

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

<b>Committee or Working Group:</b>	Cabinet
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<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
April 12, 2018	10:00am – 11:28 a.m	President’s conference room

<b>Members Present:</b>				
<b>Members:</b>	<b>Name:</b>	<b>Present:</b>	<b>Absent:</b>	<b>Remarks:</b>
President	Joseph Daisy		x	Off island
VPAS	Joseph Habuchmai	x		
VPEMSS	Joey Oducado	x		
VPIA	Karen Simion	x		
VPIEQA	Frankie Harriss	x		-serving as Acting President

<b>Additional Attendees:</b>	Roselle Togonon (Comptroller ); Hadleen Hadley( recorder)
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>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 &amp; technical educational programs characterized by continuous improvement and best practices”</i> </li> <li>2. Review of Agenda</li> <li>3. Old Business-none</li> <li>4. New Business               <ol style="list-style-type: none"> <li>a. VPAS                   <ol style="list-style-type: none"> <li>i. Financial Status Report by Comptroller</li> <li>ii. Audit Report</li> <li>iii. Special Contracts</li> <li>iv. Others</li> </ol> </li> <li>b. VPEMSS</li> <li>c. VPIA                   <ol style="list-style-type: none"> <li>i. College Academic Calendars 2018-2020</li> </ol> </li> <li>d. VPIEQA                   <ol style="list-style-type: none"> <li>i. Debriefing on 25<sup>th</sup> Anniversary</li> <li>ii. Summit</li> <li>iii. Plants: CRE/Maintenance, funding</li> </ol> </li> <li>e. President                   <ol style="list-style-type: none"> <li>i. Graduation</li> <li>ii. Board Schedule, Master Planning Schedule Policies</li> </ol> </li> </ol> </li> <li>5. Adjournment</li> </ol>

<p>Discussion of Agenda/Information Sharing:</p> <ol style="list-style-type: none"> <li>1. Acting President called the meeting to order and read the mission statement.</li> <li>2. Cabinet reviewed and adopted the agenda. VPAS moved and VPEMSS seconded that Cabinet adopts the draft agenda as presented.</li> </ol>
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3. There were no reports on "Old Business".
4. Reports on New Business:
  - a. VPAS
    - i. 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 full excess fund 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.
    - ii. Audit Report– The FY17 audit started early and is almost done.
    - iii. Special contract- Clarifications were made regarding execution of special contracts for staff employed under federal grants. All special contracts must still follow college policy if the college is the disperser of the grant fund.
    - iv. Incentive Awards Day- The employee incentive awards day will be on May 15, 2018. Folks are encouraged to fill out nomination forms and submit to Human Resources Office.
  - b. VPEMSS
    - i. Comet Results – comet results are tabulated; student services plans to take registration to the high schools; VP wondered if specified personnel in EMSS can be empowered to collect registration fee when they do registration at the schools.
  - c. VPIA
    - i. College Academic Calendars 2018-2020- VPIA shared the college's academic calendars from 2018 to 2020. VPAS moved and VPEMSS seconded that cabinet adopts the calendar. Motion passed.
    - ii. Substantive change report for BS in Elementary Education – the BS in Elementary Education was approved so the college will submit a substantive change proposal to the accrediting commission for final approval.
  - d. VPIEQA
    - i. Debriefing on 25<sup>th</sup> Anniversary – overall comments regarding activities of the 25<sup>th</sup> Anniversary celebration were all positive. Appreciation was extended to everyone for job well done. President will sponsor appreciation lunches/dinners for employees at each of the campuses.
    - ii. Summit- our next president's summit is scheduled for August 7-8, 2018. Vice presidents are to send VPIEQA potential ideas or areas of focus they wish for the summit.
    - iii. Plants: CRE/Maintenance, funding- it was suggested that the college invest in plants to enhance office outlooks or for decorative purposes at commencements or conferences. Both CRE and Maintenance are willing to invest time to support the endeavor. The only thing that needs ironing out is funding.
5. President
  - i. Graduation- Commencement Exercises will be on May 18, 2018. VPIA will deliver President's welcoming speech. Graduating students will meet tomorrow to select the Speaker for commencement exercises. Cabinet will then do electronic endorsement of candidate.
  - ii. Board Schedule – the Board of Regents meeting timeline was shared. Vice presidents were reminded that the last Executive Council meeting will be May 5, 2019. They are encouraged to send Norma Edwin policies under their respective areas needing Board review and action. Norma is to set up EC folder for vice presidents to share policies needing review.
6. Meeting adjournment
 

**VPAS moved and VPEMSS seconded that Cabinet meeting be adjourned. Motion passed and the meeting adjourned at 11:28 a.m.**

**Comments/Upcoming Meeting Date & Time/Etc.:**

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**Handouts/Documents Referenced:**

- Agenda
- Financial Status Report for FY 2018
- College Academic Calendars 2018-2020
- Board Preparation Timeline
- Master Planning Schedule Policies

**College Web Site Link:**

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<b>Prepared by:</b>	Hadleen Hadley	<b>Date Distributed:</b>	04/18/18
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**Approval of Minutes Process & Responses:**

- Draft minutes were sent out to cabinet for review; minutes were electronically voted on; and minutes were approved

<b>Submitted by:</b>	Hadleen Hadley	<b>Date Submitted:</b>	
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

1. 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 full excess fund 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.
2. All special contracts must still follow college policy if the college is the disperser of the grant fund.
3. The employee incentive awards day will be on May 15, 2018
4. student services plans to take registration to the high schools
5. Cabinet adopted the 2018-2020 academic calendars
6. the college will submit a substantive change proposal to the accrediting commission for final approval
7. President will sponsor appreciation lunches/dinners for employees at each of the campuses.
8. Our next president's summit is scheduled for August 7-8, 2018. Vice presidents are to send VPIEQA potential ideas or areas of focus they wish for the summit.
9. Commencement Exercises will be on May 18, 2018. VPIA will deliver President's welcoming speech.
10. The last Executive Council meeting will be May 5, 2019. Norma is to set up EC folder for vice presidents to share policies needing review

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