

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
January 19, 2010	9:00-11:15 A.M.	President's Conference Room COM-FSM National Campus Palikir, Pohnpei, FSM

Members Present:				
Titles/Representative	Name	Present	Absent	Remarks
President*	Spensin James	x		
VP, Administration	Joseph Habuchmai	x		
VP, Student Services	<i>Ringlen Ringlen</i>	x		
VP, Instructional Affairs	Jean Thoulag	x		
VP, Cooperative Research & Extensions	Jim Currie	x		
ALO	<i>Joseph Saimon</i>	x		
Staff Senate President	Faustino Yarofaisug	x		
Director, Pohnpei Campus	Penny Weilbacher	x		
Director, Yap Campus	Lourdes Roboman	x		w/technical problem
Director, FSM FMI	Matthias Ewarmai		x	
Director, Kosrae Campus	Kalwin Kephass	x		
Director, Chuuk Campus	Joakim Peter	x		w/technical problem
SBA President	Fabiano Retuleilug		x	
Executive Assistant to the President	Norma Edwin	x		
Executive Secretary	Hadleen Hadley			Recorder

Additional Attendees:	Allan Searle, Job Audit Consultant
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Presentation by Mr. Allan Searle 2. Terms of Reference for National Campus Staff Development Committee 3. Procedures for creating/establishing new positions 4. \$245,000 secured by OIA Staff 5. Technology Plan for Education System in the FSM 6. Questions on shared informations 7. Review and Approval of Minutes 8. Miscellaneous 9. Announcements 10. Adjournment

Discussion of Agenda/Information Sharing:

President called the meeting to order at 9:00am.

Review of the Agenda. The agenda was reviewed and agreed to. **VPSS moved and VPA seconded that Cabinet adopt the agenda as presented. The motion passed unanimously.** Information sharing is to be emailed out prior to each cabinet meeting.

1. **Presentation by Alan Searle.** Alan Searle & Associates Limited is the chosen consultant to conduct a job classification, compensation and benefit review for the college. Alan gave a presentation on their methodology to conducting compensation reviews making comparisons on regional colleges or companies.
2. **Terms of Reference for National Campus Staff Development Committee.** The terms of reference is for establishment of a campus staff development committee similar to the existing ones at the other campuses of the College. Revisions included inserting “*College*” in place of “*System*” the first paragraph under Authority and deleting “via teleconferences” in the paragraph under Meetings. For information, when this TOR was first presented representation was from each of the four classification but it has been since changed to representation from each of the departments. **ALO moved and VPSS seconded that the Cabinet adopts the terms of reference as revised. The motion passed unanimously.**
3. **Procedures for creating/establishing new positions.** The procedures for creating new position included instructions, requirements, purpose, steps to be taken, and conditions why there is a need for the new position. This procedure will help align positions to resources. **ALO moved VPA seconded that Cabinet adopt the procedures for establishing new positions. The motion carried with majority vote and only one opposition.**
4. **\$245,000 secured by OIA Staff.** The College is fortunate to receive \$245,000 from OIA. This is part of the \$1.225 million carry-over SEG funds that the states did not use up. OIA after negotiations has reinstated the money with different conditions than what was applied to SEG funds before. The money was equally divided between NDOE, Yap State, Kosrae State, Pohnpei State and COM-FSM. Chuuk still has \$4 million carry-over that must be obligated or they will lose the funds. The procedure for tapping the money is through submission of proposals to the Secretary of Education. President said \$55,000 of the \$245,000 will be reserved for expenses of the job audit. The money can not be used for Infrastructure project or any infrastructure related projects. VPs and Directors are to look at our strategic plans and goals to see where we are usually short on funding or where is needed and submit proposals of projects that need funding. Proposals should be channeled through our sponsored programs committee through the President. President will email out the deadline for submission of proposals. VPA will obtain a standard form to use for submission of proposals.
5. **Technology Plan for Education System in the FSM.** The College was contracted by JEMCO to develop a technology plan for the whole FSM School system. The contract is for \$77,000. IT Director and IRPO Director have already started working on the plan which will be similar in the plan. JEMCO wants the plan accessible to networking.
6. **Questions on Shared Information.** Information sharing was done via email prior to the meeting. President thanked everyone for emailing out their information sharing reports to members. VPCRE shared that grant.gov requires that there be an approved grant representative of the College. Nomination of an approved grant application representative has to be done by the President. Land Grant Researchers are sitting waiting to be able to write and submit proposals for grants.
7. **Review and Approval of Minutes.** The two minutes were emailed out earlier for members comments and revisions.
8. The minutes of December 22, 2009 meeting were reviewed. There were no revision. **VPSS**

moved and VPCRE seconded that the Cabinet adopts the minutes as presented. The motion passed unanimously.

The minutes of January 10, 2010 were reviewed. There were no revisions. **VPA moved and VPCRE seconded that the Cabinet adopts the minutes as presented. The motion carried unanimously.**

9. **Miscellaneous.** The Executive Assistant to the President has emailed out the preparation timeline for the next Board meeting. VPs to make sure committees to start working on items requiring Board review and action at the March meeting to avoid the scurrying rush toward the end which may result in the item being not included on the agenda. Reports to the Board should reflect same period of reporting beginning from the 16th of December, 2009 to March 01, 2010.

President reminded Cabinet of the two items from Staff Senate that Board wants the College to act on: a) Excess Annual Leaves---should it be paid off at the end of each year? b) what to do for employees whose salaries have been frozen for a long time—Cabinet to come up with some kind of recommendations for consideration.

Concern was raised over our vehicles not working and often are put in the shops for repair. Is our mechanic doing any preventative maintenance on our vehicles. VPA to follow up on the issue.

VPA was asked when will there be walkways/pathways put in place to the A+ Center. VPA answered that the scope of work has already been put together and now they are seeking funding to cover the work required.

VPIA pointed out that on Saturday, she found doors and windows not locked and closed.

Pohnpei Campus Maintenance Supervisor is resigning and currently on leave so, Director asked if she can get assistance from Facilities and Maintenance division to lend supervisory consultation and coordination of the bigger issue projects. The day to day operations of the campus' maintenance is under control.

ALO pointed out that the word “system wide” should be replaced with “college-wide” in the Procedures for Creating New Positions. ALO noted in some offices betelnut chewing and spit is very much evident. He encourages Cabinet to visit the Forum to read comments by students. They are saying a lot of important things that may assist us in our decision makings. He believes the culture of always providing information at the last minute must be changed as noted these past weeks.

10. **Announcements.** Sandra Serrano is arriving today. President, ALO and Director Weilbacher will be at the airport to welcome her. A dinner is planned for this evening. President invited Cabinet members to attend and tasked Hadleen to email members of the time and venue of the dinner. Alfred Olter is to pick up Director Weilbacher's office car for Serrano's use. Maureen is handling arrangements of mwaramwars and the welcoming at the airport.

11. **Adjournment.** VPCRE moved and VPSS seconded that the meeting be adjourned. The motion passed and the meeting adjourned at 11:15am.

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Comments/Upcoming Meeting Date & Time/Etc.:
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Handouts/Documents Referenced:
1. Agenda 2. Minutes of Finance Committee meeting 12/22/09 and 1/05/10 3. Terms of Reference for National Campus Staff Development 4. Procedures for Creating New Position 5. Information Sharing data (emailed to members prior to meeting)

College Web Site Link:
▪ Not applicable

Prepared by:	Hadleen Hadley	Date Distributed:	January 29, 2010
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Approval of Minutes Process & Responses:

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

Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments