training in August to help plan for the accreditation write-up training with the college consultant. 3. VPSS will provide a tentative schedule for the student orientation in August to help plan for

the accreditation write-up training with the college consultant.