

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

<b>Committee or Working Group:</b>	Cabinet
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<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
December 9, 2016	9:10 AM – 12 Noon	Board conference room

<b>Members Present:</b>				
<b>Members:</b>	<b>Name:</b>	<b>Present:</b>	<b>Absent:</b>	<b>Remarks:</b>
President	Joseph Daisy	x		
VPAS	Joseph Habuchmai	x		
VPEMSS	Joey Oducado	x		
VPIA	Karen Simion	x		
VPIEQA	Frankie Harriss		x	
Recorder	Hadleen Hadley	x		Norma

<b>Additional Attendees:</b>	Comptroller Roselle Togonon
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Reading of the mission statement</li> <li>2. Review of agenda</li> <li>3. Approval of Minutes – November 25, 2016</li> <li>4. Comptroller</li> <li>5. VPAS               <ul style="list-style-type: none"> <li>• Holiday Party Update</li> </ul> </li> <li>6. VPEMSS               <ul style="list-style-type: none"> <li>• Commencement Update</li> </ul> </li> <li>7. VPIA               <ul style="list-style-type: none"> <li>• Focus Group Summaries</li> </ul> </li> <li>8. President               <ul style="list-style-type: none"> <li>• Board of Regents Meeting Debriefing</li> </ul> </li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
<ol style="list-style-type: none"> <li>1. President Daisy opened the meeting and declared a quorum. VP Habuchmai read the mission statement.</li> <li>2. The minutes of the November 25, 2016, meeting were deferred to the next meeting.</li> <li>3. <b>VPAS</b> <ol style="list-style-type: none"> <li>a. <b>Holiday Party Update:</b> The venue has been moved to Pohnpei Campus due to the chemical smell from replacing the floor of the practice gym. Work is in progress with Pohnpei Campus staff to set up the gym and by the other committees. This year there will be four pigs. The program order was discussed. The committee was tasked to announce the change in venue, ensure timely delivery of the food, including the pig, and consider a parking plan. Steps should be taken to ensure the practice gym is fumes-free by commencement.</li> </ol> </li> <li>4. <b>Comptroller</b> <ol style="list-style-type: none"> <li>a. <b>Washesr and Dryers:</b> Comptroller Togonon reported a monthly income of about \$500</li> </ol> </li> </ol>

from the washers and dryers in the residence halls. There is approximately \$1,000 available to purchase more machines. Currently there are two working washers and two dryers in each residence hall. President suggested budgeting at least one washer and one dryer yearly to replace the machines and leave the \$1000 for now.

- b. **FMI Balance:** The surplus at FMI is \$416,242.69 which includes the \$160,000 for the roof repair. The roof repair project has been initiated and waiting for funds from FSM. President stressed that this is priority since it is also a health and safety issue.
- c. **Dining Hall:** The dining hall ran at a loss in 2014 and 2015 and at a surplus in 2016. Controlling serving portions for takeout was implemented to control costs. President reminded that take out trays should be standardized and Styrofoam trays used only for serving at meetings. President wanted more Cabinet presence in the dining hall; need not eat but to be there and observe.
- d. **Audit:** Information on JICA donation to FMI were submitted to the auditor for evaluation of the cost and impact on our financial statement. The on-going relationship between JICA and FMI was explained to the comptroller. The comptroller predicted completing the financial statement by the end of next week. As of today, we have \$2 million surplus not including computation for allowance and position. The auditor also needs to know the cost of outdated textbooks in the bookstore. VP Simion said we now have a policy to get this under control. We need to find a way to dispose of the books, possibly to Gear Up and Upward Bound. President reminded of the need to regularly test the functioning of all security cameras on campus and replace them as needed.

#### 5. VPEMSS

- a. **Commencement Update:** VP Oducado reported 220 applicants for graduation; this does not include the 34 summer graduates and eight candidates for the bachelor's program. The 220 will be confirmed after all grades are in. Grades for national, Pohnpei, and Yap campuses are due Monday and for Chuuk and Kosrae on Tuesday. OAR staff will work late on Tuesday to have the list of graduates by the 14<sup>th</sup>, the date for graduation simulation. Caps and gowns will be distributed after practice. UOG is sending two participants to present the graduates and to confer the degrees. Confirmed are Secretary Kephas' participation, Phyllis Silbanuz as MC, and Jazmin Mendiola as the commencement speaker. Also set are student participants and PA system. President asked for music in the interlude before the ceremony begins.

#### 6. VPIA

- a. **Focus Group Summaries:** While in Yap VP Simion held two focus group meeting with students to learn what their needs are.
  - i. Yap Campus: Nineteen students attended; a good sampling of the student population. Overall they are satisfied; in general instructors are doing their job well; there are some exceptions. They are disappointed with losing their education instructor. Concerns voiced include: some instructors are late to class or not prepared; unavailability of needed classes; student services personnel not available during registration; slow internet speed affecting registration; and want music offered.
  - ii. FMI: Thirty-nine cadets attended; all cadets except the engineering students who were in class. They like the structure at FMI and said instructors are good. They voiced the following: isolation of campus, outdated policies; discipline measures not according to the handbook; no student life; terrible food; not enough computers on campus; no wifi; no access to outside world; limited internet; lights for the basketball court to extend playing time; textbooks need

reprinting; more practical experience; want to fish for dinner; want career counseling; and roof needs fixing. President Daisy explained how deplorable the situation was when he first went to FMI, the improvements before the accreditation visit, and now the subpar situation. The quality of life outside the classroom is very poor. He would like to see all embrace FMI as equal to other campuses. VP Oducado reported his efforts to institute transcripts for FMI. President Daisy said we cannot continue to neglect FMI and the young men there. He will write to VPIA requiring these immediate changes: fix the roof (1<sup>st</sup> priority); give oversight of the mess hall to the comptroller (menu should mirror national campus dining hall); create a cadet center in a housing unit and turn the bedrooms into computer room(s); install wifi on campus; get student input on furnishing the cadet center; get a large screen TV for center; get weight set for the old rec room; get pool table for old rec room or new center; replace washers and dryers with durable equipment and establish replacement system; get LED lights for basketball court; develop refresh schedule for mattresses; ensure each cadet resident room has chairs for the desks; anticipate fan needs; create position of career counseling; and restart gardening. This requires prior dialogue with Dean Roboman. The funds are there, and the need is there to improve the quality of life experience for the cadets.

## 7. President

- a. **Debriefing Board Meeting:** President Daisy reported a productive meeting. During the Guam portion on the first day the board met with Jason Miyashita in the morning and Dan Fitzgerald in the afternoon at the Raymond James office. Mr. Miyashita went over both investments (endowment and reserves) and discussed how to grow the reserves and ran simulations to realize \$100,000 each year. President suggested investing \$250,000 from five-year period surplus. Mr. Fitzgerald advised this is not a risk and would help grow the endowment. He also clarified audit requirement regarding financial statement from the foundation. During the second day, the board met with Father Hezel, a foundation board member. Discussed was how the college can provide assistance and support to the foundation. The college offered to share Executive Director Manny Mori from the advancement office with the foundation as secretary to their board or executive director for the foundation. In Yap the board toured FMI and shared similar concerns. The meeting had three major pieces: budgets, professional development and two-year action plan, and quadrennial comprehensive evaluation of the president. The board wants all future financial reports in functional categories and with comparative information with the previous year. They created a standing Finance and Audit Committee which is to meet prior to each board meeting to review financial reports and related agenda items. To strengthen relationship between the president and board, the president, chair, and vice chair are to meet as a group prior to each meeting to identify strategic priorities and discuss questionable items. The three are also to attend the annual AGB Board/President workshop. A small committee with the consultant (Wilson Hess) will do the quadrennial evaluation of the president. The board clarified the language of the policy for “affiliation” to mean “employment. The president briefly went through the board’s two-year action agenda and the rest of the directives. The next board meeting will be held in Pohnpei; the May meeting in Chuuk.
8. **Incentive Awards:** HR director sent cabinet the nominations for the incentive awards for the cabinet to decide. The cabinet selected the following:
  - a. Innovative Idea – Francisco Mendiola and Mason Wiley

- b. Faculty of the Year – Michael Mueller
  - c. Student Choice – Lihno Panuelo
  - d. Community Service – Castro Joab
  - e. Staff of the Year – Shaun Suliol
  - f. Award of Recognition – Norma Edwin
9. **Adjournment:** VP Oducado moved and VP Habuchmai seconded that the meeting be adjourned. The meeting adjourned at 12 noon.

**Comments/Upcoming Meeting Date & Time/Etc.:**

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- Handouts/Documents Referenced:**
- Meeting Agenda
  - Comptroller’s Financial Report
  - Focus Group Summary – FMI
  - Focus Group Summary – Yap Campus

**College Web Site Link:**

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<b>Prepared by:</b>	Norma Edwin	<b>Date Distributed:</b>	1/20/17
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- Approval of Minutes Process & Responses:**
- Approval of the 12/9/16 minutes were done via email. Majority voted for adoption with one abstention.

<b>Submitted by:</b>	Norma Edwin	<b>Date Submitted:</b>	1/26/17
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- Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**
1. Holiday party committee to announce change of venue, ensure timely delivery of the food; and consider a parking plan.
  2. Budget for a washer and dryer annually and hold \$1,000 accumulated
  3. Roof repair at FMI a priority.
  4. Presence of cabinet in the dining hall.
  5. Determine ways to dispose of outdated textbooks.
  6. Regularly test security cameras for functioning and replace as needed.
  7. Have music during the interlude before the commencement ceremony.
  8. Embrace FMI as equal to other campuses; address conditions identified; dialogue with Dean Roboman.
  9. Made selections for the incentive awards.

Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:			
Approved with conditions:			
Disapproved:			

