

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

Meeting Group:	Institutional Effectiveness and Quality Assurance
-----------------------	--

Date: 30 November 2012	Time: 1030	Location:
		President’s Conference Room COM-FSM National Campus Palikir, Pohnpei, FSM

Members Present:				
Titles/Representative	Name	Present	Absent	Remarks
VP-IEQA	Frankie Harriss	✓		
Director, IT	Gordon Segal	✓		
Director, IRPO	Jimmy Hicks	✓		
Director, DCR	Joseph Saimon (funeral)	✓		Juan Paulo Santos proxy

Additional Attendees:	None
------------------------------	------

Agenda:

- I. Directors present and review their office budgets
- II. IEQA mission, goals, and administrative unit outcomes (AUOs):
- III. Other concerns and action items

Agenda/Major Topics of Discussion:

- I. Directors present and review their office budgets:
 - a. As we are estimating where our assessment plans are to be for FY2014, Director Hicks noted the outcomes/objectives and criteria might be less specific on the budget worksheets for now, but the detail is expected to be provided in the FY2014 worksheet 1 as the new strategic plan is finalized and implemented.
 - b. Juan Paulo Santos presented the budget for ODCR, answered department questions, and provided more details on the 50/Plenty college raffle.
 - c. VPIEQA answered a question around pay increases for FY2014, clarifying the step increase will not be automatic and will be based upon a performance evaluation. Though there would no longer be a pay freeze in FY2014, an employee may not earn a step increase, may earn a partial increase, or may earn a full increase, again, based upon demonstrated performance. The college will be better embracing the values of professionalism, commitment and hard work, and accountability through the performance evaluations. To emphasize this coming change in practice, the step increase was not listed next to each employee name on the budget worksheet, but instead the “up to 5% increase” was listed below for the office/division.
 - d. Juan Paulo Santos asked questions around how DCR would be charging offices for printing services. It was noted the Executive Committee reviewed and

endorsed the price list submitted by the DCR director through VPIEQA and that VPIEQA and the DCR director would work with the business office to establish procedures. It was further noted, Executive Committee members, in the 30NOV12 meeting, had expressed this was a great idea, and felt it was not an unfair practice as the prices are reasonable and the offices/divisions still retain the freedom to print their own materials and/or seek alternative services in town. Though, DCR will need to determine prices for designing materials, such as brochures.

- e. Director Segal reviewed the budget for ITO. A few errors were identified in personnel classifications as a result of two reassignments recently approved and the subsequent fringe benefits for those positions. Director Hicks noted a few changes made in budget columns affected the successive worksheets and offered assistance from IRPO to adjust the worksheets. Communications became an area of concern, as the Vice President for Administrative Services (VPAS) had noted ITO is to handle all communications for the entire campus. It was determined IEQA needs more details on communications costs from the last two FYs so that ITO can more accurately budget for communications. This will certainly exceed the allocated budget for ITO.
- f. Director Segal noted, in the past, several offices had not budgeted for certain communications, and for some reason, those funds were taken directly from ITO budget rather than from the offices that incurred the charges.
- g. Director Segal also pointed to the large customs fees his office must pay on all equipment/supplies and VPIEQA asked he list customs specifically on the worksheet rather than having it just be reflected as supplies/equipment.
- h. It was also discussed that instructional inquired as to whether or not ITO should be responsible also for faculty computers and software as they are for student labs. A sense of surprise was expressed that divisions might want to give up control of this function and it was noted this would place a large logistical responsibility onto the ITO. Director Segal will continue dialogue with instructional, as this direction would require inventory of all office computers and software with a cycle of replacement/upgrades to be established, as is already done for student labs. The more manageable approach, with greater control for instructional, would be to work with ITO and obtain recommendations towards acceptable computer systems and software given an employees job functions and for instructional to follow a cycle of replacement based upon greatest needs. This way necessary upgrades occur, within acceptable limits, and with greater fiscal responsibility. Some offices and personnel need high-end machines, but not every employee does.
- i. A question was raised regarding mobile phones being approved for employee purchase with college funds. Director Segal confirmed for some positions, where individuals were remote and/or individuals need to be available 24/7, they have approved mobile phone purchase using college funds.
- j. A question was also raised as to whether or not we need FAX machines, as these are not controlled as is necessary and any individual can pick up the fax line phone and make outside calls without needing a calling card. Abuses are occurring, and ITO ends up having to pay the bill from their budget rather than these amounts being charged to the campuses/offices who are incurring the charges. VPIEQA stated she would take this question around FAX machines to

the President's Cabinet. If FAX machines are necessary, there need to be greater controls and accountability. ITO should not be charged for the irresponsibility of other offices.

- k. A further concern around lack of reporting and communications from the Business Office (BO) was expressed. Director Segal noted he barely made payroll this last cycle because he was not aware his office had been directly charged for many miscellaneous communications charges, including the FAX machine bills.
 - l. Directors noted the BO has excellent software with high capacity, but it not utilizing that software to the fullest. Training has been identified as necessary to ensure BO personnel can increase reporting capacity.
 - m. VPIEQA will obtain communications costs from the BO over the last two FYs so that Director Segal can better estimate communications funds necessary for the FY2014 budget.
 - n. Director Hicks presented and reviewed the IRPO budget.
 - o. Estimating time necessary for given activities can be challenging; however, Director Hicks showed a few examples of how he tracks IRPO activities and recommended we examine other software and applications available for tracking time one spends on given activities. He noted many applications have already been developed for professionals such as attorneys.
- II. IEQA mission, goals, and administrative unit outcomes (AUOs):
- a. VPIEQA presented the mission, goals, and AUOs for FY 2014. Director Hicks commented for a consideration to change the order of text in the IEQA mission statement. He suggested we might move the accreditation standards statement first rather than to end with it, so we emphasize, because we are doing what we should we shall meet and/or exceed standards.
- III. Other concerns and action items
- a. The directors asked about budget assumptions again and wanted to know the source and rationale behind the idea to cut student travel. They continue to express concerns around this decision. VPIEQA again asked directors to take this concern to the Management Team for discussion and official input. Directors asked for this discussion to come as an official request from the Executive Committee and/or Cabinet. VPIEQA noted times have changed within the college, and that employees do not need permission to discuss and debate decisions, even those already made. We should always welcome intelligent, critical analysis of decisions and should not stick blindly with a decision if at any time further information is brought forward that requires a manager/leader/the college to re-evaluate a decision. VPIEQA noted this particular decision may not be altered, but discussions certainly would not be discouraged. All committees, all employees, are empowered to evaluate decisions.

Comments/Upcoming Meeting Date & Time/Etc.:

- 1. The next IEQA meeting will be established by email agreement.

Handouts/Documents Referenced:

ITO, ODCR, and IRPO office FY 2014 budget worksheets.

College Web Site Link:

Prepared by:

VPIEQA

Date Distributed:

04DEC12

Approval of Minutes Process & Responses:

- Minutes were emailed out for review and vote by via email
- Unanimously approved minutes.

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

- VPIEQA and DCR Director will work with the Business Office (BO) to establish procedures for offices, divisions, and departments to pay DCR for “printing services” and will provide the BO a current price list. This will be done by 15DEC12.
- VPIEQA will take to President’s cabinet a discussion on the necessity of FAX machines and the need for increased controls and accountability to prevent abuses.
- VPIEQA will immediately contact the BO to obtain communications costs from FY2011 and FY2012 to better inform Director Segal’s ITO budget.
- VPIEQA will task the Management Team to review the ramifications of cutting student travel coverage, but does this wanting directors to feel empowered, in the future, to raise their own concerns without being directed to do so.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments
--------	----------	-------------	--------------------------	----------