

**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>
November 2, 2016	8:33-10:14 AM	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	Norma Edwin	x		

<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. VPIA               <ul style="list-style-type: none"> <li>❖ Personnel Requisitions/Vacant Positions                   <ul style="list-style-type: none"> <li>▪ Computer Lab Monitor for LangLit</li> <li>▪ IC for Yap/FMI</li> <li>▪ Administrative Assistant for Yap campus</li> <li>▪ IC for Pohnpei Campus</li> </ul> </li> <li>❖ Program Review                   <ul style="list-style-type: none"> <li>▪ Board Policy 3202</li> <li>▪ Administrative Procedure 3202</li> </ul> </li> </ul> </li> <li>4. VPAS – Budget Update</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. Comptroller Togonon read the mission statement.</li> <li>2. Order of the agenda reversed to do the budget update first.</li> <li>3. <b>Budget Update:</b> Comptroller Togonon presented the budget update by first discussing the issues regarding projecting revenue from tuition. Falling short on credit projection is an ongoing issue. To address this concern, beginning next fall, first time students will be provided their schedule of classes; class scheduling will then be made to enable their schedules. Other methods to consider are review of current pathways so remedial courses are taken during the summer and or do away with remedial courses and build support into college courses which is common in the US. President suggested piloting the later. VPIA will experiment with EN 120A. VPEMSS said the DDFT program is an example of building support into the courses. President Daisy also mentioned the need to work with FSS, especially the faculty component; this is an opportunity to build a relationship with them.</li> </ol>

The comptroller recommended not having a plan B and instead focus on meeting our targets. If our targets are not met after fall 2016 then determination can be made on where to make adjustments. President said not to rule out going to Congress for supplemental funds, we would need to build a very compelling case with very specific detail on what the needs are. The comptroller also brought up the proposal from Bank of Guam and matter of indirect cost from FY 16. Discussion on those matters were deferred to another meeting.

4. **VPIA**

- a. Personnel Requisitions/Vacant Positions – VPIA requested approval to hire four vacant positions: computer lab monitor for LangLit, education instructor, IC for FMI, and administrative assistant for Yap Campus. Question arose whether President Daisy received David Johnson’s resignation letter. **VP Harriss moved/VP Oducado seconded to approve the four positions pending receipt by the President of the resignation letter. Motion passed.**
- b. IC for Pohnpei Campus – VP Simion reported that the division chairs at both the National and Pohnpei campuses requested to eliminate division chairs and have ICs take over the administrative responsibilities of the division chair. There would be an IC for Pohnpei Campus and two ICs at the national campus; one for AS degree programs and one for AA degree programs. Specialized programs will still have program coordinators. The advantages and budget implications were discussed. **VP Harriss moved and VP Simion seconded to endorse this proposal. The motion passed. VP Simion is to send out this information.**
- c. Revision to Program Review Policy – Proposed revision to BP 3202 is to change the timeline for program review to be completed to every four years for two-year programs and every two years for one-year certificates. Considering EC’s decision to replace division chairs with ICs, the policy and procedures need to reflect the change, and provide clarity on how ICs, Curriculum Committee and Assessment Team fit in. More work is needed; therefore it is not ready for the December board meeting.

5. **Miscellaneous**

- a. President Daisy reported two firms submitted bids for the IDP projects--VPAS, Project Manager and Director of Facilities will review them with PMU and make recommendation; Chuuk Legislature passed a bill to appropriate \$3 million for Chuuk Campus; update on SDSU reimbursement to the college; 25<sup>th</sup> anniversary plans; and receiving affirmation at the CASE conference that we are on target regarding our advancement strategies. He asked the VPs to submit their vacation plans for December.
- b. VP Oducado informed on commencement plans.
- c. VP Habuchmai mentioned plans for a holiday party.
- d. VP Harriss provided updates on the work of the Strategic Planning Working Group (SPWG) and strategic plan.

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

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**Handouts/Documents Referenced:**

- Vacancy Review – LL Lab Monitor
- Personnel Requisition – Information Systems Specialist
- Personnel Requisition – Administrative Assistant Yap
- Personnel Requisition – IC Yap

<b>College Web Site Link:</b>
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<b>Prepared by:</b>	Norma Edwin	<b>Date Distributed:</b>	
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<b>Approval of Minutes Process &amp; Responses:</b>
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<b>Submitted by:</b>		<b>Date Submitted:</b>	
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<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>			
<ol style="list-style-type: none"> <li>1. Pilot building support into courses instead of offering remedial courses.</li> <li>2. Defer discussion on proposal from Bank of Guam and regarding FY 16 indirect cost.</li> <li>3. Approve filling computer lab monitor for LangLit; education instructor, IC for FMI, and administrative assistant Yap campus pending receipt by president of resignation letter.</li> <li>4. Endorse proposal from division chairs to replace them with ICs. VPIA to send out announcement on the change.</li> <li>5. Continue revision of BP 3202 to reflect change to replace division chairs with ICs and provide clarity on how ICs, curriculum committee and assessment team fit in.</li> </ol>			
<b>Action by President:</b>	<b>Item numbers:</b>	<b>Date:</b>	<b>Comments/Conditions:</b>
<b>Approved:</b>			
<b>Approved with conditions:</b>			
<b>Disapproved:</b>			