

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

Committee or Working Group:	Cabinet
------------------------------------	---------

Date:	Time:	Location:
December 4, 2017	9:00am – 9:54am	Board 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	Frankie Harriss	x		

Additional Attendees:	Roselle Togonon (Comptroller); Norma Edwin (recorder)
------------------------------	---

Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. 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> 2. Call to order; declaration of quorum 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. FY 2019 operations budget ii. FY 2019 FSM FMI budget iii. FY 2019 auxiliary enterprises budgets iv. SEG budget v. FY 2019 Board of Regents budget vi. Revised BP 6021 Grievance Policy b. VPEMSS <ol style="list-style-type: none"> i. Commencement exercises update ii. Staff development request iii. Committee attendance report c. VPIEQA <ol style="list-style-type: none"> i. Revised BP 8000 Technology Fee ii. Technology report d. VPIA <ol style="list-style-type: none"> i. Resolution – Bachelor’s Program in Elementary Education ii. AFT program to Chuuk Campus proposal iii. Vacant position at Kosrae Campus – English, Math, Public Health e. Other <ol style="list-style-type: none"> i. Waiver of BP 6032 for the 25th Anniversary Reception ii. Committee attendance reports (all VPs) 6. Adjournment

Discussion of Agenda/Information Sharing:

1. VPEMSS read the **mission statement**.
2. President Daisy called the **meeting to order** at 9:00 AM. All VPs present; quorum declared
3. **Review of Agenda:** Agenda item 5.d.ii AFT program to Chuuk Campus deleted as action already taken. Clarification provided that the requested waiver of BP 6032 is for one event only. The agenda was adopted.
4. **New Business**
 - a. **VPAS**
 - i. **FY 2019 operations budget:** The FY 2019 consolidated budget with summaries and assumptions was presented. All issues have been resolved except for classroom furniture. The plan is to handle it outside of the budget; possibly through vacant positions. A five-year refresher plan is needed to accommodate replacing needed classroom furniture. The budget requests are aligned with our priorities; classroom furniture is a priority. **VP Harriss moved and VP Oducado seconded to endorse the FY 2019 operations budget as presented. The motion passed unanimously.**
 - ii. **FY 2019 FSM FMI budget:** The proposed budget reflects a 5% increase to accommodate the IC position and increase in operating costs. An update on the on-going up-grades was provided. Side issues raised included 1) deducting fees from student's work-study earnings when the cadets are fully subsidized by the national government; 2) suspending cadets when only the president has that authority; and 3) the need for ship time and to be certified to broaden their opportunities to secure jobs. A more focused effort is needed to address the gap from completing the program and having a career in maritime. The MOU should be reviewed and the national government made aware of making their investment in FMI effective. **VP Oducado moved and VP Simion seconded to endorse the proposed FMI FY 19 budget and to prepare a supplemental request to address the gaps identified. The motion passed unanimously.**
 - iii. **FY 2019 auxiliary enterprises budgets:** The proposed budgets for the bookstore and dining hall were presented with explanation for the increases. **VP Oducado moved and VP Simion seconded to endorse the FY 19 budgets at \$109,942 for the bookstore and at \$231,510 for the dining hall. The motion passed unanimously.**
 - iv. **SEG budget:** No changes to the SEG request. Since details were not available, VP Habuchmai will send it out electronically for endorsement.
 - v. **FY 2019 Board of Regents budget:** **VP Harriss moved and VP Oducado seconded to endorse the FY 19 BOR budget as presented. The motion passed unanimously.**
 - vi. **Revised BP 6021 Grievance Policy:** Proposed revision received wide review. VP Harriss recommended that when policies are reviewed and concerns rose regarding the policy other than the recommended change, they be brought to attention in the early phase. HR Director to attend EC and board meetings when policy changes are considered. **VP Harriss moved and VP Habuchmai seconded the revisions to BP 6021 Grievance Policy be endorsed. The motion passed unanimously.**
 - a. **VPEMSS**
 - i. **Commencement exercises update:** VP Oducado provided the timeline from submission of grades to commencement and information on the number of candidates for graduation. Graduates from the University of Guam master's program in reading will be joining our commencement ceremony.
 - ii. **Staff development request:** A staff development request from a staff for a bachelor's degree program in computer science with Colorado State University – Global Campus was considered. **VP Harriss moved and VP Habuchmai seconded to approve the request. The**

motion passed unanimously.

iii. **Committee attendance report:** VP Oducado reported on committee attendance for his department; only on person with significant number of absences to whom warning given. Issue of inconsistent rosters and minutes format discussed.

b. **VPIEQA**

i. **Revised BP 8000 Technology Fee:** The revision broadens the learning environment as most learning occurs outside the classroom and includes license fees. **VP Harriss moved and VP Oducado seconded to endorse the revised BP 8000 Technology Fee. The motion was approved unanimously.**

ii. **Technology report:** Report presented on inventory of computers, use of tech fee, and plans to have the inventory anticipate replacement costs and make it relevant to the cabinet.

c. **VPIA**

i. **Resolution – Bachelor’s Program in Elementary Education:** A draft resolution in support of our own bachelor’s program in elementary education will be submitted to the board. FACSSO has already adopted a similar resolution.

ii. **Vacant positions at Kosrae Campus – English, Math, Public Health:** Kosrae campus does not have enough faculty to offer sufficient courses for students to take a full load. While the math and public health positions are new, the English is not. All positions are budgeted. **VP Harriss moved and VP Oducado seconded to endorse the three positions for announcements. It was further recommended that the VPIA go ahead and advertise previously filled positions that are budgeted without going through Cabinet. The motion passed unanimously.**

d. **Other**

i. **Waiver of BP 6032 for the 25th Anniversary Reception:** Finding a venue large enough with adequate parking for the 25th anniversary dinner has been a problem. The practice gym meets those requirements but the problem is BP 6032. The waiver is for just for that one event. Alcohol will not be purchased. Brief update on the 25th anniversary was provided.

ii. **Committee attendance reports (all VPs):** VPIA reported absences at FMI due to conflict with class schedule. VPAS will do his report on the created format for reporting.

iii. President made **announcements** about the holiday party on the 12th and the board meeting on the 13th.

5. **Adjournment:** The meeting adjourned at 9:54 AM.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

- FY 2019 operations budget recommended directive and budget information
- FY 2019 FSM FMI budget recommended directive and budget information
- FY 2019 auxiliary enterprises budgets recommended directive and budget information
- FY 2019 BOR budget recommended directive and budget information
- Draft revised BP 6021 Grievance Policy
- BP 6018 Termination
- Degree Program Application Form and supporting documents
- EMSS Standing Committee Membership Attendance
- Draft revised BP 8000 Technology Fee
- Technology report

- IEQA Committee attendance report
- Draft resolution to support implementation of a bachelor’s program in elementary education
- Personnel position requisition form – English, math, public health instructors for Kosrae Campus
- VPIA Committee Attendance Report
- Recommended directive for waiver of BP 6032

College Web Site Link:

-

Prepared by:

Norma Edwin

Date Distributed:

Approval of Minutes Process & Responses:

- Minutes were emailed to Cabinet for review on. Cabinet adopted the minutes.

Submitted by:

Norma Edwin

Date Submitted:

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

- Endorsed FY 2019 operations budget at \$13,538,503
- Endorsed FY 2019 FSM FMI budget at \$\$875,611
- Endorsed FY 2019 auxiliary enterprises budgets at \$\$109,942 for the bookstore and at \$231,510 for the dining hall
- Endorsed FY 2019 BOR budget at \$115,000
- Endorsed revisions to BP 6021 Grievance Policy
- Approved staff development request for Yuuki Omura
- Endorsed revisions to BP 8000 Technology Fee
- Approved advertisement of the three vacant positions for Kosrae Campus
- Authorized VPIA to advertise previously filled positions that are budgeted without going through Cabinet
- Address inconsistent rosters and minutes format
- Bring to attention policy concerns other than the recommended revisions during the early stage of the policy review
- VPAS to electronically sent out information on SEG request for endorsement
- Focus efforts to address the identified gaps at FMI toward securing a maritime career and prepare a supplemental funding request to address those gaps
- Develop a five-year refresher plan for replacement of classroom furniture.

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