

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
August 15, 2019	2:00p – 3:46p	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)
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Agenda/Major Topics of Discussion:	
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.	Old Business
5.	New Business
	a. VPAS
	i. Financial Update
	ii. Cut-off date on Purchase Orders
	iii. Budget 2021 Planning based on program assessments and priorities to support Instructional goals for fy2021
	iv. COM-FSM/Chinese Pilot Farm updates (pictures)
	v. Preparation of FY2021 Budget Guidelines
	vi. IDP Projects updates
	b. VPEMSS
	i. Summer 2019 Enrollment & Pell
	ii. Update on Fall 2019 Enrollment
	c. VPIEQA
	i. IEMP Annual Review – 2019 activities
	d. VPIA

- i. Convocation Update
- ii. Admissions for BS in Elementary Education
- iii. Trial Counselor faculty position
- e. President
 - i. Debrief New Student Orientation
 - ii. Chinese-COM-FSM Farm (oversight)
 - iii. CRE-Pineapple/Black Pepper Farm
 - iv. Faculty Vacancies (ESS, Art, others)
 - v. Student bus request
 - vi. Student Harassment/Request for establishment of store in RH
 - vii. BOR meeting preparations

6. Adjournment

Discussion of Agenda/Information Sharing:

President called the meeting to order at 2pm. VPEMSS read the mission statement. The meeting agenda was adopted.

VPAS

- i. Comptroller updated Cabinet on the status of the college's FY 2019 financial expenditures as of August 14, 2019 as compared to FY 2018 expenditures. The college's current expenditures were actually lower than last fiscal year's. Concerns shared included book sales and cash flow dependency on FSM Finance's subsidies in light of new regulations and requirements of project control documents.
- ii. Procurement and Property Management Office will be putting out cut-off dates for processing of purchase orders
- iii. VPAS will schedule meeting with vice presidents regarding FY2021 budget planning.
- iv. VPAS will send out the budget preparation guidelines for FY 2021.
- v. VPAS shared that couple of Infrastructure Development projects are being bid out including National Campus Student Center and CTEC Student Center. The proposed Teaching Clinic Site for our Public Health program will be a two-story building located near the entrance to the college from the main public road next to the two instructional classroom buildings.

VPEMSS

- i. For Summer 2019, \$1.3 million PELL was awarded to students. Summer enrollment this year was good due to the reinstatement of PELL awards. Our summer enrollment is 10% higher than our revenue projection.
- ii. Fall 2019 enrollments are still being tallied. Counts are increasing as fall registration progresses. President commended and extended congratulations to Financial Aid Office and Admissions and Records for the positive impact.

VPIA

- i. Convocation Update –plans and preparations are set for convocation which will be held on August 30, 2019 at 1:00p.m in the practice gym. Convocation theme is “ the mind is not a vessel to be filled but a fire to be rekindled”. VPIA will soon share the program for the event.
- ii. Admissions for BS in Elementary Education – the college is implementing the BS in Elementary Education in Fall 2019 which is the targeted date. VPIA also plans to implement a new faculty

mentoring program in Fall 2019.

- iii. Trial Counselor Faculty position – VPIA is requesting to hire one full time faculty for the trial counselor program. We’ve used part-time instructors in the past but it is proving more challenging to find instructors to teach courses for the trial counselors program. **VPEMSS moved and VPAS seconded that Cabinet approves advertisement and filling of the position. Motion passed unanimously.**

VPIEQA

- i. IEMP Annual Review – VP Kocel asked vice presidents to revisit the IEMP and update changes with main reference to activities in 2019. IEQA will be registering for the CCSSE in the upcoming months and that will be administered in Spring. In regards to the implementation of schoology that is still on track.

President

- i. Debrief New Student Orientation. President shared his observations on the new student orientation activities and extended appreciation.
- ii. Chinese-COM-FSM Farm -President and VPIA will draft a MOU to have Center for Entrepreneurship to provide oversight and monitoring of the project. President needs a copy of the signed agreement between COM-FSM and the Chinese.
- iii. CRE-Pineapple/Black Pepper Farm-Dr. Verma has resigned and VPIA will assign point persons at different locations until we hire a replacement.
- iv. Student Bus Request- the Madolenihmw Student Organization requested the college to provide bus service to students commuting from Madolenihmw. Cabinet deferred taking action on the request. VPAS is to route the request to the Finance Committee and the Facilities Campus Environment Committee for review.
- v. Student Harassment/request for establishment of store in RH—there was request to establish a small convenience store in the residence hall. Reason for the need was a rumored harassed of our students when patronizing neighbor stores. Cabinet vetoed the request after further investigation into the matter proofed no harassment is being done.
- vi. BOR meeting preparations – the Board of Regents meeting is scheduled for September 3-6, 2019 in Yap. President expects reports to be at the highest level. He can meet with vice presidents on individual basis regarding his/her report. FSM Congress has confirmed Ms. Suzanne Lowe Gallen to Pohnpei State’s representative on the college’s Board of Regents.

The Friends of COM-FSM Board will disband and return the funds to the college. VPAS will include in his report to the COM-FSM Board a summary of what is happening with the Friends of the COM-FSM.

VPAS moved and VPEMSS seconded that the meeting be adjourned. Motion carried and the meeting adjourned at 3:46 pm.

Comments/Upcoming Meeting Date & Time/Etc.:
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Handouts/Documents Referenced:
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College Web Site Link:
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Prepared by:	Hadleen Hadley	Date Distributed:	
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Approval of Minutes Process & Responses:
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Submitted by:	Hadleen Hadley	Date Submitted:	September 6 , 2019
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:			
1.			
Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:			
Approved with conditions:			
Disapproved:			