

**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>
March 28, 2019	9:00a.m – 10:40a.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		
VPAS	Joseph Habuchmai	x		
VPEMSS	Joey Oducado	x		
VPIA	Karen Simion	x		
VPIEQA	Caroline Kocel	x		

<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. Call to Order; declaration of quorum</li> <li>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 &amp; technical educational programs characterized by continuous improvement and best practices”</i> </li> <li>3. Review of Agenda</li> <li>4. Approval of Minutes</li> <li>5. January 25, 2019 minutes</li> <li>6. New Business               <ol style="list-style-type: none"> <li>a. VPAS                   <ol style="list-style-type: none"> <li>i. Financial update report</li> <li>ii. PR Cook I – National Campus</li> <li>iii. PR Custodian – Chuuk Campus</li> <li>iv. PR Custodian – Yap Campus</li> </ol> </li> <li>b. VPEMSS                   <ol style="list-style-type: none"> <li>i. 69<sup>th</sup> Commencement Exercises</li> <li>ii. Update: 26<sup>th</sup> COM-FSM Founding Day</li> </ol> </li> <li>c. VPIEQA                   <ol style="list-style-type: none"> <li>i. Vacancy review process discussion for vacated positions</li> </ol> </li> <li>d. VPIA                   <ol style="list-style-type: none"> <li>i. PR Clerk Typist – Yap CRE</li> <li>ii. PR Education Instructor – Chuuk Campus</li> <li>iii. PR ACE Mentor – CTEC</li> </ol> </li> <li>e. President                   <ol style="list-style-type: none"> <li>i. Debriefing of March Board of Regents meeting in Kosrae</li> </ol> </li> </ol> </li> <li>7. Adjournment</li> </ol>

Discussion of Agenda/Information Sharing:

1. President called the meeting to order at 9:00 a.m.
2. VPEMSS read the mission statement.
3. Financial update report by the comptroller was added to the agenda under New Business.
4. Old Business
  - a. For the records, Cabinet reviewed and electronically adopted the January 25, 2019 meeting minutes on February 18, 2019. Minutes have been posted on the web.
5. New Business
  - a. VPAS
    - i. **Financial update** – FY2018 audit will begin next week; the comptroller shared the financial report she has prepared in response to anticipated inquiries from the auditors, analytic justifications on increase/decrease of expenditures as it relates to student enrollment, the 5% salary increments, housing, equipment and internet cost, etc. Cabinet tabled discussion on concern over one campus' increase in internet cost. The consensus was that an informative recommendation can be reached after careful review once more information and analysis are provided. Comptroller is tasked to collect more information and analysis on the issue.
    - ii. **Cook I**- a replacement for cook 1 at the National Campus is requested to be filled. **VPIA moved and VPEMSS seconded that Cabinet approve the position to be filled. The motion carried unanimously.**
    - iii. **Custodian**- a custodian position at Chuuk Campus is requested to be filled. **VPIA moved and VPEMSS seconded that Cabinet approves the position to be filled. The motion carried unanimously.**
    - iv. **Custodian** – a custodian position at Yap Campus is requested to be filled. **VPIA moved and VPEMSS seconded that Cabinet approve the position to be filled. The motion carried unanimously.**
  - b. VPEMSS
    - i. **69<sup>th</sup> Commencement Exercises** – Commencement Exercises is scheduled for May 22, 2019 with 255 candidates so far. Preparation plans are underway. VPEMSS shared the schedule outlining “pre” to “day” of commencement activities. The graduating class has until mid April to decide the “theme” for the commencement exercises. Five candidates have been recommended for commencement speaker. Three of which have been speakers at the college’s commencement exercises in the past. The finalist will be named after Cabinet receives the theme for commencement from the graduating class.  
VPEMSS is reminded that electrical fans are to be strategically placed to ensure no one passes out from heat stroke. VPAS is to have maintenance go through the gym, repaint or touch up what needs to be painted, and that restrooms are cleaned and functional.
    - ii. **26<sup>th</sup> COM-FSM Founding Day** – the combined National Campus and CTEC’s 26<sup>th</sup> founding day celebrations will be held on Monday, April 01, 2019 on the field in front of the male residence hall. Folks are reminded that
  - c. VPIA
    - i. **Clerk Typist** – the clerk typist position at Yap Cooperative Research and Extension is requested to be filled. **VPEMSS moved and VPAS seconded that Cabinet approves the position to be filled. The motion carried unanimously.**
    - ii. **Education Instructor**- Cabinet acknowledges that the education instructor position

- at Chuuk Campus needs to be filled. ***VPEMSS moved and VPAS seconded that Cabinet approves the position to be filled. The motion carried unanimously.***
- iii. **ACE Mentor** – An ACE mentor at CTEC is needed to be filled. ***VPEMSS moved and VPAS seconded that Cabinet approves the position to be filled. The motion carried unanimously.***
  - d. VPIEQA
    - i. Vacancy Review process discussion for vacated positions.
  - e. President
    - i. **Board meeting debriefing** – Cabinet shared observations and thoughts about the Board of Regents meeting in Kosrae. Overall consensus was the meeting and other activities were productive and went very well.  
VPEMSS will be president’s designee while President Daisy attends several conference meetings off-island. VPEMSS will also chair the Executive Committee meeting.
6. Meeting adjournment  
**VPAS moved and VPIA seconded that Cabinet meeting be adjourned. Motion passed  
And the meeting adjourned at 10:40 a.m.**

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

- National Campus and CTEC’s 26<sup>th</sup> founding day celebrations will be held on Monday, April 01, 2019
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- Handouts/Documents Referenced:**
- Agenda
  - Financial budget update
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**College Web Site Link:**

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

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<b>Submitted by:</b>	Hadleen Hadley	<b>Date Submitted:</b>	
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- Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**
1. Agenda was adopted as presented
  2. Cabinet approved minutes of January 25, 2019 meeting were approved electronically prior to this meeting.
  3. Cabinet approved the cook 1 at the National Campus
  4. Cabinet approved the custodian position at Chuuk Campus.
  5. Cabinet approved the custodian position at Yap Campus.
  6. Cabinet approved the clerk typist position at Yap Cooperative Research and Extension.
  7. Cabinet approved the education instructor position at Chuuk Campus.
  8. Cabinet approved the ACE mentor position at CTEC.

- 9. VPEMSS will be president's designee while President Daisy attends several conference meetings off-island.
- 10. VPEMSS will chair the next Executive Committee meeting.
- 11. Meeting adjourned at 10:40 a.m

<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>			