

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

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| Committee or Working Group: | Cabinet |
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| Date: | Time: | Location: |
| February 03, 2017 | 9:01 a.m - 12:38 a.m | 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 | | |

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| Additional Attendees: | Roselle Togonon (Comptroller); Rencelly Nelson (Director of Human Resources); Robert Santos (Director of Procurement & Asset Management); Hadleen Hadley(recorder) |
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| Agenda/Major Topics of Discussion: |
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| <ol style="list-style-type: none"> 1. Reading of the mission statement 2. Review of agenda 3. Approval of Minutes 4. Comptroller 5. VPAS <ol style="list-style-type: none"> I. Director of Human Resources Office (HRO) II. Director of Procurement and Asset Management 6. VPIA <ol style="list-style-type: none"> I. Proposal for Problem-based Learning Training II. Extension of Agriculture & Food Technology Certificate to Chuuk III. Vacancy Review for Education Instructor in Yap IV. Update on FMI changes 7. VPIEQA <ol style="list-style-type: none"> I. <i>Strategic Planning Working Group Mission Review and Recommendation Report</i> http://www.comfsm.fm/dcr/misc/SPWG_Mlssion_Report_07FEB2017-1.pdf II. IRPO Director Position III. Wire Transfers & Office Banking 8. VPEMSS <ol style="list-style-type: none"> I. Counselor Position- National Campus II. Security Guards III. Residence Halls Manager IV. Emergency/Fire Alarm 9. President <ol style="list-style-type: none"> I. Education Committee Hearing II. Board of Regents |

Discussion of Agenda/Information Sharing:

1. President Daisy opened the meeting and Vice President for Enrollment Management & Student Services read the mission statement.
 2. **Approval of Minutes**
The minutes of January 20, 2017 were presented. VPIEQA moved and VPEMSS seconded that Cabinet approves adoption of the minutes. Motion passed unanimously.
 3. **Comptroller**
 - a. FY2017 - Comptroller reported an additional \$300,000 plus incurred in expenditures; the college has drawn down \$2.9 million from PELL for student award; the college also received \$260,000 from FSM Congress for student assistance to cover student outstanding balances. VPEMSS added that priority will be given to students already graduated and students who are close to graduating and unable to get their degrees because of outstanding balances.
 - b. FY2016- audit of the college will start on March 01, 2017
 - c. FMI Update – Comptroller presented summary breakdown of the FMI reprogram request. She has submitted payment request for the \$216,271.42 advice of allotment. VPAS added that as soon as the paper work goes through contractors will start working on the roofing project for FMI. She shared information regarding US regulations and standards on purchases of fixed assets for construction contracts per workshop she attended.
 4. VPAS
 - a. Presentation by Director of Human Resources Office (HRO) – A completed draft of the Human Resources Manual was shared with Cabinet on February 2, 2017. There are 32 policies in the manual. Working Hour policy and Dress Code policy are two new policies added to the manual. Cabinet is to review and provide feedback to HRO Director by February 24, 2017. HRO Director is seeking Cabinet’s endorsement on the Professional Development and Enrichment Proposal. Cabinet is to review and provide feedback to her by the end of this month.
 - b. Presentation by Director of Procurement & Asset Management – the Director of Procurement & Asset Management presented the existing Board policy on procurement and proposed creation of a “Bids and Awards Committee”. The rationale was to ensure transparency as well as compliance with procurement policies of the College, the creation of this committee will oversee procurement activities of the college that are required to go through the process of public bidding. He was directed to draft a general policy, incorporate the two policies into one, and create set of procedures to accompany policy. Cabinet will review and provide feedback to him. The new policy will need Board of Regent’s approval. The draft policy will need to be endorsed by Executive Committee (EC) before it goes to the Board. The next EC committee will be February 24, 2017.
 - c. Cabinet notes that the Procurement Office will need a staff to assist the Director of Procurement & Asset Management. VPAS is to put together position description and move forward on it. In the meantime, VPAS is to hire someone on special contract to assist the Director of Procurement & Asset Management.
- VPIA.**
- a. Proposal for Problem-based Learning Training - VPIA plans to present an opportunity for faculty to participate in the training on problem based learning with the potential for financial support. Faculty must attend the all Campus meeting on February 22, 2017 regarding DDTF to be eligible for the opportunity to participate in the training. VPAS moved and VPEMSS seconded that Cabinet endorse VPIA’s proposal. The motion passed unanimously.

- b. Extension of Agriculture & Food Technical Certificate to Chuuk- VPIA shared highlights of the proposal to extend the program to Chuuk. The program will need Board's approval and submission of a sub-change report to ACCJC after Finance Committee, Cabinet, and Executive Committee endorsements. The Curriculum committee endorsed the proposal last week.
- c. Education Instructor in Yap – Yap campus needs an education instructor. VPIEQA moved and VPEMSS seconded that Cabinet approves advertisement and hiring of an education instructor. The motion passed unanimously.
- d. FMI Updates – VPIA expects to receive a contract today for a fitness trainer to provide regular fitness routine every morning to the cadets. To assist FMI dining hall menu, Yap & FMI Campus Dean requests for our menu with a mini cook book. She will send VPIA a needs list of kitchen equipment. Gardening plans is predicted to start next week. FMI now has a student services specialist. There is improvement in activities now. VPIA is working on the FMI Course Outline and expects to complete it by end of this month. VPAS added that plans for facility renovations are in progress and will commence as soon as the national government releases the funding.

VPIEQA

- a. Strategic Planning Working Group Mission Review & Recommendation Report – VPIEQA shared the draft of report for Cabinet comments and questions.
- b. Institutional Research & Planning Office Director- the position has been vacant since January 25, 2017. VPIEQA proposes renaming the office to “Office of Institutional Effectiveness” with the acronym OIE, and consequently renaming the director position as “Director of Institutional Effectiveness”. The job description for the director position will be revised to be more reflective of modern expectations for institutional effectiveness. VPIA moved and VPEMSS seconded that Cabinet approve renaming both the office and the position titles, and for advertisement and filling of the position. The motion passed unanimously.
- c. Wire Transfer & Office Banking – VPIEQA inquired if it is an administrative procedure that individual offices do their own wire transfers at the bank. VPAS stated that all wire transfers and college banking will be centralized through the Business Office for efficiency and cost savings. Members also shared and discussed observations on inappropriate use of college vehicles. Director of Procurement & Asset Management was asked to draft a system for improved accountability and management. Violators will lose privilege to drive college vehicles. VPIEQA moved and VPEMSS seconded that Cabinet endorse the motion to centralize all vehicles and purchase of fuel with requirements that drivers must attend a training on vehicle use and must sign acknowledgement of accountability. The motion passed unanimously. Vice presidents are responsible to inform their respective department/offices regarding the above motion. The process is inclusive of all campuses. VPAS is to provide data on fuel purchases and costs for the past four months for Cabinet's review.

VPEMSS

- a. Counselor position- VPEMSS requested to fill a recently vacated counselor position. The position is budgeted both in FY2017 and FY2018. VPAS moved and VPIA seconded that Cabinet approves the request. The motion passed unanimously.
- b. Security Guards – VPEMSS requested to fill nine (9) security guard positions; 2 for Pohnpei Campus, 3 for Chuuk Campus, 2 for Yap Campus, and 2 for FMI. He shared rationale behind the numbers and that positions are budgeted. VPAS moved and VPIEQA seconded that Cabinet approve request to fill position. The motion passed unanimously.
- c. Residence Halls Manager – VPEMSS requests to open a residence halls manager position.

The position is not budgeted but EMSS has funds under special contracts to cover the position for now. VPEMSS shared history of the position, the temporary reassignment of college nurse currently handling responsibilities and rationale behind the request to fill the position. The nurse should return to being a full time nurse. VPAS moved and VPIA seconded that Cabinet endorse moving forward to open and fill a position. The position reports to the director of student life.

- d. Emergency/Fire Alarm - VPEMSS shared an incident involving the fire alarm in the Learning Resources Center going off. The experience raised questions on plan of action and does the college have a central system where from a terminal security can monitor which alarm goes off and in what building. During this experience he noticed several unauthorized use of parking space for the physically challenged. Security will be working with HRO to properly cite violators. Security will start issuing and putting stickers on vehicles authorized to park in parking spaces for the physically challenged.

President.

- a. Education Committee Hearing – President and VPAS attended a hearing on the FSM representative nomination to the COM-FSM Board of Regents. The nominee was not confirmed.
- b. Board of Regents Meeting – the preparation timeline for the meeting has been posted in the Cabinet drop box for Cabinet information. VPIEQA suggested modifying the timeline to reflect submission of reports to VPEMSS.
- c. Naming Opportunity of Facilities and Program– a draft naming policy has been completed. President asked Cabinet to review.
- d. Betelnut Policy – legal counsel advises we post signs around campus. The signs must be specific and in both English and Pohnpeian. Chewing must be done 25 feet away from any building; spitting must be done in a confined container and the fine is \$200 and/or 60 days in jail.
- e. Board Policy 6009 – President is currently looking at the policy regarding compensation on best practices and would welcome Cabinet’s input. In absence of policy, President can make decision.

8 Meeting adjournment

VPIEQA moved and VPAS seconded that Cabinet meeting be adjourned. Motion passed and the meeting adjourned at 12:38 p.m.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- Draft agenda
- Minutes of February 03, 2017
Strategic Planning Working Group Mission Review and Recommendation Report
<http://www.comfsm.fm/dcr/misc/SPWG MIssion Report 07FEB2017-1.pdf>
FY2017 Financial Status as of February 2, 2017
Summary of FMI Reprogram Request
Naming of Facilities and Programs Opportunity and procedures
Timeline for Board of Regents Meeting
Proposed Creation of Bids and Awards policy
Board Policy (BP) 5300 and 5301

Administrative Procedure 5301
 Human Resources Manual (draft)
 FY2017 Professional Development Opportunity
 Counselor Position vacancy
 Residence Halls Manager position
 Security Guards positions
 Security Guards staffing level & requirements
 Draft proposal on Problem Based Learning Training
 Personnel Requisition for Education Instructor
 Agriculture Food Technology Program Project Report
 Revised Criteria for Filling a vacant position

College Web Site Link:

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Prepared by:

Hadleen Hadley

Date Distributed:

2/15/17

Approval of Minutes Process & Responses:

▪ Cabinet reviewed these minutes at its February 17, 2017 meeting. VPIA moved VPEMSS seconded that Cabinet approve adoption of minutes. Motion passed.

Submitted by:

Hadleen Hadley

Date Submitted:

2/17/17

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

1. Cabinet adopted minutes of January 20, 2017 meeting
2. The college's FY2016 audit will start March 01, 2017
3. Cabinet is to review and provide feedback on the draft Human Resources Manual by February 24, 2017 to the Director of Human Resources
4. Cabinet is to review and provide feedback on the Professional Development and Enrichment Proposal to the Director of Human Resources
5. Director of Procurement and Asset Management is to draft a general policy with procedures on procurement
6. VPAS is to put together position description for staff to assist the Director of Procurement and Asset Management
7. VPAS is to immediately hire staff on special contract to assist the Director of Procurement and Asset Management while regular position is being worked on
8. Cabinet endorses VPIA's proposal of an opportunity for faculty to participate in the training on problem based learning with potential for financial support. Faculty must attend the all Campus meeting on February 22, 2017 on DDTF to be eligible for the opportunity to participate in the training
9. Cabinet approved advertisement and hiring of an education instructor for Yap Campus
10. Cabinet approved renaming both the office and position titles of formerly known Institutional Research and Planning Office to "Office of Institutional Effectiveness" and "Director of Institutional Effectiveness" and for advertisement and filling of the position
11. All wire transfer and college banking will be centralized through the Business Office for efficiency and cost savings.

12. Cabinet endorsed the motion to centralize all vehicles and purchase of fuel with requirements that drivers must attend a training on vehicle use and sign acknowledgement of accountability. The process is inclusive of all campuses.
13. Director of Procurement and Asset Management is tasked to draft a system for improved accountability and management of vehicle use
14. Cabinet approved advertisement and hiring of a counselor position at the national campus
15. Cabinet approved advertisement and hiring of 9 security guard positions; 2 for Pohnpei campus, 3 for Chuuk campus, 2 for Yap campus and 2 for FMI
16. Cabinet endorses moving forward to open and fill a residence hall manager position
17. Security will work with Human Resources Office to properly cite unauthorized parking in the physically challenged parking spaces
18. President asked Cabinet to review the draft Naming Opportunity of Facilities and Program

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