

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

Committee or Working Group:	Cabinet

Date	Time	Location
August 19, 2016	9:00AM- 11:27AM	Board Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy	X		
VPAS	Joseph Habuchmai	X		
VPEMSS	Joey Oducado	X		
VPIA	Karen Simion	X		
VPIEQA	Frankie Harriss	X		
Chief of Staff	Universe Yamase	X		

Additional Attendees:	Comptroller
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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 <ol style="list-style-type: none"> I. Financial Update 4. VPAS <ol style="list-style-type: none"> I. Action Item- PR & VR for Accountant V (Business Manager), National Campus II. Information Sharing- Vehicles III. Information Sharing- 2018 Budget IV. Information Sharing- Five Year Financial Plan, December BOR V. Information Sharing- HR VP Signature & Reviews of Evaluation VI. Information Sharing- Pacific Islands Forum 5. VPEMSS <ol style="list-style-type: none"> I. Action Item- Residence Halls Advisors 6. VPIA <ol style="list-style-type: none"> I. Action Item- PR & VR for Education Instructor, National Campus II. Action Item- Staff Development Request III. Information Sharing- Convocation 7. President <ol style="list-style-type: none"> I. Action Item- Special Contract for Alumni Relations Coordinator & Development Officer for IAEA Office II. Review- BOR Master Planning Calendar 2018-2023 III. Information Sharing- CRE Update

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

2. Review of Agenda- Cabinet members reviewed the agenda and accepted the agendas as is.
3. Comptroller- Comptroller presented the “Consolidation of Expenditure Budget Per Department” for 2016 budget monitoring. Informed that at the end of August, the Business Office will finalize the revenue and expenditure of the 2016 budget.
4. VPAS
 - I. Action Item- PR & VR for Accountant V (Business Manager), National Campus- This position will be vacant as the current Accountant V is hired to be the Registrar position at the National Campus, leaving the Accountant V open. VPAS requested for cabinet to approve the Accountant V position to be advertised by the Human Resources Office, as this position is responsible for management of grants, receivables, cash, and encumbrances. A motion to approve and advertise this position was moved by VPEMSS and seconded by VPIA.
 - II. Information Sharing- Vehicles- A “Vehicle Permit” form will need to be filled and approved by VPAS before a college employee takes a college vehicle after working hours. If a college employee is pulled over by a police without a COM-FSM “Vehicle Permit”, the police has the authority to confiscate the college vehicle keys. This form will ensure control and monitoring of any college vehicle.
 - III. Information Sharing- 2018 Budget- VPAS informed that the 2018 Budget process is in progress and will be shared with the college community soon.
 - IV. Information Sharing- HR VP Signature & Review of Evaluation- There were concerns shared about the evaluation process. A presidential directive was sent on March 10, 2016, to the Executive Committee and the Management Team with the subject heading “Review Process for Performance Evaluation”. The March 4, 2016, cabinet minutes captures the approved motion to include any “co-supervisors and respective vice presidents in each department in the employee performance evaluation process”. In this cabinet meeting, VPIEQA motioned that in order to improve the employee evaluations, relevant vice presidents are to review and sign off on an employee’s evaluation first, and then sending the evaluation to the employee for his/her signature upon completing the evaluation form. VPAS moved and VPEMSS seconded.
 - V. Information Sharing- Pacific Island Forum- The dates for the Pacific Island Forum is from September 7-9, 2016. VPAS will send out a memo to the National Campus staff and faculty about the forum and provide information about additional parking. A request to cabinet for increased security during these dates at the residence halls was approved. VPAS will need to connect with the forum’s FSM National Planning committee to discuss the concerns regarding accessibility of students, faculty and college employees to their classrooms and working areas that are on the site that will be closed off to the public during working/school days.
5. VPEMSS
 - I. Action Item- Residence Halls Advisors- VPEMSS requested for cabinet to approve four “Residence Hall Advisors” at full-time positions to be advertised. Currently, the Residence Halls have ten staff or residence hall advisors. With these ten staff and the three rotating shift system, the Residence Halls are able to provide coverage, seven 24-hour days per week. However, of the ten staff, six are employed as full-time employees while four, as part-time on special contract. The special contracts of the four part-time staff currently employed, as residence hall advisors will terminate on September 30, 2016. A motion to approve the hiring of four full-time residence hall

advisors to be advertised by the human resources office was moved by VPIEQA and seconded by VPIA.

6. VPIA

- I. Action Item- PR & VR for Education Instructor, National Campus- VPIA requested for cabinet to approve and advertise a full-time “Education Instructor” position at the National Campus. This faculty position is needed to meet the needs of students in the Education programs and shortage of faculty will affect student completion and success. A motion to approve and advertise this position was moved by VPIEQA and seconded by VPAS.
- II. Action Item- Staff Development Request- A request was shared for cabinet to approve a Learning Resource Center (LRC) staff to be on educational leave for Fall 2016 to complete her bachelor’s degree program at the University of Maine Augusta. Obtaining a baccalaureate degree will enhance the LRC employee’s skills and provide for a smoother transition into obtaining her masters degree, which she has also begun at the University of North Texas. A motion to approve the staff development request was moved by VPIEQA and seconded by VPAS.
- III. Information Sharing- Convocation- Convocation will be held on August 26, 2016, at the practice gym, National Campus. The theme is “ Student Engagement and Motivation Lead to Student Success”. It will be held from 1PM-2PM.

7. President

- I. Action Item- Special Contract for Alumni Relations Coordinator & Development Office for IAEA Office- VPIEQA shared that in order for the college to be committed to alumni work and initiatives, the position should be a full-time position instead. Cabinet members agreed. A motion to alter the position to full-time was moved by VPIEQA and seconded by VPAS.
- II. Information Sharing- BOR Master Planning Calendar 2018-2023- President shared a detailed board’s master planning calendar outlined for 2018-2023.
- III. Information Sharing- CRE Update- The position of the vice president for CRE is being reclassified as the director of CRE. In other words, there will no longer be a VPCRE and instead the lead position will be the director of CRE. At the moment, a current CRE staff will serve as acting director for CRE until the position is filled.

Comments/Upcoming Meeting Date & Time/Etc.:

- The Dining Hall will submit a PR & VR for the “Director for Dining Hall” position, as it is vacant at the next cabinet meeting.
- VPEMSS provided an update on the Fall 2016 enrollment.
- VPIA shared that two Japanese student groups will be visiting the National Campus. The Reitaku University group is here from this week to September 4, 2016. The Sophia University group will be visiting from September 11-17, 2016.
- President announced that today is COS’s last cabinet meeting at the college as she will be departing the college.

Handouts/Documents Referenced:

- 2016 College-wide budget
- August 19, 2016, cabinet agenda
- March 4, 2016, cabinet minutes

- Presidential Directive of March 10, 2016, on “Review Process for Performance Evaluation
- PR & VR for Accountant V, National Campus
- PR & VR for Education Instructor, National Campus
- PR & VR for Residence Hall Advisors, National Campus
- Staff Development Request
- Special Contract for Alumni Relations Coordinator & Development Officer for IAEA Office

College Web Site Link:

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Prepared by:	Chief of Staff	Date Distributed:	August 26, 2016
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Approval of Minutes Process & Responses:

- Cabinet reviewed the minutes. VPIEQA moved and VPAS seconded that Cabinet adopts the minutes. Motion passed and the minutes were adopted.

Submitted by:	Hadleen Hadley	Date Submitted:	September 2, 2016
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

1. VPAS requested for cabinet to approve the Accountant V position to be advertised by the Human Resources Office, as it is responsible for management of grants, receivables, cash, and encumbrances. A motion to approve and advertise this position was moved by VPEMSS and seconded by VPIA.
2. VPIEQA motioned that in order to improve the employee evaluations, relevant vice presidents are to review and sign off on an employee’s evaluation first, and then sending the evaluation to the employee for his/her signature upon completing the evaluation form. VPAS moved and VPEMSS seconded.
3. VPAS will send out a memo to the National Campus staff and faculty about the forum and provide information about additional parking. A request to cabinet for increased security during these dates at the residence halls was approved. VPAS will need to connect with the forum’s FSM National Planning committee to discuss about the concerns regarding accessibility of students, faculty and college employees to their classrooms and working areas that are on the site that will be closed off to the public for the forum.
4. A motion to approve the hiring of 4 full-time residence hall advisors to be advertised by the human resources office was moved by VPIEQA and seconded by VPIA.
5. A motion to approve and advertise this Education Instructor at National Campus was moved by VPIEQA and seconded by VPAS.
6. A motion to approve the LCRE employee’s staff development request was moved by VPIEQA and seconded by VPAS.
7. VPIEQA shared that in order for the college to be committed to alumni work and initiatives, the position should be a full-time position instead. Cabinet members agreed. A motion to alter the position to full-time was moved by VPIEQA and seconded by VPAS.