

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
January 24, 2018	9:00am – 10:42 a.m	Board conference room

Members Present:				
Members:	Name:	Present:	Absent:	Remarks:
President	Joseph Daisy	x		
VPAS	Joseph Habuchmai		X	Attended meeting at FSM
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. Approval of Minutes 4. Old Business-none 5. New Business <ol style="list-style-type: none"> a. VPAS <ol style="list-style-type: none"> i. Preliminary Audit report ii. Financial Status Report for FY2018 b. VPEMSS <ol style="list-style-type: none"> i. Spring 2018 Enrollment updates c. VPIA <ol style="list-style-type: none"> i. Proposal for BS in Elementary Education ii. Staff Development Request iii. Request to remove DAP from Student Success Committee d. VPIEQA <ol style="list-style-type: none"> i. ITO Technician II position at CTEC e. President <ol style="list-style-type: none"> i. 25th Anniversary Celebration Schedule 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. Approval of Minutes – VPIEQA moved and VPEMSS seconded the Cabinet approves the minutes of

December 4, 2017 meeting. Motion passed and minutes were approved.

4. There were no reports on "Old Business".
5. Reports on New Business:
 - a. VPAS
 - i. Preliminary Audit Report- audit process has begun; financial reports were forwarded to the auditors; the comptroller is keeping steady communication with the auditors.
 - ii. Financial Status Report for FY2018 -comptroller shared updates on the status of college's current FY2018 budget (revenue and expenditures). In regards to liquidation of travel advances, comptroller will redefine the procedure for liquidation of travel advances to be stricter; travel vouchers must be filed within 10 days of completion of travel; liquidation of excess fund must be done within a six month period; the traveler may opt to pay back the excess fund to the business office upon receipt of invoice or through automatic salary deduction from pay check; the college will reimburse traveler in check form if money is owed to the traveler.
 - b. VPEMSS
 - i. Spring 2018 Enrollment Status – VPEMSS shared enrollment data for spring 2018 as compared to spring 2017. Overall college-wide, there is a 2% decrease in headcount enrollment. Chuuk Campus, 11% decrease in headcount; CTEC, 14% decrease in headcount enrollment; Kosrae Campus, 22% in headcount enrollment; National campus, 1.71% increase in headcount enrollment; Yap Campus 10% increase in headcount enrollment.
 - c. VPIA
 - i. Proposal for Baccalaureate Science (BS) in Elementary Education – VPIA shared background information and justification for the need to create a BS degree in Elementary Education program. **VPEMSS moved VPIEQA seconded that cabinet endorses proposal for BS in Elementary Education. Motion passed.**
 - ii. Staff Development Request- since the faculty already has a master's degree in education leadership, he will only need course work in the field he is teaching. **VPIEQA moved and VPEMSS seconded that cabinet approves the request provided course work is completed at a US regionally accredited institution. Motion passed.**
 - iii. Request to remove Director of Academic Programs (DAP) from Student Success Committee (SSC)- **VPIEQA moved and VPEMSS seconded that Cabinet approves that DAP will no longer be member of SSC. Motion passed.**
 - d. VPIEQA
 - i. ITO Technician II position at CTEC – **VPIA moved and VPEMSS seconded that Cabinet approves hiring of the ITO Technician II position at CTEC. Motion passed.**
 - e. President
 - i. 25th Anniversary Celebration Schedule – President shared the 25th Anniversary celebration schedule of events, updated Cabinet on on-going work toward fundraising efforts by the committee, and the Friends of COM-FSM's Board's participation in the events to come.
6. Meeting adjournment
VPIEQA moved and VPIA seconded that Cabinet meeting be adjourned. Motion passed and the meeting adjourned at 10:42 a.m.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- Agenda
- Minutes of December 4, 2017 meeting
- Financial Status Report for FY 2018

- Spring 2018 Enrollment Data
- ITO Technician II position
- Proposal for BS in Elementary Education
- 25th Anniversary Celebration Schedule

College Web Site Link:

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Prepared by:	Hadleen Hadley	Date Distributed:	2/07/18
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Approval of Minutes Process & Responses:

▪ VPIA moved and VPEMSS seconded that Cabinet adopts the minutes of January 24, 2018. The minutes were approved unanimously on line.

Submitted by:	Hadleen Hadley	Date Submitted:	
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- Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**
1. Cabinet adopted the minutes of December 04, 2017 meeting.
 2. Comptroller will redefine the procedure for liquidation of travel advances to be stricter; travel vouchers must be filed within 10 days of completion of travel; liquidation of excess fund must be done within a six month period; the traveler may opt to pay back the excess fund to the business office upon receipt of invoice or through automatic salary deduction from pay check; the college will reimburse traveler in check form if money is owed to the traveler.
 3. Cabinet approved the proposal for BS in Elementary Education.
 4. Cabinet approved the staff development request provided course work is completed at a US regionally accredited institution.
 5. Cabinet approved removal of DAP membership from SSC.
 6. Cabinet approved hiring of the ITO Technician II position at CTEC.

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