

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

Committee or Working Group:	Cabinet
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Date	Time	Location
July 31, 2015	9:00AM-12:05PM	President’s Conference Room

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

Additional Attendees:	Director of Human Resources
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Call to order; declaration of quorum 2. Review of agenda 3. New Business <ol style="list-style-type: none"> A. VPAS <ol style="list-style-type: none"> I. Request approval for special contract employees to be considered regular employee status II. Request to fill Cook II position for FMI B. VPCRE <ol style="list-style-type: none"> I. Request approval for project coordinator and 4 field assistant C. VPIA <ol style="list-style-type: none"> I. Request to hire Dean of Academic Assessment D. VPSS <ol style="list-style-type: none"> I. Request to filling 2 vacant positions at COM-FSM FMI E. President <ol style="list-style-type: none"> I. Dr. Watson Training in October 2015 II. Request to recite the college mission statement as a college practice

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. Call to order; declaration of quorum- cleared 2. Review of agenda-cleared 3. New Business

<p>A. VPAS</p> <p>I. Request approval for special contract employees to be considered regular employee status- A motion was made to have the vacant positions be opened for advertisement as full-time positions and this agenda be scheduled for September 25, 2015, cabinet meeting until there be an analysis of need across all campus for security positions with alignment to the 2016 budget. Acting VPSS moved and VPCRE seconded. Cabinet approved.</p> <p>II. Request to fill Cook II position for FMI- A motion was made to approve and advertise this position. Acting VPIA moved and VPCRE seconded. Cabinet approved.</p> <p>B. VPCRE</p> <p>I. Request approval for Project Coordinator and 4 Field Assistants- A motion was made to approve the request. Acting VPIA moved and Acting VPSS seconded. Cabinet approved.</p> <p>C. VPIA</p> <p>I. Request to hire Dean of Academic Assessment- A motion was made to approve and advertise this position. Acting VPIA moved and VPSS seconded. Cabinet approved.</p> <p>D. VPSS</p> <p>I. Request to fill 2 vacant Student Service Specialist II at FMI- A motion was made to merge these positions as one position due to the current count of student enrollment at FMI. VPCRE moved and Acting VPIA seconded. Cabinet approved.</p> <p>E. President</p> <p>I. Request to participate with Dr. Watson Training in October 5-9, 2015- A motion was made to participate in the Watson training in October 5-9, 2015. VPCRE moved and Acting VPSS seconded. Cabinet approved. Director of Human Resources will electronically provide the list of topics for cabinet to select for the training in October.</p> <p>II. Request to recite the college mission statement as a college practice- A motion to recite the college mission statement at every meeting and event was made. VPCRE moved and Acting VPIA seconded. Cabinet approved.</p>

<p>Comments/Upcoming Meeting Date & Time/Etc.:</p> <ul style="list-style-type: none"> ▪ General Assembly is on August 3, 2015 at National Campus. ▪ Consultant David Adams will be on campus from August 3-8, 2015 ▪ Board Meeting Begins on August 6, 2015 at National Campus in the Board Conference Room. ▪ Board Community Meeting is held at Pacific Island Central School cafeteria at 3:00PM on August 7, 2015. ▪ Faculty Workshop is scheduled on August 5, 2015, at 8:00AM-12:00PM.
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<p>Handouts/Documents Referenced:</p> <ul style="list-style-type: none"> ▪ July 31, 2015, cabinet agenda ▪ VPAS' documents ▪ VPCRE's documents ▪ Acting VPIA's documents ▪ Acting VPSS' documents

<p>College Web Site Link:</p> <ul style="list-style-type: none"> ▪
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Prepared by:		Date Distributed:	
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Approval of Minutes Process & Responses:
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Submitted by:	COS	Date Submitted:	August 13, 2015
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:
<ol style="list-style-type: none"> 1. VPAS' agenda item will be scheduled for September 25, 2015, cabinet meeting until there be an analysis of need across all campus for security positions with alignment to the 2016 budget was made. 2. VPSS will merge the 2 vacant Student Service Specialist II at FMI into 1 position. 3. Director of Human Resources will electronically provide the list of topics for cabinet to select for the training in October.