

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
February 17, 2017	9:00am – 10:52am	Board conference room

Members Present:				
Members:	Name:	Present:	Absent:	Remarks:
President	Joseph Daisy	x		
VPAS	Joseph Habuchmai		x	sick
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 2. Review of agenda 3. Approval of Minutes <ol style="list-style-type: none"> I. Cabinet minutes of February 03, 2017 4. Comptroller 5. VPIA <ol style="list-style-type: none"> I. Course Fee/Achieve 3000 II. Re-advertise Director of ISLET position 6. VPIEQA <ol style="list-style-type: none"> I. Centralizing mail/postage fees & delivery of vendor checks II. Office, department, division and position titles III. Accreditation Follow-up Report IV. IPEDS 7. VPEMSS <ol style="list-style-type: none"> I. Vacancy Review – Staff, Residence Hall-Male 8. President

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. President Daisy opened the meeting and VPIA read the mission statement. 2. Approval of Minutes <ol style="list-style-type: none"> I. <i>The minutes of February 03, 2017</i> were presented. VPIA moved and VPEMSS seconded that Cabinet approve adoption of the minutes. Motion passed unanimously. 3. Comptroller <ol style="list-style-type: none"> I. Report to the Board of Regents <ol style="list-style-type: none"> a. College’s endowment fund- The endowment fund reflects increase of \$526,000. At its last meeting, the Board affirmed the re-allocation of \$2 million in the cash

reserve from cash and cash equivalent to fixed income allocation.

- b. Update on preliminary financial statement-Comptroller shared diagram of college's Composite financial index. It reflects that our net operation revenue ratio is improving. Our composite financial index is 8.31.

II. Others

- a. Fuel Report – Comptroller presented maintenance's report on expenses of fuel usage for college vehicles. Data gathered showed fuel disbursement to private vehicles. Comptroller is tasked to collect data on fuel usage going back three months on college vehicles and one year back on private car usage for Cabinet at its next meeting.
- b. On-line Payroll- Bank of Guam is phasing out the current on-line payroll banking and suggested the college established a new account to be used for payroll and other on-line transactions. Establishing a new account requires Board of Regents' approval. Comptroller is to draft proposal complete with background information and rationale behind it for Board's approval.

4. VPIA.

- I. Achieve 3000 Course Fee – Developmental Education supervisors are proposing to charge a \$30 course fee per student for Achieve 3000. The proposal has been vetted through Student Body Association, Curriculum Committee and currently under review by Finance Committee. Cabinet gave comments around shortfall of Pell, imposing more fees to students, and consideration of the overall effect. Cabinet recommended VPIA return the proposal to Curriculum Committee to explore if this is more of a required supplemental course material instead of a course fee. Cabinet will have more thoughtful discussion around reducing costs for students such as offering a flat rate fee for taking certain number of credits and reducing costs of textbooks. VPEMSS will gather data from financial aid office and financial impact assessment from the business office.
- II. Re-advertise Director of ISLET position- Last fall the position was advertised but search was not successful. VPIA plans to advertise the position again this spring.

5. VPIEQA

- I. Centralizing mail/postage fees & delivery of vendor checks –The business office has taken responsibility to mail college payments to vendors rather than individual units needing to do this. This reduces the need for multiple personnel, vehicles, and additional fuel to be expended for daily trips to town from various college units. VPIEQA inquired as to how best postage is allocated from budgets to cover this service and whether or not there was any additional advantage to centralizing postage fees within the business office budget? Resulting discussion showed there was rationale for units to retain their own postage budgets, and that a given unit can simply reallocate funds to the business office to cover postage fees, as necessary, for mailing vendor.
- II. Office, department, division & position titles- IT office is incorporating changes received, in order to update the [Publications Manual](#) to reflect recent structural changes and to correct any errors in the manual. VPIEQA still need to receive review comments from VPEMSS and VPAS. Once those are received, the manual will be updated and refreshed on the website next week.
- III. Accreditation Follow-up Report- teams need to be gearing up to start work on their sections for the follow-up report in March. Work on the sections of the report should be completed by July. VPIEQA has engaged technical writer David Adams for on-going technical writing training and support for the writing teams. VPIEQA will meet with vice presidents and other key writers (as identified by each vice president) on March 14, 2017, at 2p.m. in the board conference room.
- IV. IPEDS – VPIEQA updated Cabinet on IPED progress. The five winter surveys, the required additional review and locking of last year's Outcome Measures survey, and the College Affordability and Transparency Form have been locked in advance of the deadline, and the spring surveys are nearly ready to be locked. She requested that the spring surveys be completed and locked at least three weeks in advance of the final date because that is a prudent approach, and the CEO receives a letter commending the college for having locked their surveys in a timely manner.

<p>6. VPEMSS</p> <p>I. Male Residence Hall positions- VPEMSS requested Cabinet’s endorsement to announce and fill the two vacant positions. VPIA moved and VPIEQA seconded that Cabinet approve the request. Motion passed. In the meantime VPEMSS plans to hire temporary replacement on special contract.</p> <p>7. President.</p> <p>I. Soccer Field - The opening ceremony for the soccer field was very well attended. President expressed appreciation for job well done.</p> <p>II. Board of Regents Meeting – reports to the Board are due to President today.</p> <p>III. Draft Naming Policy – President hopes to finalize the policy for presentation to the Board at its May meeting and welcomes comments from Cabinet via email or individually meeting him.</p> <p>8 Meeting adjournment</p> <p>VPEMSS moved and VPIA seconded that Cabinet meeting be adjourned. Motion passed and the meeting adjourned at 10:52 am.</p>

Comments/Upcoming Meeting Date & Time/Etc.:
<ul style="list-style-type: none"> ▪ VPIEQA will meet with vice presidents and other key writers (as identified by each vice president) on March 14, 2017, at 2p.m. in the board conference room.

Handouts/Documents Referenced:
<ul style="list-style-type: none"> ▪ Minutes of February 17, 2017 ▪

College Web Site Link:
<ul style="list-style-type: none"> ▪

Prepared by:	Hadleen Hadley	Date Distributed:	3/2/17
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Approval of Minutes Process & Responses:
<ul style="list-style-type: none"> ▪ Minutes were reviewed electronically and were adopted by electronic vote.

Submitted by:	Hadleen Hadley	Date Submitted:	3/9/17
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:
<ol style="list-style-type: none"> 1. Cabinet approved the minutes of February 03, 2017. 2. Comptroller is tasked to collect data on fuel usage going back three months on college vehicles and one year back on private car usage for Cabinet at its next meeting. 3. Comptroller is to draft proposal to establish new account to be used for payroll and other on-line transaction complete with background information and rationale behind it for Board’s approval. 4. VPIA will return the Achieve 3000 course fee proposal to Curriculum to explore if this is more of a required supplemental course material instead of a course fee. 5. VPEMSS will gather data from financial aid office and financial impact assessment from business office for a more thoughtful discussion around the idea of reducing costs for students such as offering flat rate fee for taking certain number of credits and reducing cost of textbooks. 6. VPIA plans to re-advertise the Director of ISLET position this spring. 7. The business office has taken responsibility to mail college payments to vendors rather than individual

units needing to do this. A given unit can simply reallocate funds to the business office to cover postage fees for mailing vendor checks.

8. VPIEQA still need to receive review comments on the publication manual from VPEMSS and VPAS.
9. VPIEQA has engaged technical writer David Adams for on-going technical writing training and support for the writing teams.
10. Teams need to be gearing up to start work on their sections for the follow-up report in March.
11. Work on the sections of the report should be completed by July.
12. VPIEQA updated Cabinet on IPED progress.
13. She requested that the spring surveys be completed and locked at least three weeks in advance of the final date because that is a prudent approach, and the CEO receives a letter commending the college for having locked their surveys in a timely manner.
14. Cabinet endorsed advertisement and filling of the two male residence hall positions.
15. Reports to the Board are due to President today.

Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:	1-15	3/3/17	
Approved with conditions:			
Disapproved:			