

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

Committee or Working Group:	Cabinet

Date	Time	Location
September 02, 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				

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. Approval of Minutes 4. Comptroller <ol style="list-style-type: none"> I. Financial Update 5. VPAS <ol style="list-style-type: none"> I. Action Item- Food Services Manager Position II. FY 2018 Budget Guidelines and Planning 6. VPIA <ol style="list-style-type: none"> I. Incentive Award Day and Holiday 7. VPIEQA <ol style="list-style-type: none"> I. Revisit Performance Evaluation II. IPEDS III. TracDat & Assessment Training IV. IEMP Evaluation Report 8. President <ol style="list-style-type: none"> I. JEMCO

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. Reading of the Mission Statement- President’s Secretary/Recorder read the mission statement. 2. Review of Agenda- Cabinet members reviewed the agenda and accepted the agendas as is. 3. Approval of Minutes – VPIEQA moved and VPAS seconded that Cabinet approves the minutes of August 19, 2016 Cabinet meeting. Motion passed unanimously.

4. Comptroller

- I. - Comptroller's financial update included:
 - The 2016 revenue shortfall of \$700 thousand can be covered by our budget savings of \$1.1 million plus.
 - The college's investment is at a surplus of 200 plus and still increasing as compared to last year;
 - The college has many donated items not recognized as assets so comptroller is in communication with the auditor on getting them recognized as assets which might change our depreciation and revenue.
 - The allowance for bad debt expense is higher if the accounts receivable is high. The Comptroller strongly recommends that Financial Aid Office disperse student financial award early to decrease the bad debt expense.
 - Salary issue: Comptroller shared concern for the 2017 budget in regards to salary increase and gaps of 2016 impacts; asked for directions on how to address the issue of salary since FY2017 budget goes into effect next month (October) and also for future plans; suggested issuing step increments on a specified date when revenue is realized and not follow anniversary dates.
 - this month Comptroller will send out a fixed asset inventory form to each office to complete
 - The comptroller will input updated personnel salaries into the FY2017 budget before sending out to Cabinet
 - Beginning October all purchases for Ace Office Supplies through bookstore will get 10% discount- office are encourages to do purchases from bookstore (a workshop will be conducted to educate around the role of procurement)

5. VPAS

- I. Food Services Manager Position- The term "man power" in the personnel requisition was modified to "personnel". VPIEQA moved and VPEMSS seconded that Cabinet approves and advertises the position. Motion passed unanimously.
- II. FY2018 Budget Guidelines and Planning-the budget guidelines is basically almost the same as last year; \$3.8 million revenue from the government; VPAS hi-lighted that indirect cost will not be used as calculations for this budget; there will be 39 offices to develop budget projections; Institutional Advancement & External Affairs to be separate from Presidents. The budget guidelines will reflect IEQA taking lead in the planning and assessment of budget process.

In terms of budget planning, Cabinet will meet to identify priorities, challenges and how to proceed. A date will be determined later.

6. VPIA

- I. Incentive Award Day and Holiday- Cabinet is requested to reconsider combining incentive award day with holiday party. Cabinet wondered if this request is consensus of the majority. VPIA will take it back and encourage them to push the request through Faculty/Staff Senate (FSS). The issue can be handled thru FSS representative at Executive Committee meeting.

- 7. VPIEQA
 - I. Revisit Performance Evaluation – There is a need to revisit the college’s personnel performance evaluation process.
 - II. IPEDS: VPIEQA is now designated as the IPEDS keholder and has provided Cabinet with IPEDS access. Additionally, the comptroller, director of the LRC, and director of HR have also been provided access.
 - III. TracDat & Assessment Training- The Assessment Director will be conducting training for TracDat and Assessment at all campuses. Training for Yap, Chuuk, and Kosrae is scheduled October 10-19, 2016. September 30, 2016 is the deadline to update and complete reports for FY2016 in TracDat. Cabinet endorses putting a freeze on accessing the FY2017 budget until offices have updated TracDat, as required.
 - IV. IEMP Evaluation Report: Completed IEMP evaluation templates were received from each office that indicate the progress of IEMP outcomes to date, however VPIEQA needs a written summary from each office to accompany the templates for the IEMP Evaluation Report. This report will be used to inform budget discussions. Cabinet members agreed the office summaries would be completed and transmitted to VPIEQA by September 16, 2016.
- 8. President
 - I. JEMCO Update—President shared information on the JEMCO meeting he attended in Hawaii.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- August 19, 2016, cabinet agenda
- FY2017 Budget financial update sheet

College Web Site Link:

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Prepared by:	Secretary to the President	Date Distributed:	September 6, 2016
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Approval of Minutes Process & Responses:

- Cabinet reviewed the draft 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. Minutes of August 19, 2016 were adopted
2. The Food Services Manager Position was approved to be advertised.

3. Comptroller will send out a fixed asset inventory form for FY2016 to each office to complete
4. Beginning October 2016, all purchases to ACE will be done through Bookstore. Business office will conduct a workshop to educate people around the role of procurement
5. Comptroller will input updated personnel salaries into the FY2017 budget before sending out to Cabinet
6. The budget guidelines will reflect IEQA taking the lead in the planning and assessment of budget process.
7. Institutional Advancement & External Affairs budget will be separate from President's.
8. VPIA is directed to encourage faculty to work through Faculty/Staff Senate for concerns needing Cabinet's review. The issue regarding Incentive Award Day and Holiday festivities was returned to faculty to work Faculty/Staff Senate
9. VPIEQA will now be the IPEDS keyholder
10. Dean of Assessment will conduct training on TracDat and Assessment at Chuuk, Yap, and Kosrae campuses from October 10-19, 2016
11. September 30, 2016 is the deadline to update and complete reports for FY2016 in TracDat. Cabinet endorses putting a freeze on access for FY2017 until offices complete reports
12. Offices are to submit a written summary for their IEMP evaluation templates by September 16, 2016