

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

Committee or Working Group:	Cabinet
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Date	Time	Location
March 4, 2016	9:00AM-11:16AM	Board Conference Room

Members	Name	Present	Absent	Remarks
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		
Chief of Staff	Universe Yamase	X		

Additional Attendees:	Comptroller, Director of Human Resources Office and Director of Information Technology
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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. February 26, 2016, Minutes 3. Director of Human Resources Office <ol style="list-style-type: none"> I. Incentive Day Award II. Update on the Completion of the Performance Evaluations III. Training with Dr. Watson 4. Comptroller <ol style="list-style-type: none"> I. Financial Briefing 5. VPIA <ol style="list-style-type: none"> I. College Video Presentation II. Proposal to Amend the Employee Progress Report 6. VPIEQA <ol style="list-style-type: none"> I. Summit Date

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. Reading of the Mission Statement- To begin the meeting, COS read the mission statement. 2. Review of Cabinet Minutes <ol style="list-style-type: none"> I. February 26, 2016, Minutes- A motion to approve the minutes with the recommended changes was moved by VPAS and seconded by VPEMSS. 3. Director of Human Resources Office <ol style="list-style-type: none"> I. Incentive Award Day- Director of Human Resources Office proposed a recommendation to combine both the National and Pohnpei Campus Holiday with

Incentive Day Award at the end of the year. The date was scheduled on the catalog. Therefore, she proposed the Incentive Award Day to be held during December of this year again. Reasons included: (1) Attendance/Participation- the event last year was well attended, people were in celebratory mood, seemed fun, etc. (2) Cost Effective- other sources were used to fund food and activities, and the limited funds for this program this year can be focused on actual professional development needs and monetary awards and (3) Timing- it seemed more appropriate to celebrate at the end of the year. A motion to approve combining Incentive Day with the Holiday event was moved by VPIEQA and seconded by VPEMSS.

- II. Update on the Completion of the Performance Evaluations- Information on the completion of the college performance evaluations were presented for 2015 and 2016. Director of Human Resources collected and compared the 2015 and 2016 to the 4-year table provided in the accredited report. Specifically, for 2016, data showed greater improvement and the college now complies with the timeline and standard. There were discussions on the quality of performance evaluations and review process. Some of the vice presidents returned staff evaluations to the directors to make necessary changes and corrections prior to forwarding to the human resources office. Director of Human resources commented and noted that the evaluations were not done well and seem unrelated to the work issues raised in the evaluations. A motion was made to improve the quality of an employee's self-evaluation by having the vice presidents involved in the performance evaluation process. Both the college supervisor and the assigned vice president will evaluate the employee's evaluation with comments and feedback to the employee. This will ensure the quality of college performance evaluations prior to submitting to the Human Resources Office. VPIEQA moved and VPEMSS seconded. President requested the director of human resources office to respond to his letter in which informed vice presidents to ensure the completion of performance evaluation of all college employees in their area by end of February 2016.

- III. Training with Dr. Watson- Director of Human Resources Office shared about Staff Development for the college. She shared the value of having Dr. Watson visit all college campuses this year. A motion was made that the National Campus will provide funding for the Watson Training at the state campuses. VPIEQA moved and VPIA seconded. The director of the Human Resources Office will contact Dr. Watson and find out his available dates and then Cabinet will select the training dates for each state campus and National Campus.

4. Comptroller

- I. Financial Briefing- The Comptroller discussed the "ABILA MIP Fund Accounting Software." She shared that the ABILA MIP is an integrated system with functionality including fund accounting, procurement, budgeting, payroll, human resources, timekeeping, fixed asset management, grant management, dashboards and more. A flexible structure enables users to manage and report on multiple cost centers at the general ledger level including multiple organizations, funds, projects, grants, programs, departments, locations, etc. Cabinet shared suggestions to improve the ABILA MIP chart, such as including additional columns for summaries for each module and individuals responsible for the module. In addition, the financial update for Spring 2016, the Samples of Financial Report, and the financial information pertaining to Standard III.D were presented.

5. VPIA

I.	College Video Presentation- The Director of Information Technology was invited to present the latest college video commercial that runs for about 3 minutes. The director shared that the video was shared with students and it received positive feedback. Cabinet reviewed the video and provided suggestions for improvements. The video will be provided to the ACCJC Visiting Team. The final version with the incorporated cabinet suggestions for edits will not be posted publicly until approved.
II.	Proposal to Amend the Employee Progress Report- VPIA shared a memorandum with a subject heading titled “Evaluation of Academic Administrators and Others Directly Responsible for Student Learning on Using Results of Assessment to Improve Teaching and Learning”. The recommendation for improvement on the evaluation tool is to include an addendum for academic administrators. This rating item will specifically rate academic administrators on how well they use assessment of student learning to improve teaching and learning. The proposal will be reviewed by the Human Resources Committee, Faculty/Staff Senate and the Management Team. The addendum will go to cabinet for review on April 15, 2016.
6.	VPIEQA
I.	Summit Date- Summit date will be scheduled for August 2-3, 2016.

Comments/Upcoming Meeting Date & Time/Etc.:
<ul style="list-style-type: none"> ▪ VPAS shared that the Director of Procurement arrived. President requested that the Director of Procurement read the December 15, 2015, Self-Evaluation report on Standard III, and take the online accreditation test.

Handouts/Documents Referenced:
<ul style="list-style-type: none"> ▪ February 26, 2016, Cabinet Minutes ▪ March 4, 2016, Cabinet Agenda ▪ Comptroller’s documents ▪ VPIA’s Memorandum

College Web Site Link:
<ul style="list-style-type: none"> ▪

Prepared by:	COS	Date Distributed:	March 10, 2016
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Approval of Minutes Process & Responses:
<ul style="list-style-type: none"> ▪

Submitted by:		Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:
<ol style="list-style-type: none"> 1. Director of Human Resources office will respond to president’s memo, which informed vice presidents to ensure the completion of performance evaluation of all college employees in their area by end of February 2016. 2. The director of the Human Resources Office will contact Dr. Watson and find out his available dates and then Cabinet will select the training dates for each state campus and National Campus

for Staff Development across all campuses.

3. VPAS will ensure that the Director for Procurement will read the December 15, 2015, Self-Evaluation report on Standard III, and take the online accreditation test.
4. VPIA's proposal to amend the Employee Progress Report will be reviewed by the Human Resources Committee, Faculty/Staff Senate and the Management Team. The recommendation evaluation will include rating scale to evaluate academic administrators and others directly responsible for student learning on using results of assessment to improve teaching and learning. The addendum will go to cabinet for review on April 15, 2016.