

Committee Minutes Reporting Form

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
September 14, 2018	3:00p – 4:00p	Board’s conference room

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

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. Call to Order; declaration of quorum 3. Review of Agenda 4. Old Business 5. New Business <ol style="list-style-type: none"> a. VPAS <ol style="list-style-type: none"> i. 2020 Budget Preparation ii. HRM Specialist I Vacancy iii. National Campus Dining Hall Cook I Vacancy b. VPEMSS c. VPIA <ol style="list-style-type: none"> i. Educational Leave d. VPIEQA e. President 6. Adjournment

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. President called the meeting to order and VPIA read the mission statement. 2. Cabinet reviewed and adopted the agenda. 3. There were no reports on “Old Business”. 4. Reports on New Business: <ol style="list-style-type: none"> a. VPAS <ol style="list-style-type: none"> i. Comptroller’s report to the Board on the Endowment Investment will include suggestion that the college solicit proposal from other investment managers. Comptroller also shared data on enrollment projection and enrollment decline over the past several years; cabinet

- will set another time to have a more thoughtful discussion on the subject.
- ii. VPAS' office has distributed templates and worksheets for 2020 budget preparation. Offices can start working on their budget proposals. VPAS and his staff are ready to lend assistance if needed. A timeline for budget preparation was attached for guidance too.
 - iii. HRM Specialist I – Cabinet reviewed personnel requisition for replacement of the HRM Specialist I. **VPEMSS moved and VPIEQA seconded that Cabinet approves HRM Specialist I be advertised and filled. Motion carried unanimously.**
 - iv. National Campus Dining Hall Cook I – Cabinet reviewed personnel requisition for replacement of the Dining Hall Cook I. **VPEMSS moved and VPIEQA seconded that Cabinet approves HRM Specialist I be advertised and filled. Motion carried unanimously.**
 - v. VPAS' highlighted points to share at the Board meeting, included budget 2020 preparation, facility projects at campuses, and a BECA presentation by Director Francisco Mendiola.
- b. VPEMSS
 - i. High lights of VPEMSS's report to the Board will include PELL data and impact of the return of PELL for summer, fall enrollment and program completers.
 - c. VPIA
 - i. Educational Leave request— MITC Coordinator requests educational leave for her master's degree End of Program (EOP) exams. **VPIEQA moved and VPEMSS seconded that Cabinet approves the educational leave. Motion passed unanimously.**
 - ii. VPIA highlighted points to share at the Board meeting include grants received; K-12 program, IEMP presentation and an IDP presentation by Dean Lourdes Roboman on FMI.
 - d. VPIEQA
 - i. VPIEQA's highlight report will include debriefing of the advising summit of August 7-8, and the CCSSE on the fact that the college ranked above median.
 - e. President
 - i. President advised vice presidents to have written outlines of their very high level bullet points in front of them when reporting to the Board and that they be prepared for questions if the board has any. He encouraged vice presidents to read the IEMP narrative.
 - ii. VPIA is to share with President Dean Roboman's presentation before the Board meeting.
 - iii. VPAS is to share with President BECA's presentation by Director Mendiola before the Board meeting.
5. Meeting adjournment
VPIEQA moved and VPEMSS seconded that Cabinet meeting be adjourned. Motion passed and the meeting adjourned at 4:02 p.m.

Comments/Upcoming Meeting Date & Time/Etc.:

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- Handouts/Documents Referenced:**
- Agenda
 - HRM Specialist position
 - Dining Hall Cook I
 - Educational Leave Request

College Web Site Link:

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Prepared by:	Hadleen Hadley	Date Distributed:	9/24/18
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Approval of Minutes Process & Responses:

- Minutes of September 14, 2018 were adopted and approved as presented.

Submitted by:	Hadleen Hadley	Date Submitted:	9/25/18
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

1. Cabinet is to have a more thoughtful discussion on regarding enrollment data and enrollment projection at another time and day.
2. VPAS' office has distributed templates and worksheets for 2020 budget preparation
3. Cabinet approved the HRM Specialist position to be advertised and filled
4. Cabinet approved the Dining Hall Cook I position to be advertised and filled
5. Cabinet shared high level key bullet points of their reports to the Board of Regents
6. President advised vice presidents to have written outlines of their very high level bullet points in front of them when reporting to the Board and that they be prepared for questions
7. Vice Presidents are to be sure to read the IEMP narrative
8. VPIA is to share with President Dean Roboman's presentation before the Board meeting.
9. VPAS is to share with President BECA's presentation by Director Mendiola before the Board meeting.
10. Meeting adjourned at 4:02pm

Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:	1-10	9/24/18	
Approved with conditions:			
Disapproved:			