

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
August 11, 2017	9:00am – 11:11am	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); 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. FY2017 Financial Status II. 5-Year Financial Plan 4. VPAS <ol style="list-style-type: none"> I. Human Resources Manual – final draft 5. VPEMSS 6. VPIA <ol style="list-style-type: none"> I. Vacancy Reviews <ol style="list-style-type: none"> a. Agriculture Extension Agents –CTEC b. Extension Agent –Yap c. PH Research Assistant d. Data entry Assistant - CRE II. e. Staff Development Request 7. VPIEQA <ol style="list-style-type: none"> I. Program Assessment and Program Review Manual Draft II. CFT and ACCJC: Standards III.A.6 and II.A.2 III. Summit IV. IPEDS V. Follow Up Report VI. Strategic Plan 8. President 9. Adjournment

Discussion of Agenda/Information Sharing:

1. President Daisy called the meeting to order and VPIA read the mission statement.
2. Cabinet reviewed and adopted the agenda.
3. Comptroller
 - I. **FY2017 Financial Status**- comptroller shared updates on the status of college's current FY2017 budget (revenue and expenditures) and the college's endowment investment.
 - II. **Five-Year Financial Plan**. Comptroller shared budget figures for the five year plan. Cabinet wanted Comptroller to articulate assumptions from which the budget is derived. **VPIEQA moved and VPIA seconded that Cabinet will do electronic endorsement of the plan after Comptroller articulates assumption details for the 5-year financial plan.** The plan will also provide support to employees no longer qualified for step increases. President has expressed his interest to provide a one time 5% increase in salary for employees no longer qualified for step increases and after that a 1% increase every year in the five-year plan. Comptroller will send out deadline notice for submission of purchase requests to the Business office by the second week of August. Deadline date will be August 31, 2017 to allow Business office one month to reconcile and close out FY2017 budget.
4. VPAS
 - I. **Infrastructure Development Projects**- BECA is scheduled to come for an on-site work on the two projects we have going with them. VPAS will share the schedule once finalized. President asked that Cabinet be put on the loop of communications with BECA to be abreast on what is happening.
 - II. **Human Resources Manual**. Human Resources office worked with Consultant David Adams on putting our existing policies into one manual. Revisions and comments have been taken into consideration. Cabinet endorsed the final draft with recommendation that a final edit be done by two more faculty. Each will receive a \$100 stipend to do one final edit of the manual. Funds to cover the stipend will come out of VPIEQA's budget. **VPIEQA moved and VPIA seconded that Cabinet adopts the manual with the recommendation of one more final editing be done. Motion passed.**
5. VPEMSS
 - I. **Enrollment**

As of 9:00 am this morning; National Campus only enrolled 897 with new students carrying an average of 13 credits. Overall, national campus carries an average of 12.3 credits; still below our target of 14 credits; kosrae campus, 10 credits; chuuk campus, 12 credits; yap campus, 12 credits; and pohnpei campus, 12 credits.
6. VPIA
 - I. **Vacancy Reviews**
 - a. Agriculture Extension Agents- **VPIEQA moved and VPEMSS seconded that Cabinet approves to advertise and fill the two agriculture extension agents. Motion carried.**
 - b. Extension Agent position in Yap- **VPIEQA moved and VPEMSS seconded that Cabinet approves to advertise and fill the position. Motion carried.**
 - c. Public Health Research Assistant – **VPIEQA moved and VPEMSS seconded that Cabinet approves to advertise and fill the position. Motion carried.**
 - d. CRE Data Entry- **VPAS moved and VPEMSS seconded that Cabinet approves to advertise and fill the position pending change in wording of the position title.**
 - II. **Staff Development Request**- A staff member is seeking funding through staff development for a bachelor's degree in Project Management at Colorado State University Global Campus. Cabinet will support his request, but it has to be in a field related to his work. **VPIA moved**

VPIEQA seconded that Cabinet approves staff development provided that degree sought be in Organizational Leadership or related field to job responsibilities. Motion passed.

III. **Announcements:**

Convocation ceremony is scheduled for Friday, August 25, 2017, at 1:00pm in the practice gym. There are three expected tours coming from Japan starting August 21, 2017. VPIA is seeking host families for the Sophia University students for two nights between September 9-14, 2017.

6. VPIEQA

I. **Program Assessment and Program Review Manual (Draft)** – shared in the drop box for cabinet to revisit manual that has been under review.

II. **CFT and ACCJC: Standards III.A.6 and II.A.2** – shared communication with Cabinet for information.

III. **Summit**- on the agenda for Cabinet, should they have questions or comments regarding the summit. VPIEQA also shared comments collected from the summit; overall comments are positive. Richard Andrews will provide assistance at the chuuk campus mini summit.

IV. **IPEDS**- IPEDS cycle has begun again. The process is pretty much the same as last year. This year we are also participating in the American Association of Community Colleges (AACC) Voluntary Framework of Accountability (VFA).

V. **Follow up Report**- thanked people for getting their components in by the deadline. We are in the process of compiling all data into one. The ACCJC president confirmed the final report is due October 15, 2017, rather than the October 1, 2017, date articulated in the original Action Letter.

VI. **Strategic Plan**-the strategic planning working group has narrowed down proposed strategic direction to: ***“Innovative academic quality to ensure student success”*** and ***“Strengthen resources to meet current and future needs”***. ***VPAS moved and VPEMSS seconded that Cabinet endorses these two strategic directives for presentation to the Board for approval. Motion passed.***

7. President

Announcements:

VPIEQA will chair Executive Committee Meetings; VPIA will be assume responsibility for IEMP; VPAS will assume responsibility for the Budget process; and VPEMSS will assume responsibility for Cabinet meetings. Executive Committee and Cabinet will start meeting once a month after Board of Regents meeting in Kosrae September 14, 2017, recognizing that Cabinet and EC can meet as often when there is a need.

8. Meeting adjournment

VPAS moved and VPEMSS seconded that Cabinet meeting be adjourned. Motion passed and the meeting adjourned at 11:11pm.

Comments/Upcoming Meeting Date & Time/Etc.:

- Deadline date will be August 31, 2017 to allow Business office one month to reconcile and close out FY2017 budget.
- Convocation ceremony is scheduled for Friday, August 25, 2017, at 1:00pm in the practice gym
- There are three expected tours coming from Japan starting August 21, 2017. VPIA is seeking host families for the Sophia University students for two nights between September 9-14, 2017
- The ACCJC president confirmed the final follow up report is due October 15, 2017

Handouts/Documents Referenced:
<ul style="list-style-type: none"> • FY2017 Financial Status • II. 5-Year Financial Plan • Human Resources Manual – final draft • Agriculture Extension Agents –CTEC • Extension Agent –Yap • PH Research Assistant • Data entry Assistant - CRE • Staff Development Request • Program Assessment and Program Review Manual Draft • Follow Up Report • Strategic Plan • Agenda

College Web Site Link:
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Prepared by:	Hadleen Hadley	Date Distributed:	
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Approval of Minutes Process & Responses:
▪ Minutes were emailed to Cabinet for review on September 6, 2017. Cabinet adopted the minutes.

Submitted by:	Hadleen Hadley	Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:			
<ul style="list-style-type: none"> ▪ Cabinet will do electronic endorsement of the 5-Year Financial Plan ▪ Comptroller will send out notice of deadline for purchase requests by second week of August ▪ August 31, 2017 is the deadline to submit purchase requests to Business office ▪ Cabinet adopted the Human Resources Manual ▪ Cabinet approved advertisement and filling of two Agriculture Extension Agents ▪ Cabinet approved advertisement and filling of Extension Agent position in Yap ▪ Cabinet approved advertisement and filling of the Public Health Research Assistant position ▪ Cabinet approved advertisement and filling of the CRE Data Entry pending rewording of position title ▪ Cabinet approved staff development request provided the field of study is changed to Organizational Leadership or related field. ▪ Convocation ceremony will be held August 25, 2017 in the practice gym at 1:00pm ▪ IPEDS cycle has begun ▪ Follow up report is due October 15, 2017 ▪ Cabinet endorsed submission of two strategic directions “Innovative academic quality to ensure student success” and “Strengthen resources to meet current and future needs” to Board of Regents ▪ VPIEQA will assume responsibility for Executive Committee meetings ▪ VPIA will assume responsibility for IEMP ▪ VPAS will assume responsibility for Budget processes ▪ VPEMSS will assume responsibility for Cabinet meetings ▪ Cabinet and Executive Committee will meet once a month after Board of Regents meeting in Kosrae 			
Action by President:	Item numbers:	Date:	Comments/Conditions:

Approved:			
Approved with conditions:			
Disapproved:			