

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

<b>Committee or Working Group:</b>	Cabinet
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<b>Date</b>	<b>Time</b>	<b>Location</b>
February 26, 2016	9:00AM-11:38AM	President’s Conference Room

<b>Members</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
President	Joseph M. Daisy	X		
VPAS	Joseph Habuchmai	X		
VPCRE	Jim Currie	X		
VPEMSS	Joey Oducado	X		
VPIA	Karen Simion	X		
VPIEQA	Frankie Harriss	X		
Comptroller	Roselle Togonon	X		
Chief of Staff	Universe Yamase	X		

<b>Additional Attendees:</b>	
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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. Comptroller               <ol style="list-style-type: none"> <li>I. Financial Briefing</li> </ol> </li> <li>3. Review of Cabinet Minutes               <ol style="list-style-type: none"> <li>I. February 5, 2016, Minutes</li> </ol> </li> <li>4. VPAS               <ol style="list-style-type: none"> <li>I. Payroll Assistant- Special Contract to Regular</li> <li>II. Updates:                   <ol style="list-style-type: none"> <li>a. Funding for College IDP</li> <li>b. FY2017 Budget with FSM BRC</li> <li>c. Facilities Renovation and Upgrades</li> </ol> </li> <li>III. Miscellaneous                   <ol style="list-style-type: none"> <li>a. Confidential Documents in Mailboxes</li> </ol> </li> </ol> </li> <li>5. VPCRE               <ol style="list-style-type: none"> <li>I. Phone Card</li> <li>II. Schools to College Bridging the Gap in Science Programs</li> </ol> </li> <li>6. VPEMSS               <ol style="list-style-type: none"> <li>I. Request from the Dean of Student Services and Student Life, University of Maine at Fort Kent</li> </ol> </li> <li>7. VPIA               <ol style="list-style-type: none"> <li>I. Instructional Coordinator for Kosrae Campus</li> <li>II. BP No. 3302 from CAC on Making Up Classes</li> </ol> </li> <li>8. VPIEQA               <ol style="list-style-type: none"> <li>I. Draft Assessment Committee Proposal</li> <li>II. Update on Accrediting Team Visit</li> </ol> </li> </ol>

### **Discussion of Agenda/Information Sharing:**

1. Reading of the Mission Statement- To begin the meeting, VPEMSS read the mission statement.
2. Comptroller
  - I. Financial Briefing- The Comptroller shared the college's "Statement of Revenues, Expenses, Changes in Net Position, and Net Assets for September 30, 2015, and 2014" as of January 28, 2016. In addition, cabinet was updated with the Financial Status of the college as of February 24, 2016, and Strategies for Financial Control was presented to assist the institution with monitoring its financial spending.
3. Review of Cabinet Minutes
  - I. February 5, 2016, Minutes- A motion to approve the minutes with the recommended changes was moved by VPEMSS and seconded by VPAS. Couple members abstained as they were not present during the February 5, 2016, cabinet meeting.
4. VPAS
  - I. Payroll Assistant- Special Contract to Regular- A request by VPAS was to recommend the current payroll assistant be placed under regular contract as the position is currently a special contract position. VPAS stated that due to confidentiality and time sensitivity of the payroll work, the Business Office needed someone who can assist the payroll accountant on a regular basis. Cabinet discussed that the individual who held the Payroll Assistant position (special contract) cannot be switched to a regular position. In order for the Payroll Assistant position to move from special to regular contract, the Payroll Assistant position will be advertised as a regular position by opening the position to the public. A motion to advertise the Payroll Assistant position as a regular contract was moved by VPCRE and seconded by VPEMSS. The Human Resources Office will assist with the advertisement.
  - II. Updates:
    - a. Funding for College IDP- VPAS informed the good news that 14 million dollars for the college's infrastructure development plan was available according to the FSM Budget Office.
    - b. FY2017 Budget with FSM BRC-Following FSM's President Christian evaluation of the college's FY2017 Budget, the FY2017 Budget was then reviewed by FSM's Budget Review Committee (BRC). FSM BRC completed its review of the college's FY2017 Budget, and now will await for Congress' session in May 2017 for VPAS to attend the budget hearing. VPAS will justify the college's FY2017 Budget as the college's financial needs have to comply with the Accreditation Standards.
    - c. Facilities Renovation and Upgrades-VPAS shared that the facilities renovation and upgrades were ongoing during the day and after working hours.
  - III. Miscellaneous
    - a. Confidential Documents in Mailboxes- VPAS discussed the concern about employees' confidential documents placed in their mailboxes. The college's mailboxes are without locks and the fear of a person reading someone else's mail would be highly possible. VPAS recommended that important documents be sealed in envelopes and delivered to the employee instead of placing them in the person's mailbox, which can be accessible to anyone. President responded and said for the college to look at securing mailboxes for staff and faculty.

5. VPCRE

- I. Phone Card- VPCRE shared one of the college's agriculture students who will be displayed in FSM Telecom's phone cards during its next phone card cycle. The advertisement of the agriculture student on FSM Telecom phone cards will promote COM-FSM's agriculture program and increase FSM's population's interest in agriculture.
- II. Schools to College Bridging the Gap in Science Programs- VPCRE presented CRE's initiative to enhance the High School agriculture programs and improve the opportunity for interested students to transition from high school to college through the Agriculture and Food Technology and to pursue higher degrees in Agriculture and Food Science, and other Science, Technology, Engineering, and Math (STEM) disciplines beyond the College of Micronesia-FSM and at university level. Comments were shared by the cabinet members, such as suggesting to revise the title by removing "Bridging the Gap" as this particular phrase, for some people has a negative connotation.

6. VPEMSS

- I. Request from the Dean of Student Services and Student Life, University of Maine at Fort Kent- 10 FSM students completed a distance education program with the University of Maine at Fort Kent. The dean from the college requested the opportunity for the 10 FSM Students to be recognized at the college's May commencement. Cabinet members discussed that by supporting the dean's request it demonstrates how COM-FSM embodies its mission statement which is a "learner centered institution of higher education that is committed to the success of the Federated States of Micronesia..." A motion to approve the request pending the establishment of an MOU with University of Maine at Fort Kent was moved by VPIEQA and seconded by VPCRE.

7. VPIA

- I. Instructional Coordinator for Kosrae Campus- VPIA requested the approval to advertise the Instructional Coordinator position for Kosrae Campus. The Instructional Coordinator position at Kosrae Campus was removed 1 ½ years ago as a pilot for the small campus. The campus dean assumed some of the duties and responsibilities of the eliminated Instructional Coordinator. Now that the Kosrae Campus will be hiring a new campus dean, the new dean has to learn the duties of the dean and concentrate on making the necessary improvements at Kosrae Campus, thus prompting the request to open a position for the Instructional Coordinator position. A motion to approve the request was moved by VPIEQA and seconded by VPEMSS. The Human Resources Office will assist with advertising the position.
- II. BP No. 3302 from CAC on Making Up Classes- CAC reviewed Board Policy No. 3302, *Making up Classes*, and requested cabinet for its inputs and recommendations regarding this policy. Cabinet suggested for CAC to provide clarity in the policy such as the arrangements in which faculty will make up their class hours prior to going on leave. A comment to include procedures to the policy was requested by cabinet. VPIA will share cabinet's comments with CAC.

8. VPIEQA

- I. Draft Assessment Committee Proposal- CAC requested the re-formation of an Assessment Committee as CAC expressed concern that they had been unable to effectively and realistically handle the workload associated with both responsibilities

of curriculum development and improvement as well as program assessment and program review feedback. The Assessment Committee will have authority, as the committee will be making recommendations for improvement of assessment and review quality. The Assessment Committee will have to meet extensively throughout each academic year, as often as once per week. The Assessment Committee would fall under the same administrative pathway as the Management Team and the President's Cabinet. VPIEQA shared with cabinet about the draft Assessment Committee proposal to begin discussions about additional reasons why the committee is necessary, who should be the members of the committee, whether or not it is a governance or administrative based committee, and how the assessment cycle might change with the formation of this committee.

- II. Update on Accrediting Team Visit- VPIEQA provided an update on the accreditation team visit schedule and that she would be contacting individuals to meet evidence requests made by the visiting team.

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

- With consultation with the business office consultant, Josie Cajipe, the Comptroller provided information regarding book fees charged to students' Pell Grant as it is practiced at the College of Marshall Islands (CMI). Comptroller informed that the book fee at CMI was optional. She said that the study to administer books fees for the college will take time.
- The Student Information System developer will be arriving after the accreditation and audit visit. The developer will train staff during his/her visit.
- The Director of Procurement will be arriving soon at the college. The individual will help with inventory, provide a comprehensive study of assets, and handle purchase orders for local and external vendors.

**Handouts/Documents Referenced:**

- February 5, 2016, Cabinet Minutes
- February 26, 2016, Cabinet Agenda
- Payroll Assistant- Special Contract to Regular Document
- Phone Card Document
- Schools to College Bridging the Gap in Science Programs Document
- Instructional Coordinator for Kosrae Campus
- BP No. 3302 from CAC on Making Up Classes
- Draft Assessment Committee Proposal
- Comptroller's Financial Documents

**College Web Site Link:**

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<b>Prepared by:</b>	COS	<b>Date Distributed:</b>	2-29-16
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**Approval of Minutes Process & Responses:**

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<b>Submitted by:</b>		<b>Date Submitted:</b>	
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

1. VPAS will sent the 2015 letter to VPIEQA as the letter informs the amendment of the law in which the IDP fund will be transferred from FSM State government level to the National government level. With this amendment, the college would be permitted to access the IDP fund.
2. A motion to advertise the Payroll Assistant position as a regular contract was moved by VPCRE and seconded by VPEMSS. The Human Resources Office will assist with the advertisement.
3. President requested for VPAS to look at securing mailboxes for staff and faculty to address the concern for confidential documents.
4. A motion to approve the request pending the establishment of an MOU with University of Maine at Fort Kent was moved by VPIEQA and seconded by VPCRE. VPEMSS will ensure that a MOU between COM-FSM and University of Maine at Fort Kent is established.
5. A motion to approve the request of opening up the Instructional Coordinator position for Kosrae Campus was moved by VPIEQA and seconded by VPEMSS. The Human Resources Office will assist with advertising the position.
6. VPIA will share cabinet's comments and input on BP No. 3302 with CAC.
7. COS will secure the Board Conference Room for the next cabinet meeting, March 4, 2016. This room is appropriate to watch the college video that will be presented.