

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
January 20, 2017	9:02am - 10:37am	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. Comptroller 4. VPAS 5. VPIA 6. VPIEQA <ol style="list-style-type: none"> I. Institutional Review Board (IRB) Update II. Strategic Planning Working Group Report on Core Values & Principles of Best Practices III. Set Summit 2017 Dates & Focus IV. ACCJC Assessment Training Honolulu V. Mobile Phones 7. VPEMSS 8. President

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. President Daisy opened the meeting and Vice President for Enrollment Management & Student Services read the mission statement. 2. Approval of Minutes <ol style="list-style-type: none"> a. <i>The minutes of November 25, 2016</i> were presented. VPIEQA moved and VPEMSS seconded that Cabinet approve adoption of the minutes. Motion passed unanimously. b. <i>The minutes of December 09, 2016</i> were deferred. Cabinet will review the minutes and take action by electronic vote. 3. Comptroller <ol style="list-style-type: none"> a. Audit - Comptroller shared the preliminary financial statement for fiscal year 2016. She predicted to complete reconciliation of financial statements by next week. The college may be audited first since auditors consider it to be a low-risk auditee. b. <i>Financial Update.</i> Comptroller presented summaries of college's expenditures; encumbrances;

revenue collection; surpluses and cash reserve for fiscal years 2016 and 2017. She wondered if administration wishes to invest surpluses into endowment or keep as is. She was advised that administration will seek the Board of Regents recommendation on the issue at its next meeting. Comptroller shared that we may be able to charge some of our 2017 expenditures of capital goods to the 2016 expenditures if filed early subject to auditor's approval. She encouraged vice presidents to submit purchase requests before she finalize reconciliation of 2016 financial statement. The cap for these purchases can be at \$500,000. Suggested purchases include refurbishing conference rooms, furniture for residence halls, lounge chairs in LRC, chairs for computer labs and so on. VPIA is encouraged to dialogue with the deans regarding this.

- c. SAM Registration – SAM registration is uploaded and is good until January 18, 2018.

4. VPIA.

- a. Announcements - A group from Konan University is expected to visit the college February 19-28, 2018. Akiko Kamikubo, our Japanese instructor is handling arrangements. Also representatives from Riyuku University will be here February to discuss their exchange program with students. VPIA also shared that the World Teach program may start a new program in 2018 here and in Kosrae.

5. VPIEQA

- a. Institutional Review Board (IRB)- VPIEQA updated Cabinet on U24 Grant, a collaborative effort between University of Guam (UOG) and COM-FSM. The college submitted an application and was granted an IRB number which VPIEQA shared with VPAS, VPIA, Dr. Paul Dacanay and Comptroller. The number is valid for three years and the college can renew. The college also pursued and was granted a Federalwide Assurance (FWA) number, which is good for five years. The IRB was recently formed with a diversity of individuals, as required by *US Federal Regulation 45 CRF 46*, from the natural sciences, non-sciences and members who are non-college personnel. Members include Dr. Frankie Harriss as chair; Dr. Paul Dacanay as secretary, Delihna Ehmes, Dr. Elijah Johnson, and Bernolina Hedson. The IRB had its first meeting on January 12, 2017, and will meet quarterly to get procedural documents and policies in place. Next meeting will be in April 2017.
- b. Strategic Planning Working Group – VPIEQA discussed the *Strategic Planning Working Group Report on Core Values & Principles of Best Practices that had been made available to the Cabinet six weeks earlier for review and comment*. **VPIEQA moved and VPEMSS seconded that Cabinet endorse the report and the motion passed by majority vote.**
- c. 2017 Summit - the summit will be held on August 1-2, 2017, in the practice gym.
- d. ACCJC Assessment Training- there will be an Assessment training on March 6, 2017, in Honolulu at the Kapiolani Community College. VPIEQA has emailed out the registration details so individuals attending can register. Registration cost per attendee is \$200. Faustino Yarofaisug from Enrollment Management and Student Services, Mixon Jonas, IC from Chuuk Campus, DeeLeeann Daniel from Pohnpei Campus, and a faculty (yet to be identified) from Yap Campus will be attending.
- e. Mobile phones – VPIEQA received a purchase order for \$6,900 worth of mobile phones which raised some concerns. There is no clear set of responsibilities for individuals who have college purchased phones, nor has the college formally identified positions for which mobile phones should be provided. She asks vice presidents for their thoughtful input and to send her selected positions that should have college-provided phones with explicit justification.
- f. *Diversity of members on the college's Board of Regents*. Diversity is an expectation in compliance with Accreditation Standards, and the next follow up report is due October 2017. Currently the board is all male and the next nominee is also a male, perpetuating an all male board for nearly two years. An all male board does not adequately represent the females in the community, student population, or the employee population. President shared that the administration has communicated this to individuals responsible for selection and approval of board members over the years. VPIEQA requested this be reflected in Cabinet minutes, and that the college make additional efforts to convey the expectations to the government prior to the next confirmation hearing for the nominee. All the college can do is share the standards and expectations to which

we are held accountable, and advocate government support, as this decision is not ours to make. The college also relies on its Board of Regents to advocate assistance for compliance to these external standards. That said, the college is held accountable for diversity and may face a future sanction. In other words, the college cannot say the decision is out of our hands, and thus be exempt from compliance. Even though the decision is out of our hands, the college will be held accountable and may face a resulting sanction for lacking board diversity.

6. VPEMSS

- a. COMET schedule – administration of the COMET will begin last week of January 2017 to the second week of February.
- b. Student assistance. Nine students were awarded scholarship from Asian American Native American Pacific Islander-Serving Institutions (AANAPISI). There is an increase in the number of students under Chapter 33 receiving Veteran assistance.
- c. Enrollment- the update on enrollment is as of date we have registered 1,727 head counts with 20, 468 credits. The biggest challenge is at the campuses where a bigger number of the students are registering for part-time credits. There is a significant drop in registered credit. VPEMSS is dialoguing with campuses regarding concerns and reasons why the low registration.

7. President.

- a. President will be attending several conferences in April; the ACCT, ACCJC, and the AACC. He will visit universities we have memorandum of understandings with in Japan latter part of May so asked VPIA to provide a list of all the universities.
- b. The next Board of Regents meeting is not set yet. President and Norma will start dialoguing with BOR chair on setting the meeting date.

8 Meeting adjournment

VPIA moved and VPIEQA seconded that Cabinet meeting be adjourned. Motion passed and the meeting adjourned at 10:37am.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- Draft agenda
- Minutes of January 20, 2017
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College Web Site Link:

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Prepared by:

Hadleen Hadley

Date Distributed:

2/2/17

Approval of Minutes Process & Responses:

- Cabinet reviewed the minutes at its February 03, 2017 meeting. VPIEQA moved and VPEMSS seconded that Cabinet adopts the meeting as presented. Motion passed unanimously.

Submitted by:

Hadleen Hadley

Date Submitted:

2/3/17

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

1. Cabinet adopted the minutes of November 25, 2016 meeting
2. Adoption of the December 9, 2016 minutes will be done by electronic vote.
3. Vice presidents are to submit purchase request to be considered as 2016 expenditure accrual pending auditor's approval
4. Cabinet endorses adoption of the SPWG's report on core values and principles of best practices
5. President's summit will be held August 1-2, 2017 in the practice gym
6. Several comfsm personnel will be attending the Assessment workshop in Hawaii March 6, 2017
7. The next accreditation follow-up report is due October 2017
8. The minutes will reflect that the administration has communicated to individuals responsible for selection and approval of board membership that "diversity is an expectation in compliance with Accreditation Standards.
9. The college is to make additional efforts to convey the expectations to the government prior to the next confirmation hearing
10. The administration of the COMET will begin last week of January 2017 to second week of February 2017.
11. President will attend the ACCT, ACCJC, and AACC conferences in April
12. President is scheduled to visit universities in Japan that have memorandum of understanding with the college.
13. VPIA is to provide him a list of all the universities we have collaboration with in Japan
14. President and Norma Edwin are to start dialoguing with BOR chair regarding date for next Board meeting.

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