

**College of Micronesia – FSM
Committee Minutes Reporting Form**

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
November 25, 2016	8:33-10:14 AM	Board conference room

Members Present:				
Members:	Name:	Present:	Absent:	Remarks:
President	Joseph Daisy	x		
VPAS	Joseph Habuchmai	x		
VPEMSS	Joey Oducado	x		
VPIA	Karen Simion	x		
VPIEQA	Frankie Harriss	x		

Additional Attendees:	Comptroller Roselle Togonon; Hadleen Hadley, recorder
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Reading of the mission statement 2. Review of agenda 3. Comptroller 4. VPAS <ol style="list-style-type: none"> I. Facilities Projects Updates 5. VPIA <ol style="list-style-type: none"> I. Two English Instructor positions 6. VPIEQA <ol style="list-style-type: none"> I. ITO Procurement II. Institutional Review Board (IRB) 7. VPEMSS <ol style="list-style-type: none"> I. Commencement Speaker and Theme II. Campus Security and Safety III. Counselor for Yap 8. President <ol style="list-style-type: none"> I. Board of Regents Meeting II. Re-Engineering

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. President Daisy opened the meeting and declared a quorum. Vice President for Administrative Services read the mission statement. 2. Review of agenda reflected the above items for sharing and discussion.

3. Comptroller

- I. FY2017 expenditure and encumbrance is at 11% of our entire budget as of November 2016.
- II. Comptroller presented comparison between the college's current pay roll system and the electronic online payroll system proposed by the Bank of Guam. Advantages of the proposed online payroll system include employee can access their pay as early as midnight of Thursday; employees will not need to establish and maintain individual accounts since the college will establish a mother account to cover the payroll; the college also plans to ask Bank of Guam to establish an ATM machine here at the college for employee's use and easy access; and disbursement of payroll and student award funds will be more efficient and will lessen amount of checks requiring signature. Comptroller is encouraged to do an information campaign to share with employees highlighting the advantages of having electronic online banking.
- III. The College's Endowment Fund is doing fine.
- IV...Comptroller shared potential concern regarding the Composite Financial Index of the college wherein the net operating ratio shows excess reserve accumulated by the college. The issue will be discussed at the Board of Regents' meeting.

4. VPAS

- I. Funding for facilities projects have been received and construction plans of the projects are under way; several are in the stages of design and bidding process.

This year's Incentive awards ceremony will be combined with the college's holiday party celebration.

5. VPIA

I. The Language and Literature division at the national campus is requesting approval for two English instructional positions. VPIEQA moved and VPEMSS seconded that Cabinet endorses advertisement and hiring of the positions with revisions to the text of the personnel requisition. Motion passed unanimously.

6. VPIEQA

- I. ITO Procurement- there is a need to reconcile COM-FSM's past low value purchase authorization for technology policy with the new procurement policy and practices. Cabinet's consensus is the ITO purchase practice is to follow new procurement procedure. VPIEQA will ask the Director of Procurement to work with IT Director to reconcile the authorization document with that of the new procurement procedure.

II. IRB (Institutional Review Board)-VPIEQA provided a presentation on the U24 Grant, a collaborative effort between UOG and COM-FSM. A component of this grant includes assisting COM-FSM with the development of an IRB. An IRB is required by the US Office for Human Research Protections (OHRP), Department of Health & Human Services (<https://www.hhs.gov>) for research that involves human subjects, and is, "a committee that performs ethical review of proposed research" (<https://www.hhs.gov/ohrp/irbs-and-assurances.html>). Because the U24 Grant involves work in Pohnpei, a Pohnpei IRB is necessary. This ensures local ethical, social, and legal standards are accounted for in research protocols. The IRB must operate in accordance with *US Federal Regulation 45 CFR 46*. A draft copy of the IRB ToR was shared and VPIEQA answered questions that further clarified the role of the IRB and the types of research that would need to be submitted for IRB approval. It was also stressed that the IRB does not directly answer to the college administration, nor is it part of the college's governance system (it is not a committee). The IRB serves as the institutional authority on research requirements for research involving human subjects. VPEMSS moved and VPIA seconded that Cabinet

endorse support to form an IRB. Motion passed unanimously.

7. VPEMSS

- I. Commencement Speaker and Theme – There were five recommended commencement speakers. After some deliberation, VPIA moved and VPEMSS seconded that Cabinet endorse Jazmine Mendiola to be the commencement speaker. Motion passed unanimously. This year’s commencement theme is “A smooth sea never made a skilled sailor”.
- II..Campus security and safety- there are currently 37 security staff on pay roll. VPEMSS is dialoguing with campus deans and Chief Warren Ching regarding clarification of security schedules and work schedule models that may work best for the college.
- III. Counselor for Yap Campus – Yap Campus does not have a full time counselor. Duties of counselor is currently being handled by the campus student services coordinator. VPIEQA moved and VPIA seconded that Cabinet endorse advertisement and hiring of a counselor for Yap Campus. Motion passed unanimously.

8. President

I. Board of Regents meeting in Yap – President shared that the primary focus will be on update of facilities and the budget.

II.Re-Engineering

- a) VPEMSS will assume responsibilities of the following: Lecture Forum Series outreach to Director of Student Life, Center for Entrepreneurship, and Campus Security and Safety
- b) VPIA will assume responsibilities of CRE Land Grant and organizing contents of All Campus meetings
- c) VPIEQA in her capacity as Secretariat for the participatory governance process will now Chair the Executive Committee Meetings
- d) VPAS will be responsible for governmental relations with local and state leaders.
- e) Provost—President would like Cabinet to entertain the notion of a provost executive vice president (EVP)

9. Adoption of Minutes –there were two minutes to be adopted by Cabinet

- I. The minutes of September 02, 2016 were reviewed. VPIEQA moved and VPAS seconded that Cabinet approve adoption of the minutes. Motion passed unanimously.
- II.The minutes of November 02, 2016 were reviewed. VPEMSS moved and VPIA seconded that Cabinet approve adoption of minutes. Motion passed unanimously.

10. VPEMSS moved and VPIA seconded that Cabinet meeting be adjourned. Motion passed and the meeting adjourned at 11:00am.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- Draft agenda
- 2017 financial status as of November 22, 2016
- Power point payroll system
- Personnel requisition for two English positions

- ITO -COMFSM Low Value Purchase Authorization of Technology Fee Funds
- IRB Reference documents
- UoG/COM-FSM U24 Grant
- IRB ToR draft
- Yap Campus Counselor Vacancy Review
- Minutes of September 02, 2016
- Minutes of November 02, 2016

College Web Site Link:

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Prepared by:	Hadleen Hadley	Date Distributed:	January 18, 2017
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Approval of Minutes Process & Responses:

- Cabinet reviewed this minutes at its January 20, 2017 meeting. VPIEQA moved and VPEMSS seconded that Cabinet adopts the minutes as is. Motion passed unanimously.

Submitted by:	Hadleen Hadley	Date Submitted:	January 18, 2017
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

1. Comptroller is encouraged to do an information campaign to share with employees advantages of shifting to electronic online payroll system.
2. Incentive awards ceremony will be combined with the holiday party.
3. Cabinet approved advertisement and hiring of the two English instructor positions at the National Campus
4. Cabinet’s consensus is that the past ITO ‘s low value purchase authorization of technology should follow the new procurement policy and procedure.
5. VPIEQA is to have Director of Procurement work with Director of Information and Technology to reconcile the authorization purchase with that of the new procurement policy.
6. VPEMSS moved and VPIA seconded that Cabinet endorse support to formulate an Institutional Board Review. Motion passed unanimously.
7. VPIA moved and VPEMSS seconded that Cabinet endorse Jazmine Mendiola to be the commencement speaker. Motion passed unanimously
8. VPEMSS will assume responsibilities of the following: Lecture Forum Series outreach to Director of Student Life, Center for Entrepreneurship, and Campus Security and Safety
9. VPIA will assume responsibilities of CRE Land Grant and organizing contents of the All Campus meetings
10. VPIEQA in her capacity as Secretariat for the participatory governance process will now Chair the Executive Committee Meetings
11. VPAS will be responsible for governmental relations with local and state leaders
12. The minutes of September 02, 2016 were reviewed. VPIEQA moved and VPAS seconded that Cabinet approve adoption of the minutes. Motion passed unanimously.
13. The minutes of November 02, 2016 were reviewed. VPEMSS moved and VPIA seconded that Cabinet approve adoption of minutes. Motion passed unanimously.

Action by President:	Item numbers:	Date:	Comments/Conditions:
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Approved:	Minutes of 11.25.16	01.20.17	
Approved with conditions:			
Disapproved:			