

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
February 27, 2020	9:30a	President’s conference room

Members Present:				
Members:	Name:	Present:	Absent:	Remarks:
President		x		VPIA as Acting President
VPAS	Joseph Habuchmai	x		
VPEMSS	Joey Oducado	x		
VPIA	Karen Simion	x		
VPIEQA	Caroline Kocel	x		

Additional Attendees:	Hadleen Hadley (transcriber)
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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 <ul style="list-style-type: none"> <li style="padding-left: 40px;"><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 <ol style="list-style-type: none"> a. VPAS <ol style="list-style-type: none"> i. Naming Building Policy ii. Trade Specialist iii. Coronavirus update b. VPEMSS c. VPIA <ol style="list-style-type: none"> i. ALO updates d. VPIEQA <ol style="list-style-type: none"> i. Presidential Search Update ii. CSSE Survey Administration iii. Summit 2020 iv. Public Law 108-188 e. President 6. Adjournment

Discussion of Agenda/Information Sharing:

Acting President called the meeting to order at 9:30 a.m. The agenda was adopted. VPAS read the mission statement.

VPAS

- i. Naming Building Policy – the policy sets the criteria for naming opportunity of facilities and programs at the College of Micronesia-FSM (COM-FSM). COM-FSM will name facilities and programs to express appreciation for individual or organization’s financial contribution to the college. The policy is still in working process going through committees. Cabinet’s collective thoughts on the draft policy included revisiting section 2. Definitions especially the term “program”; Cabinet also suggested to limit naming only to physical facilities and centers but not programs; and to also consider accreditation ramifications. More comments and thoughts can be forwarded to VPAS.
- ii. Trade Specialist – VPAS shared a proposed salary compensation pay for Trade Specialist for Cabinet’s awareness. He shared history behind the proposal. The intention is to attract and retain trade specialists at the college. The proposal is not for action at this meeting. He asked Cabinet to give it some thought for now.
- iii. Coronavirus – Data on coronavirus cases is growing daily; currently worldwide, there are 81,398 cases; 2,771 deaths; and 30,359 recoveries. FSM is taking measures for protection. This includes extending travel ban and establishing places to isolate cases of coronavirus. COMFSM has the Emergency Management Team (EMT) that meets regularly on Mondays at 2:30pm to discuss measures the college might take regarding possible coronavirus at the college.

VPIA

- i. ALO Updates –Stephanie Droker is the new President for ACCJC. The ACCJC visit for our Bachelor of Science in Elementary Education will now be by ZOOM. The Annual report and the annual fiscal report are still due. VPIA/ALO sent appreciation email to Francis Alex for the data provided to finish the annual report. VPIA has submitted the ACCJC directory update report, and the 2020 midterm report which will be reviewed at the Commission’s June meeting.

Instructional department continues working hard to enroll students in classes and trying to determine why they are not making it.

Acting President

- i. 5-Year Fundraising Plan – Acting President presented the 5-Year Fundraising Plan as proposed by Executive Director for Institutional Advancement & External Affairs (IAEA). After shared thoughts and inquires, VPAS was asked to route the plan to Finance committee for review. Comments regarding the plan should be emailed to the Executive Director for IAEA.

Other related matters that was shared include: concern over repeating same fundraising activities every year may over-milk college supporters; concern over college’s interaction with local vendors and conducting business with them for mutual beneficial support between the two entities; thoughts were shared regarding crossing the line of authority of responsibilities and respecting meaningful signatures; by consensus Cabinet is to revisit the policy on procurement through the bookstore.

Board of Regents meeting is scheduled for the last days of March and first week of April in

Kosrae. In light of the Coronavirus situation, Cabinet will play it by ear and see.

VPIEQA

- i. Presidential Search Update – committee for the presidential search has posted update on their work progress on the college newsfeed last week and plans to post once a month if not more frequently. They have finalized a survey which will go out to faculty and staff on my shark and social media on the newsfeed. The survey is to do an institutional analysis that will generate the profile required of the new President.
- ii. CCSSE Survey – the survey is scheduled to be administered the week after midterms and will be administered by the Instructional Coordinators or their assistants. VPIEQA has emailed to faculty alerting them of the survey and has solicited their preferred administration time schedule.
- iii. Summit 2020- VPIEQA plans to meet with an organizing team to start planning the summit which is scheduled for early August 2020. She is soliciting ideas from Cabinet on a theme for the summit. After shared thoughts, Cabinet settled on “Who We Are, What We’re Doing, What’s Next” as a good theme.
- iv. Public Law 108-188 – referenced to keep Cabinet abreast of the law and that the college is demonstrating our knowledge and commitment to the process because it impacts the college.

VPEMSS

- i. VPEMSS reflected on past and current travels, referencing a memo that mandated travel will only be approved for purposes of accreditation, site visits and staff development trainings. Employees traveling for trainings and conferences must do presentation or mini-workshops after returning to share what experiences or knowledge gained from the conference attended. Cabinet is to be diligent regarding approval of travel requests to ensure travel is linked to our success indicators and strategic directions. Suggested Cabinet to revisit approval of travel request for staff trainings. Suggested that requests be reviewed by Cabinet, endorsed by appropriate vice presidents to President for final approval

Shared concern over safety for employees working late and returning home; an employee was at risk one night on the way home where a flatbed blocked her progress and approached her car.

Other thoughts for reflection include: eligibility and equity of compensating employees for overtime hours and comp-time hours; employee progress reports are now only done once a year but policy mandates an 5% increase in salary so personnel actions are processed and increment given while rating of evaluation may be poor.

Adjournment

The next Cabinet meeting will be on March 12, 2020 at 9:30 a.m. VPAS moved and VPIEQA seconded that the meeting be adjourned. Motion carried and the meeting adjourned at 11:30 pm.

Comments/Upcoming Meeting Date & Time/Etc.:
<ul style="list-style-type: none">▪ EMT meets regularly on Mondays at 2:30 p.m▪ BOR meeting scheduled for early April in Kosrae▪ Summit 2020 scheduled for early August

Handouts/Documents Referenced:
College Web Site Link:

Prepared by:	Hadleen Hadley	Date Distributed:	March 12, 2020
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Approval of Minutes Process & Responses:
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Submitted by:	Hadleen Hadley	Date Submitted:	March 11 , 2020
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:			
<ul style="list-style-type: none"> ▪ Cabinet’s collective thoughts on the draft policy included revisiting section 2. Definitions especially the term “program”; Cabinet also suggested to limit naming only to physical facilities and centers but not programs; and to also consider accreditation ramifications. More comments and thoughts can be forwarded to VPAS. ▪ The College Emergency Management Team meets regularly on Mondays at 2:30pm to discuss measures the college might take regarding possible coronavirus at the college. ▪ The ACCJC visit for the Bachelor of Science in Elementary Education will now be by ZOOM. ▪ VPJA has submitted the ACCJC directory update report, and the 2020 midterm report which will be reviewed at the Commission’s June meeting. ▪ VPAS was asked to route the plan to Finance committee for review. Comments regarding the plan should be emailed to the Executive Director for IAEA. ▪ Cabinet is to revisit the policy on procurement through the bookstore. ▪ Board of Regents meeting is scheduled for the last days of March and first week of April in Kosrae. ▪ The committee for the presidential search has posted update on their work progress on the college newsfeed last week and plans to post once a month if not more frequently. ▪ They have finalized a survey which will go out to faculty and staff on my shark and social media on the newsfeed. The survey is to do an institutional analysis that will generate the profile required of the new President. ▪ the CSSE survey is scheduled to be administered the week after midterms and will be administered by the Instructional Coordinators or their assistants ▪ VPIEQA plans to meet with an organizing team to start planning the summit which is scheduled for early August 2020. ▪ VPAS moved and VPIEQA seconded that the meeting be adjourned. Motion carried and the meeting adjourned adjourned at 11:30 pm. 			

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