

**College of Micronesia – FSM
Committee Minutes Reporting Form**

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
September 08, 2017	9:00am – 10:19am	Board conference room

Members Present:				
Members:	Name:	Present:	Absent:	Remarks:
President	Joseph Daisy	x		
VPAS	Joseph Habuchmai	X		
VPEMSS	Joey Oducado	x		
VPIA	Karen Simion	x		
VPIEQA	Frankie Harriss	x		

Additional Attendees:	Roselle Togonon (Comptroller); Francisco Mendiola (Director, Maintenance); Hadleen Hadley(recorder)
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 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 & technical educational programs characterized by continuous improvement and best practices”</i> 2. Review of Agenda 3. Comptroller <ol style="list-style-type: none"> I. Per Diem Rates 4. VPAS <ol style="list-style-type: none"> I. BECA update 5. VPIEQA <ol style="list-style-type: none"> I. Strategic Plan II. Program Assessment and Program Review Manual Draft 6. Adjournment

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. President Daisy called the meeting to order and read the mission statement. 2. Cabinet reviewed and adopted the agenda. 3. Comptroller <ol style="list-style-type: none"> I. Comptroller shared growing concerns from employees travelling to US mainland that per diem rates are too low to cover reasonable cost of hotel and food. Analysis of National Government per diem rates from 1998 memo and 2009 shows very low per diem rate compared to the approved US Federal Government average rate. Comptroller proposes the college adopts the use of 2017 US Federal Per Diem average rates when traveling to the US main land to help our employees cover reasonable cost of travelling considering their safety and comfort while on official College business. VPIEQA moved and VPEMSS seconded that Cabinet approves proposal to adopt 2017 federal per diem average rate effective October

01, 2017. Motion passed unanimously.

4. VPAS
 - I. BECA Update -Director of Facilities and Maintenance presented BECA designs for National Campus Student Services Building and Pohnpei Campus Vocational Building. Target completion date is summer of 2019 with open house in fall 2019
5. VPIEQA
 - I. **Strategic Plan** – Updated Cabinet on work history on the plan. The only thing she expects to change is the values of measurements of success.
 - II. **Program Assessment and Program Review Manual (Draft)**- Will now take responsibility of the manual and so requests vice presidents to resend their recommendations of changes to her.
6. **Meeting adjournment**
VPAS moved and VPEMSS seconded that Cabinet meeting be adjourned. Motion passed and the meeting adjourned at 10:19 a.m.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- Program Assessment and Program Review Manual Draft
- Strategic Plan
- Per Diem Rates Data
- Agenda

College Web Site Link:

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Prepared by:	Hadleen Hadley	Date Distributed:	9/18/17
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Approval of Minutes Process & Responses:

▪ Minutes were emailed to Cabinet for review on September 18, 2017. Cabinet voted electronically to approve adoption of September 08, 2017 minutes. The minutes were adopted unanimously on September 19, 2017.

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

1. Cabinet adopted the agenda.
2. Cabinet approved the proposal to adopt 2017 US federal per diem average rate effective October 01, 2017.
3. VPIEQA will take over responsibility of the program assessment and program review manual
4. Vice presidents are to send vpieqa recommendations of changes to the manual
5. Meeting adjourned at 10:19 a.m.

Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:			
Approved with conditions:			

Disapproved:			
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