

**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>
September 29, 2017	9:05am – 11:30am	President’s 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	TA for APIASF
VPIA	Karen Simion	x		
VPIEQA	Frankie Harriss	x		

<b>Additional Attendees:</b>	Roselle Togonon (Comptroller ); Hadleen Hadley( recorder)
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Reading of the Mission Statement  <i>“The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career &amp; technical educational programs characterized by continuous improvement and best practices”</i> </li> <li>2. Review of Agenda</li> <li>3. VPIA               <ol style="list-style-type: none"> <li>I. Vacancy Reviews                   <ol style="list-style-type: none"> <li>a. Accounting Clerk</li> <li>b. Student Services Specialist UB-Yap</li> </ol> </li> </ol> </li> <li>4. VPIEQA               <ol style="list-style-type: none"> <li>I. Committee Attendance</li> <li>II. Vacant Position- Dean of Assessment and Alternatives</li> <li>III. Timelines: program reviews and program President</li> </ol> </li> <li>5. President</li> <li>6. Comptroller               <ol style="list-style-type: none"> <li>I. Five-Year Financial Plan (FY2019)</li> </ol> </li> <li>7. VPAS               <ol style="list-style-type: none"> <li>I. FY 2019 Budget</li> </ol> </li> <li>8. Adjournment</li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
<ol style="list-style-type: none"> <li>1. President Daisy called the meeting to order and VPAS read the mission statement.</li> <li>2. Cabinet reviewed and adopted the agenda.</li> <li>3. VPIA               <ol style="list-style-type: none"> <li>I. Vacancy Reviews                   <ol style="list-style-type: none"> <li>a. <u>Accounting Clerk (CRE at Chuuk Campus)</u>- Cabinet deferred action on vacancy</li> </ol> </li> </ol> </li> </ol>

announcement pending VPIA's dialogue with Chuuk Campus Dean and Comptroller regarding clarification of duty responsibilities and possible restructuring present fiscal officer's responsibilities with increased pay to compensate additional responsibility.

- b. Student Services Specialist (UB at Yap) - VPIA shared for cabinet's information that Yap Upward Bound Program will be filling a student services specialist position. It was clarified that grant positions are funded and specified and part of the program's deliverable so must be filled.

- II. Program Modifications- shared program modifications for the Certificate in AFT, AAS Building Technology and Certificate in Carpentry.

- III. Announcements: shared information on potential to host screening of "Island Soldiers" a documentary on Micronesians joining the military by Nathan Fitch; plans to work with student life director to make it happen; vpia is encouraged to work with US Embassy to cohost the event; Pohnpei Cinema to hold the screening at the theater, and Manny Mori to incorporate into the 25<sup>th</sup> anniversary activities.

VPIA's report on committee attendance is attached in the drop box for Cabinet's information.

#### 4. VPIEQA

- I. Committee attendance-shared committee attendance of staff members under her department. Remind committees to post meeting minutes on the web. Vice Presidents should remind their directors/deans who serve as "Ex-Officio" members of their responsibilities to committees and that should include ensuring committee minutes are posted on the wiki in a timely manner and in the correct location for public access.

- II. Vacant Position-Dean of Assessment – VPIEQA moved and VPAS seconded that Cabinet endorse recommendation not to fill the position but divide responsibilities of the dean of assessment and re-allocate a portion of the position's salary to compensate personnel who absorbs these duties. The motion passed unanimously.

- III. Timelines: Program review and program assessment- shared timeline of schedule for program review and program assessment. Offices will need to have their Trac Dat updated before they can access FY2018 budget.

#### 5. President

As decided at Cabinet's last meeting, Cabinet will meet once a month. President asked vice presidents to send to his secretary their travel dates for months of October and November to better determine when Cabinet should meet during those months. Cabinet will meet on the 5<sup>th</sup> for the month of December.

#### 6. Comptroller

- I. Five Year Plan FY2019-Comptroller shared projected revenue for FY2019 and expressed concern about FTE rate being at 12 credits. Comptroller is tasked to look at financial implications of having a flat rate tuition for students taking X number of credits. Analysis and Assessment should reflect financial implications of taking 12-15 credits and 15 and above credits.

#### 7. VPAS

- I. FY2019 Budget preparations- budget guidelines were shared to help derive budget processes of individual offices. Budget worksheets have been emailed out to vice presidents and offices.

8. Miscellaneous - cabinet agreed to keep Yap campus and FMI separate; cabinet decided to request Board of Regents to formally designate Pohnpei campus as Career and Technical Education Center (CTEC); vpieqa moved and vpas seconded that cabinet ask Board to formally rebrand Pohnpei campus as CTEC. Motion passed.

#### 9. Meeting adjournment

VPIEQA moved and VPAS seconded that Cabinet meeting be adjourned. Motion passed and the

meeting adjourned at 11:30a.m.

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

- December 04, 2017 cabinet will meet

**Handouts/Documents Referenced:**

- Agenda
- Account Clerk personnel requisition documents
- Student Services Specialist documents
- Five year financial plan projection sheet

**College Web Site Link:**

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<b>Prepared by:</b>	Hadleen Hadley	<b>Date Distributed:</b>	October 6, 2017
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**Approval of Minutes Process & Responses:**

- Minutes were emailed to Cabinet for review and adoption. Cabinet approved the minutes of September 29, 2017 via electronic vote. (October 10, 2017)

<b>Submitted by:</b>	Hadleen Hadley	<b>Date Submitted:</b>	October 12, 2017
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

1. Cabinet reviewed and adopted the agenda.
2. Cabinet deferred action on the accounting clerk –CRE Chuuk Campus
3. Yap Upward Bound Program will be filling the student services specialist position
4. VPIA is encouraged to work with student life director regarding screening of “Island Soldiers” documentary; and with US Embassy to cohost the event; and Pohnpei Cinema to hold the screening at the theater; and with Manny Mori for possible incorporation into the 25<sup>th</sup> anniversary activities.
5. Vice presidents should remind their directors/deans who serve as “ex-officio” members of their responsibilities to committees and that should include ensuring committee minutes are posted on the wiki in a timely manner and in the correct location for public access.
6. Cabinet approved recommendation to not fill the Dean of Assessment position but to divide responsibilities of the dean of assessment and re-allocate portion of the position’s salary to compensate personnel who absorbs these duties.
7. Offices will need to have their Trac Dat updated before they can access FY2018 budgets.
8. Vice presidents are to send to president’s secretary their travel dates for October and November for President to better determine when Cabinet should meet in October and November.
9. Cabinet will meet on the 4<sup>th</sup> of December 2017.
10. Comptroller is tasked to look at financial implications of having a flat rate tuition for students taking X number of credits. Analysis should reflect financial implications of taking 12-15 credits and 15 and above credits.
11. Cabinet agreed to keep Yap Campus and FMI separate.
12. Cabinet will request Board of Regents to formally designate Pohnpei Campus as career and Technical Education Center (CTEC).

<b>Action by President:</b>	<b>Item numbers:</b>	<b>Date:</b>	<b>Comments/Conditions:</b>
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<b>Approved:</b>			
<b>Approved with conditions:</b>			
<b>Disapproved:</b>			