

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

Committee or Working Group:	Cabinet Meeting
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Date	Time	Location
February 5, 2016	9:00AM – 11:25AM	President’s Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy	X		
VPAS	Joseph Habuchmai	X		
VPCRE	Jim Currie		X	Sick
VPIA	Karen Simion	X		
VPIEQA	Frankie Harriss	X		PROXY; visited FSM-FMI Campus for accreditation training
VPEMSS	Joey Oducado	X		
Comptroller	Roselle Togonon	X		
Chief of Staff	Universe Yamase	X		Recorder

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Reading of the Mission Statement 2. Review of Cabinet Minutes <ol style="list-style-type: none"> I. January 8, 2016, Minutes 3. VPIEQA-PROXY <ol style="list-style-type: none"> I. Student ID Endorsement 4. Comptroller 5. VPAS <ol style="list-style-type: none"> I. Staff Development Request 6. VPIA <ol style="list-style-type: none"> I. Personnel Requisitions

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. Reading of the Mission Statement- To begin the meeting, VPIA read the mission statement 2. Review of Cabinet Minutes <ol style="list-style-type: none"> I. January 8, 2016, Minutes- A motion to approve the minutes with the recommended changes was moved by VPEMSS and seconded by VPAS. 3. VPIEQA-PROXY <ol style="list-style-type: none"> I. Student ID Endorsement- IT Director presented the college student IDs. He mentioned that the features of the card such as the format of the card, the seven digit COM-FSM ID number, bar code of COM-FSM ID, sticker indicating enrollment into semester (green-

spring; red-summer; orange-fall), the statement of ownership, the placement of the photo and the holographic images appearing on the front of the ID represent the unique features of the COM-FSM card to external organizations as an official COM-FSM student ID. A motion to accept the student ID was moved by VPIEQA proxy and seconded by VPAS. Cabinet endorsed the COM-FSM student ID.

4. Comptroller

I. Comptroller presented the “Budget vs. Actual” for National Campus, the 2016 Financial Status for all Campuses, Revenue and Summary as of February 4, 2016. Summary of both Fall 2015 and Spring 2016 revenue show uncollected funds of 800K for Fall 2015 and 700K for Spring 2016. Comptroller recommended that based on funds, she will work with the vice presidents on strategies for financial control. President also recommended that Comptroller work with Josie, the business office consultant, to explore book fees for students as another fee charged to the student Pell Grant as it is practiced at the College of Marshall Islands.

5. VPAS

I. Staff Development Request- VPAS presented the staff development budget for year 2015, 2016 and 2017 along with the actual and remaining balance for each year. The staff development budget summary is to help support VPAS’ request for cabinet to approve a staff from the Business Office to cover the 2016 and 2017 cost of tuition for the Business Office staff to achieve her Bachelor’s of Science in Accounting. A motion was made for Cabinet to approve the staff development request for the Business Office staff to fund for the 2016 tuition. 2017 tuition will be addressed by accompanying another application to seek staff development support, which will include evidence of the employee seeking multiple scholarship sources prior for approval. Motion was moved by VPEMSS and seconded by VPAS. Cabinet endorsed.

6. VPIA

I. Personnel Requisitions

1. Math Instructor for Pohnpei Campus- A request to fill and announce the vacant full-time math instructor at Pohnpei Campus was presented as the individual resigned to fulfill his/her duty as a senator for Pohnpei State Legislature. The motion to approve the request was moved by VPAS and seconded by VPEMSS. Cabinet endorsed. The Human Resources Office will assist with the advertisement of the Math Instructor position at Pohnpei Campus.
2. Trial Counselor Program Coordinator at National Campus- A request to cabinet to create a position for the Social Science department at the National Campus called the Trial Counselor Program Coordinator was shared and discussed. Cabinet requested for the position to be discussed with the Social Science department about the concept of tailoring the Trial Counselor Program to “Paralegal Program”. The Trial Counselor Program should consider revision of the program in light of the survey, comments, and the program review. No action was made to create a full-time position for the Trial Counselor Program Coordinator at National Campus.

Comments/Upcoming Meeting Date & Time/Etc.:

- September 1-10, 2016 is scheduled for the Pacific Islands Forum which will be held in the FSM China Friendship Sports Center.
- Student Success definition was shared with cabinet.
- FACSSO meeting is held on February 19, 2016, at the practice gym at the FSM China Friendship Sports Center.
- President shared the update from the Human Resource Office director the status of the self-evaluation of all employees at all campuses. All self-evaluations should be completed by

February 26, 2016.

- VPIA made a request for cabinet to approve the Human Resources Office to utilize Dr. Watson for staff development training at each college campus. Cabinet approved. VPIA will work with the Human Resources Office director.

Handouts/Documents Referenced:

- February 5, 2016, Cabinet Agenda
- January 8, 2016, Cabinet minutes
- VPIEQA's agenda item: Student ID
- Comptroller's Financial Update as of February 4, 2016 Excel Sheet
- VPAS' Staff Development Request
- VPIA's personnel requisitions for Math Instructor at Pohnpei Campus and Trial Counselor Program Coordinator at National Campus

College Web Site Link:

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Prepared by:	COS	Date Distributed:	February 8, 2016
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Approval of Minutes Process & Responses:

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Submitted by:		Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

1. Comptroller recommended that based on funds, she will work with the vice presidents on strategies for financial control.
2. Comptroller will work with Josie Cajipe, the business office consultant, to explore book fees for students as another fee charged to the student Pell Grant as it is practiced at the College of Marshall Islands.
3. VPAS and the director of Maintenance will meet with president to review maintenance work for all campuses before the visiting team arrives in March 2016.
4. Cabinet requested for VPIA to have Social Science department discuss about the concept of tailoring the Trial Counselor Program to "Paralegal Program". The Trial Counselor Program should consider revision of the program in light of the survey, comments, and the program review.
5. VPIA made a request for cabinet to approve the Human Resources Office to utilize Dr. Watson for staff development training at each college campus. Cabinet approved. VPIA will work with the Human Resources Office director.