

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

Committee or Working Group:	Cabinet
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Date	Time	Location
January 8, 2016	9:00AM-11:25AM	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		
VPEMSS	Joey Oducado	x		
Comptroller	Roselle Togonon	x		
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. Reading of Mission Statement 2. Review of Cabinet Minutes <ol style="list-style-type: none"> I. December 4, 2015, Minutes 3. Comptroller <ol style="list-style-type: none"> I. Financial Briefing 4. Debriefing <ol style="list-style-type: none"> I. Accreditation Standards Self Evaluation II. January 4-5, 2016, Governance Summit 5. VPIA <ol style="list-style-type: none"> I. Personnel Requisition <ul style="list-style-type: none"> • Information Technology Specialist-FMI • Navigation Instructor-FMI • Public Health Instructor-Chuuk Campus • HTM Instructor-Pohnpei Campus 6. VPIEQA <ol style="list-style-type: none"> I. Accreditation Team Visit Information

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. Reading of the Mission Statement- To begin the meeting, VPIEQA read the mission statement 2. Review of Cabinet Minutes

- I. December 4, 2015, Minutes- A motion to approve the minutes with the recommended changes was moved by VPIEQA and seconded by VPEMSS.
- 3. Comptroller
 - I. Financial Briefing- Comptroller presented the college’s financial status as of January 7, 2016 along with the budget for 2016 for each college site. For the FY 16’ Projected Budget, there was an estimate of 305K shortfall. For Fall 2015 revenue, 700K was not collected. Some of the uncollected funds were related to the students’ incomplete scholarship applications. A comment was made that Financial Aid should be more proactive to assist students with completing their financial award. A concern was brought up that students were not receiving their refund money on time. A recommendation by Comptroller was shared that there should be a deadline for awarding the students’ refund money.
- 4. Debriefing
 - I. Accreditation Standards Self Evaluation- After VPIEQA presented, each of the cabinet members shared their thoughts about the strengths, weaknesses and lessons learned of the accreditation self evaluation process.
 - II. January 4-5, 2016, Governance Summit- VPIEQA shared the reviews and recommendations captured through the evaluation sheet at the end of each summit day. There were positive comments of the overall experience. VPIEQA also shared how she will improve the next summit.
- 5. VPIA
 - I. Personnel Requisition
 - Information Technology Specialist-FMI- Cabinet reviewed this position. A motion to approve this position was moved by VPCRE and seconded by VPEMSS. The Human Resources Office will assist with advertising the position.
 - Navigation Instructor-FMI- Cabinet reviewed this position. A motion to approve this position was moved by VPAS and seconded by VPIEQA. The Human Resources Office will assist with advertising the position.
 - Public Health Instructor-Chuuk Campus- Cabinet reviewed this position. A motion to approve this position was moved by VPEMSS and seconded by VPCRE. The Human Resources Office will assist with advertising the position.
 - HTM Instructor-Pohnpei Campus-Cabinet reviewed this position. A motion to approve this position was moved by VPEMSS and seconded by VPAS. The Human Resources Office will assist with advertising the position.

Comments/Upcoming Meeting Date & Time/Etc.:
<ul style="list-style-type: none"> ▪ Cabinet reviewed the “Summary Decisions/ Recommendations/Action Steps/ Motions with Timeline & Responsibilities” of the December 4, 2015, cabinet minutes. ▪ As of January 7, 2016, VPAS mentioned that the search for a Director of Procurement was completed. Once the position is filled, the Director of Procurement will help VPAS and Comptroller with financial controls of oversight of purchase orders.

- VPAS and Comptroller informed cabinet that the plan to incentivize standing committees as a way to enhance their performance was still in the dialogue phase.
- Information was shared that there were two applicants who applied for the Financial Aid Director.
- Cabinet discussed the need of having the college cover the costs of health insurance for employees traveling abroad on college business. A motion to have the institution cover an employee's health insurance while traveling abroad on college business was moved by VPAS and seconded by VPCRE. Cabinet approved.
- The Accreditation Visiting Team will be on campus from March 14-17, 2016.
- President emphasized the need for everyone to review the December 15, 2015, self-evaluation report several times. He informed cabinet that the work to meet the Accreditation Standards did not end and everyone will continue to work towards improving and addressing AIPs.

Handouts/Documents Referenced:

- January 8, 2016, cabinet agenda
- December 4, 2015, cabinet minutes
- Information Technology Specialist-FMI- Personnel Requisition
- Navigation Instructor-FMI-Personnel Requisition
- Public Health Instructor- Chuuk Campus- Personnel Requisition
- HTM Instructor- Pohnpei Campus-Personnel Requisition

College Web Site Link:

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Prepared by:	COS	Date Distributed:	January 20, 2016
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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. The Human Resources Office will assist with advertising the personnel requisitions presented by VPIA.