

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
November 30, 2018	9:00a.m – 10:01a.m	Board’s conference room

Members Present:				
Members:	Name:	Present:	Absent:	Remarks:
President	Joseph Daisy	x		
VPAS	Joseph Habuchmai		X	On Travel Authorization
VPEMSS	Joey Oducado	x		
VPIA	Karen Simion	x		
VPIEQA	Shaun Suliol	x		serving as Acting VPIEQA

Additional Attendees:	Hadleen Hadley(recorder)
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Call to Order; declaration of quorum 2. 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> 3. Review of Agenda 4. New Business <ol style="list-style-type: none"> a. Lab Monitor position - Chuuk b. Farm Laborer - Kosrae 5. Others 6. Adjournment

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. President called the meeting to order 9:02a.m 2. VPEMSS read the mission statement. 3. Cabinet reviewed and adopted the agenda. 4. New Business <ol style="list-style-type: none"> a. Lab Monitor position in Chuuk-VPEMSS moved and VPIEQA seconded that Cabinet approves the position for a lab monitor to be advertised and filled. Motion carried. b. Farm Laborer in Kosrae- VPIEQA moved and VPEMSS seconded that Cabinet approves the position for farm laborer to be advertised and filled. Motion carried. 5. Others <ol style="list-style-type: none"> a. Board Meeting - President expressed appreciation to cabinet for their reports to the Board, reminding folks on expected level of reporting at the board meeting, and relative to policy everyone should be clear on who will be presenting. Comptroller is to report on the budget.

- b. Math Pilot project- Instructional department is working with Pohnpei Department of Education and McREL to develop a math transition course to be offered at PICS High School.
 - c. Accreditation- The college’s next accreditation visit will be in 2023. A midterm report is due in 2020. Gap analysis should be done by 2021. Writing of the self-study should be done by 2022.
 - d. Verg-In’s donation- Ray and Yenti Verg-In donated \$110,000 to the college through the Friends of COM-FSM. The funds were to refresh technology classroom and installations of kitchenettes in the student residence halls.
 - e. Pride Walk- students are hosting a pride walk tomorrow, Saturday, December 01, 2018 at PICS tracks. The college is Title IX compliance and supports or students.
 - f. New phone system – FSM Telecom will conduct training on the new phone system this afternoon in the MITC rooms. Everyone is welcome to attend.
6. Meeting adjournment
VPIA moved and VPEMSS seconded that Cabinet meeting be adjourned. Motion passed and the meeting adjourned at 10:01 a.m.

- Comments/Upcoming Meeting Date & Time/Etc.:**
- The college’s next accreditation visit will be in 2023.
 - A midterm report is due in 2020.
 - Gap analysis should be done by 2021.
 - Writing of the self-study should be done by 2022.

- Handouts/Documents Referenced:**
- Agenda
 - Lab Monitor position in Chuuk
 - Farm Laborer position in Kosrae

College Web Site Link:

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Prepared by:	Hadleen Hadley	Date Distributed:	
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- Approval of Minutes Process & Responses:**
- Draft minutes were distributed to Cabinet members for review and revisions. Minutes were to be approved at next cabinet meeting.

Submitted by:	Hadleen Hadley	Date Submitted:	
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- Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**
1. Agenda was adopted as presented
 2. Cabinet approved filling of Lab monitor position in Chuuk
 3. Cabinet approved filling of Farm laborer in Kosrae
 4. The college’s next accreditation visit will be in 2023. A midterm report is due in 2020. Gap analysis should be done by 2021. Writing of the self-study should be done by 2022.
 5. Meeting adjourned at 10:01 a.m

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