

**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>
May 27, 2016	9:00AM-11:00AM	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	On Leave
Chief of Staff	Universe Yamase	X		Recorder

<b>Additional Attendees:</b>	Comptroller and Director for Procurement
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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. Comptroller               <ol style="list-style-type: none"> <li>I. Financial Update</li> </ol> </li> <li>4. VPAS               <ol style="list-style-type: none"> <li>I. Action Item- Food Purchases for Student Activities</li> </ol> </li> <li>5. VPCRE               <ol style="list-style-type: none"> <li>I. Announcement- Summer Science Fairs</li> </ol> </li> <li>6. VPIA               <ol style="list-style-type: none"> <li>I. Action Item- Proposal to Change BP and AP 6026</li> <li>II. Action Item- Personnel Requisition for Math Instructor, National Campus</li> <li>III. Action Item- Proposal to Reconstitute Position in VPIA Budget</li> <li>IV. Action Item- Staff Development Request</li> </ol> </li> <li>7. President               <ol style="list-style-type: none"> <li>I. Action Item- Personnel Requisition for the Executive Director for Institutional Advancement &amp; External Affairs</li> </ol> </li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
<ol style="list-style-type: none"> <li>1. Reading of the Mission Statement- To begin the meeting, VPCRE read the mission statement</li> <li>2. Review of Agenda- Cabinet members reviewed the agenda and accepted the agenda as is.</li> <li>3. Comptroller               <ol style="list-style-type: none"> <li>I. Financial Update- Comptroller shared with cabinet the 2016 Financial Status as of April 30, 2016, for all campuses in regards to each campus’ “actual and encumbered” amount and balance. In addition to the financial update, a statement of net assets for</li> </ol> </li> </ol>

September 30, 2015, and 2014 were discussed. The Business Office is in preparation of reaching a 100% inventory count of all college assets being tagged.

4. VPAS

Presented by Director for Procurement

I. Action Item- Food Purchases for Student Activities- The director for procurement shared a concern about the college's purchases of refreshments and meals for students for college functions. An example was brought up about meals purchased for ETSP, GEAR UP and the UPWARD Bound Program from individuals instead of purchasing from business establishments that have the needed permits to sell food. With this practice, there are issues that arise such as health safety because the cooking environment is not inspected, and as well as, the college's liability for if there was a health outbreak, the college will be responsible.

President Daisy requested that the director for procurement draft a memo with rationale for the college to do business with individuals who have proper documents such as business license and health clearance certificate by this afternoon. A motion to adopt the recommendation of requiring businesses to provide proper documentation in order to be a viable vendor to the college for any college function was moved by VPAS and seconded by VPCRE. Cabinet endorsed.

5. VPCRE

I. Announcement- Summer Science Fair- The Summer Science Fair is scheduled on July 5-6, 2016, at the National Campus. Different entities will discuss career opportunities and what they do along with visual displays. National Campus student services will assist with the recruitment.

6. VPIA

I. Action Item- Proposal to Change BP and AP 6026- The Facilities and Campus Environment Committee recommended that all full-time faculty members should have the option to substitute alternative service to the college than serving in standing committees which is stated in the Board Policy No. 6026. FCE suggested that the language in BP No. 6026 should be "All full-time faculty workload includes: participating in one standing committee or providing services to the college, as specified in the Administrative Procedure 6026". A motion to endorse BP and AP 6026 with the recommended changes was moved by VPIA and seconded by VPCRE. Cabinet endorsed.

II. Action Item- Personnel Requisition for Math Instructor, National Campus. A motion to open the position for the Math Instructor at National Campus to be advertised by the human resources office was moved by VPAS and seconded by VPEMSS. Cabinet endorsed.

III. Action Item- Proposal to Reconstitute Position in VPIA's Budget- VPIA proposed to reconstitute the test coordinator position budgeted in VPIA's FY 2016 and 2017 budget to a Director for the Institute for Student Learning and Excellence in Teaching (ISLET). The justification for this proposal is that with this position it will contribute to meeting Strategic Directions 1 and 5 and specifically Strategic Plan goals 1.1 and 5.1. A motion to adopt this proposal was moved by VPIA and seconded by VPAS. Cabinet endorsed.

IV. Action Item- Staff Development Request- A faculty from CTEC's Hospitality & Tourism is requesting to attend the Teaching Professor Conference in Washington D.C. on June 3-5, 2016, for a professional development opportunity. The conference

will provide topics clearly linking to the college's mission of being learner centeredness, emphasizing continuous improvement and best practice for our programs. Faculty is requesting \$4,207.15 from the staff development fund at CTEC, which has been approved by the director of CTEC and need approval by cabinet. A motion to approve the staff development request for the employee at CTEC to attend the conference in Washington D.C. was moved by VPIA and seconded by VPCRE. Cabinet endorsed.

7. President

I. Action Item- Personnel Requisition for the Executive Director for Institutional Advancement & External Affairs- The Executive Director for Institutional Advancement & External Affairs is a special contract that will end on July 30, 2016. The position will be a full-time position housed in the president's office and will be vacant in August 2016. There is funding for this position in president's budget for 2017, and the position is expected to be included in the 2018 and 2019 president's budget. The impact of filling the executive director for institutional advancement and external affairs will assist the president in developing alumni relations, entrepreneurial partnerships, foundation relations, and an additional way to engage external stakeholders with the college as these areas are areas in which the board of regents would like the president to strengthen for the college. A motion to approve the opening and advertisement of this position by the human resource office on a full-time position was moved by VPIA and seconded by VPEMSS. Cabinet endorsed.

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

- Comptroller:
  - Mentioned that there were purchase orders on open status, given that cabinet had agreed at a prior meeting that purchase orders were eliminated. VPAS followed by informing cabinet members that the omission of purchase orders will happen but slowly through a manageable transition, except for fuel.
  - Shared that there were 4 Business Office policies in review by the Finance Committee. She will also review the college's travel policy and ensure that the Business Office is current with the per diem rates used by the FSM national government.
  - Informed that the college's auditor identified federal refund money amounted to \$300K not dispersed to students in 2006 and recommended the money be returned to the US Federal government. VPAS will review the validity of the auditor's recommendation.
  - Provided to the college's auditor a plan that will help with the SDSU balance by having the students pay their debt to SDSU through allotment.
- President:
  - Shared that he will appear to the ACCJC Commission on June 8, 2016.
  - Informed that additional information was submitted to the ACCJC Commission with the assistance of the director of the human resources office, VPIA and COS that shows the progress of the college's work towards the Accreditation Standards.
  - Reported about Luen Thai who is interested in an MOU in providing internship opportunities for the students, and as well as, providing scholarship money.
- VPEMSS:
  - Shared the college's student enrollment based on headcount and credits across all campuses as of May 27, 2016.

<b>Handouts/Documents Referenced:</b>
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| <ul style="list-style-type: none"><li>▪ May 27, 2016, cabinet agenda</li><li>▪ Comptroller's Financial Data</li><li>▪ VPIA's BP &amp; AP 6026, Personnel Requisition, Proposal to Reconstitute Position in VPIA's budget, and the Staff Development Request</li><li>▪ President's Personnel Requisition</li></ul> |
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<b>College Web Site Link:</b>
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<b>Prepared by:</b>	COS	<b>Date Distributed:</b>	May 30, 2016
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<b>Approval of Minutes Process &amp; Responses:</b>
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| <ul style="list-style-type: none"><li>▪</li></ul> |
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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>
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| <ol style="list-style-type: none"><li>1. Director for procurement will draft up a memo directive with rationale for the college to do business with individuals who have the proper documents such as business license and health clearance certificate by this afternoon.</li><li>2. VPIA will present the proposal to change BP and AP 6026 to the upcoming EC meeting scheduled on June 3, 2016.</li></ol> |
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