

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

Committee or Working Group:	Cabinet
------------------------------------	---------

Date:	Time:	Location:
January 25, 2019	9:10a.m – 10:55a.m	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	Caroline Kocel	x		

Additional Attendees:	Roselle Togonon (comptroller); Hadleen Hadley(recorder)
------------------------------	--

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. Approval of Minutes <ol style="list-style-type: none"> a. November 05, 2018 minutes b. November 30, 2018 minutes 5. New Business <ol style="list-style-type: none"> a. VPA <ol style="list-style-type: none"> i. FY2019 Budget Status report ii. Policy 5608 Incentive for Securing Grant Funding iii. Payroll Assistant position iv. CTEC Account Clerk position b. VPEMSS <ol style="list-style-type: none"> i. Security Officers position ii. Assistant Director of Student Life position c. VPIA <ol style="list-style-type: none"> i. Midterm Report ii. Staff Development Request- Career & Technical Education Center (CTEC) d. President <ol style="list-style-type: none"> i. Commencement Debriefing ii. Tentative Schedule for March Board of Regents Meeting 6. Adjournment

Discussion of Agenda/Information Sharing:
--

1. President called the meeting to order at 9:10a.m.
2. VPAS read the mission statement.
3. Cabinet reviewed and adopted the agenda.
4. Approval of Minutes
 - a. November 05, 2018 minutes-VPIA moved and VPEMSS seconded that Cabinet approves the minutes. Motion carried.
 - b. November 30, 2018 minutes- VPIA moved and VPAS seconded that Cabinet approves the minutes. Motion carried.
5. New Business
 - a. VPAS
 - i. **FY19 budget** – our financial status as of January 23, 2019 is within the same percentile level as compared to our financial status of January 23, 2018.
 - ii. **Policy 5608** – the history of how the policy came about was shared. Cabinet recommends the policy be taken to the Board to be rescinded. VPAS and comptroller are tasked to write the rationale behind recommendation. The executive assistant to the president is to be alerted to add the policy on the Board agenda.
 - iii. **Accountant I position**- VPAS requested to fill a recently vacated payroll assistant position. The education criteria for the position should be at an AS degree in the specific field of occupation or related field. VPEMSS moved and VPIA seconded that Cabinet approve filling the position. Motion carried.
 - iv. **CTEC Account Clerk position**- VPAS requested to fill the vacated account clerk position at CTEC. VPEMSS moved and VPIA seconded that Cabinet approve filling the position. Motion carried.
 - b. VPEMSS
 - i. **Security Officer positions** – There are 18 vacancies that need to be filled. Statistics and history on vacant position and justifications on filling these positions were shared. Currently the vacancy gap is being addressed by hiring security officers on special contract to support services and operations but this would be an unsustainable solution in the long run. These vacancies are budgeted. VPIA moved and VPAS seconded that cabinet approves filling the 18 vacancies. The motion carried.
 - ii. **Assistant Director of Student Life** – The Assistant Director of Student Life (ADSL) is vital to the administration and operational support of student life office and will play a more active role in supporting efforts of student services, activities and events at all the campuses of the college. The position is a new and is budgeted under the current FY2019 budget. Under FY2020 budget arrangements has been made to utilize the salary for the vacant student services coordinator for CTEC. VPAS moved and VPIA seconded that Cabinet approves filling of the ADSL position. Motion carried.
 - c. VPIA
 - i. **Midterm report** – The college’s midterm report is due in 2020. A template has been set up and timeline to write the report will be shared with folks.
 - ii. **CTEC Staff Development Request**- Cabinet entertained a staff development request for a faculty to attend the International Wireless Communications Expo. Objectives and goals upon completion of the proposed development program are to establish COM-FSM as a certified training provider; to show that CTEC programs CA

Electronics Engineering, AAS Electronics and AAS Telecommunication programs are duly certified and recognized by the third party certification; and to demonstrate evidence of continuous improvement and industry partnership by affiliation of COM-FSM CTEC and ETA international on their websites as partners. VPMS moved and VPAS seconded that Cabinet approves the staff development request. Motion carried.

d. VPIEQA

i. VPIEQA expressed appreciation for the welcome and support she has received since her arrival at the college. She finally signed a lease for her new apartment.

e. President

i. **Commencement debriefing** – Observations were shared regarding the last commencement exercises. For commencement exercises, fans are to be strategically placed in the gym to keep everyone cool. Two are to be placed on the second floor, two are to be directed at folks on the stage, and two are to be directed at faculty and graduates.

ii. **Tentative Schedule for March Board meeting** – President shared a draft schedule for the Board’s meeting in Kosrae. Other meetings were identified and scheduled for the vice presidents. All the vice presidents are to meet with campus deans and CTEC director on Monday, March 18, 2019.

iii. **Other**

ACCJC – the overall meeting with ACCJC Chair and President went well. ACCJC expressed concern over regents exceeding their term of service on the Board.
Faculty/Staff Senate- President met with the senate and updated them on his meeting with ACCJC President and Chair. The senate is currently working with OIE on a Survey Questionnaire to help determine what concerns faculty and staff has so they can better determine policies that need amendments to address such concern.
Summit - summit is scheduled for early August. Considering bringing Consultant Wilson Hess to be the presenter on the role of economic impact.
Leadership – president shared observations on leadership and communications. He reminded vice presidents that their signatures should mean something. They should remind folks of communication protocols and inspire them to solve or provide solutions to problems.

6. Meeting adjournment

VPIEQA moved and VPIA seconded that Cabinet meeting be adjourned. Motion passed and the meeting adjourned at 10:55 a.m.

Comments/Upcoming Meeting Date & Time/Etc.:

▪

Handouts/Documents Referenced:

- Agenda
- Minutes of November 5, 2019 meeting
- Minutes of November 30, 2019 meeting
- Policy 5608
- FY2019 budget status
- Payroll assistant position
- CTEC Account Clerk position

- Security Officers positions
- Assistant Director of Student Life position
- CTEC Staff Development request
- Tentative schedule for March Board or Regents meeting

College Web Site Link:
 ■

Prepared by:	Hadleen Hadley	Date Distributed:	
---------------------	----------------	--------------------------	--

Approval of Minutes Process & Responses:
 ■ Draft minutes were distributed to Cabinet members for review and revisions. Minutes were electronically voted on. Minutes were approved.

Submitted by:	Hadleen Hadley	Date Submitted:	
----------------------	----------------	------------------------	--

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

1. Agenda was adopted as presented
2. Cabinet approved minutes of November 05, 2018 meeting.
3. Cabinet approved minutes of November 30, 2018 meeting.
4. Cabinet approved hiring the Accountant I (payroll assistant) position
5. Cabinet approved hiring the CTEC Account Clerk position
6. Cabinet approved hiring 18 security officers positions
7. Cabinet approved hiring the Assistant Director of Student Life position
8. College's midterm report is due in 2020.
9. Cabinet approved the CTEC Staff Development request.
10. Per observations at the last commencement exercises, fans are to be strategically placed to cool the gym at commencement exercises.
11. Meeting adjourned at 10:55 a.m

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