

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

<b>Meeting Group:</b>	Cabinet
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<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
Monday March 30 <sup>th</sup> 2020	10am Pohnpei time	National campus + Zoom

**Summary of Recommendations with Suggested Timeline & Responsibilities:**

- ALL – importance of detailed documentation of work, actions, decisions
- Acting President – to review the [CARES Act](#) signed by US President, to review eligibility for funding. Send letter to ACCJC.
- VPIA - Discuss with Paul about StepUp lab potential use for testing
- VPAS – prepare an updated financial position statement based on holding no summer classes. Before Board meeting.
- VPEMSS – prepare list of majors of remaining students in the Residence Halls
- VPIEQA, Director PPMO, Director IT to finalize decision regarding Yap labs RFQ bidding process. This week.
- Recommend to hold FY2022 budget assumption meeting during week April 20-24<sup>th</sup>
- Act as if the COVID-19 is on-islands to protect the health of all.

**Members:**

<b>Titles/Representative</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
Acting President / VPIA	Karen Simion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
VPEMSS	Joey Oducado	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
VPAS	Joe Habuchmai	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
VPIEQA (via Zoom)	Caroline Kocel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

<b>Additional Attendees:</b>	
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Agenda:

VP updates on evolving covid-19 situation:

What have we done since suspending classes and what are our next steps?

**Agenda/Major Topics of Discussion:**

Updates from VPs

Called to meet because EMT aren't meeting. Meeting with Pacific college Presidents last Friday morning – UOG, Guam Community College, Palau, Northern Marianas, Marshall Islands, American Samoa. To see what other people are doing during this pandemic. Most have gone online with their courses – UOG already offered some online courses, as did Marshalls who had courses going out to their outer islands. But our situation is quite unique with students over thousands of kilometres apart across our islands. Community College Samoa remarked maybe 60% of students don't have access – issues of equity.

Marshall Islands – went to their telecom provider and asked to get wifi access for \$20 a month, bought laptops on island.

UOG and GCC – have different issues, their funding is from the State.

Pacific colleges are thinking this will have at least a three-year effect.

Former President Daisy advised – look at the Coronavirus Aid, Relief, and Economic Security (CARES Act) in the US – see what we might be eligible for from the US.

Pacific Presidents will meet again on April 8<sup>th</sup>.

Importance of documenting everything that we are doing – especially the funding, money spent. Make sure that everything that is spent, overtime, emergency pay, all must be documented. This isn't going to be short-term.

We have helped students out travel to their families over thousands of miles – are we going to be able to get them back? What is going to happen to our enrollment trends after this? Keep track of all we are doing and all the numbers.

New policies may need to be developed – we have the emergency management plan – there may be other policies. For example, how do we consider remote working? In the future, we'll need to have a regular plan for classes in case of disaster, to be prepared, not just wait for a disaster and then decide what to do.

Health and wellbeing of Students in Residence Halls

After one week in the restricted area, they feel bored, rumors and false information easily spread. Now it's really difficult to travel to go back home. We have 70 students in Resident Halls – just 40% of the original number, 60% went either to their home states or to relatives.

Remaining in the Residence Halls today, there are 23 from Kosrae, 39 from Yap, and 8 from Chuuk. Some have tickets arranged with their parents but some have still decided to stay here because it is safer than taking the boat. We have extended the restricted area to include the basketball area, provided Netflix. Delivery for students: bread, doughnuts. Students are happy with the food in Dining Hall. Dining Hall staff are very efficient. Students can also get snacks etc. in book store. Students have some games.

Tell students that the official information is sent out by Acting President Karen Simion. Remind students to not believe rumours.

For students who will depart from Chuuk on the ship: for many, it is their first time on a ship. It's going to take two weeks, April 8<sup>th</sup> or 9<sup>th</sup> is expected arrival date. After the ship departs from Chuuk, Tioti (FSM-FMI) will update Acting President on its progress, maintain radio contact. We provided those students with meds, a male and female leader have been appointed as primary contact points.

There will be 39 left after the 23 Kosraens take the ship.

Five students departed on the flight Saturday night/Sunday early morning. We are strongly recommending Yap students to stay on campus. There was a FEMA boat, "MVH1" already scheduled to do some work in the Outer Islands of Chuuk: students will take the boat from Chuuk and will travel on this to return to Yap.

Counselling services are provided on campus if there is a need.

So far there are no reports of sick students.

#### Graduation

Some Pacific colleges have postponed graduation. American Samoa had postponed from December to May, and now they are feeling bad that they postponed. Consider different ways to recognize our graduates, in case they can't come back in December.

COM-FSM: Identify and celebrate who would be the valedictorian; Recognize graduates on the Newsfeed.

Financial Aid and Admissions are doing the Enrollment File Roster (ERR) with the NSLDS USDOE certifying campus enrollment and program enrollment.

#### Safety and Security on Campus Facilities

Security college-wide are continuing to secure the campus. They all log in, log out.

Campus is still clean. Standby generator guy on campus. Some business office people are coming in regularly, responding to immediate actions needing to be done. Mail is still on schedule, twice a week.

Discussion on the bidding on the Yap computer labs – need to confirm. Director of PPMO, Director IT.

Acting President has approved HR staff to come in to complete IPEDS data.

### Budget considerations

Previously we had agreed upon an early April VP meeting to discuss the assumptions for preparing the FY2022 budget preparation. Should we a) still go ahead with this as planned b) postpone maybe 1 or 2 weeks later? c) your other suggestions here. OIE is working to prepare data on this.

With the exception of summer revenues, we have the numbers. We have been receiving subsidy funds. We have received 94% tuition for Spring which should help us through. Summer semester is part of the revenue – if we are not holding classes or not getting students back, will affect the revenue and therefore impact the budget.

Prepare an estimate on that amount ready for the Board meeting. Provide an updated financial statement of where the college stands if we are not able to hold summer classes.

Spoke with Secretary of Finance – they are already discussing severance package, \$400,000. Others are trying to help out with tourism and other funding sources from the government, to see where the college can receive funds from.

Other priorities other than budget right now – so long as we hold the meetings in April. The virus is still moving and we need to be patient.

Recommend that budget preparation first planning meeting is postponed, but still aim to have the budget preparation meeting in April.

### Discussion of potential for online learning opportunities this summer:

- a) willing faculty and courses?
- b) faculty approve and recommend existing online resources that meet appropriate SLOs?
- c) Seeking emergency support for provision of laptops for needy students or finding low-cost laptops?

Other colleges took a 2-week break and did a set of training for faculty. Most are using Moodle. Probably we would use Schoology because faculty are already familiar with it - it's possible to put a class online. But even some of our faculty don't have laptop and one IC reported he no longer has wifi at home.

Definite need to have some kind of a summer session.

Considering a survey to understand how much access for students and faculty – and then could consider arranging some things for summer.

For distance learning with sending paper documents, even (physical) mail services don't necessarily function well across our islands.

Can we ask the healthcare program is there's any way we can conceive of delivering programs in summer?

Acting President – by June, if there are still no confirmed cases, can we do some courses? Health is primary.

Nursing students have to do clinical – which would be at the hospital and we don't want to put them at risk. In GCC they are recruiting their students to work in the hospitals.

Globally this is happening – recent graduates or not-yet-graduated are being sent to work in the hospitals.

So many different challenges - the need to protect our students, the need to remain financial stable. What courses do the students in our residence hall need? What are their majors? Consider offering GenEd classes.

Check the remaining students and which programs they are enrolled in.

Faculty: Cindy, Monica – might be able to do a 1- or 2-day training to get faculty started with online learning basics. Some have experience setting up online courses. We still need to maintain our high standards and rigor of courses.

Some of our faculty members have been through online programs. Some have training experience and have prior knowledge.

Portable Moodle with offline option. Assignments done by email. Social science. A number on campus have done online learning. Let's start with our students in the Residence Hall.

#### Presidential Search

Continues to be on schedule, announcement to be publicized from April 1<sup>st</sup>.

#### Endowment fund

Raymond James advise to ride it out, bad downhill slide right now.

Main concern is what we can do for summer school and how we may be able to serve the community needs.

One resource we have is the StepUp bio lab – that may serve as a resource if the hospital get a testing capacity. StepUp has been used for DNA testing. Discuss with Paul. Can it be used as an approved on-island testing lab?

Board Meeting is at 9:30 Pohnpei time on Thursday. Regent Salalu needs to connect with Dean Lourdes so he can use Zoom to join. Regent Berdon has emailed to say he is unable to join the Board meeting “due to work commitments”. VPIEQA and IT have been trying to reach the Regents to run tests to check connectivity.

We will continue to update the community every Friday. All VPs to provide at least weekly updates on their areas by Thursdays. Also Acting President continues to send information relevant to college internally, in addition to the public messages to the community.

Send a letter to ACCJC today – a second step to request a shortened term. The School Participation Team (our contacts and managers for Title IV funding (Pell Grant) already approved. I was asked how we are awarding credit – DAP said we should give letter grades. After ACCJC approval, final approval comes from the US Secretary of Education.

Though we are lucky the virus is not here, we need to act as if it is. That is the only way to protect our people.

Interesting times.

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

**Handouts/Documents Referenced:**  
[Coronavirus Aid, Relief, and Economic Security \(CARES Act\)](#)

**College Web Site Link:**

<b>Prepared by:</b>	C. Kocel	<b>Date Distributed:</b>	04/06/20
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**Approval of Minutes Process & Responses:**

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**Action by President:**

Item #	Approved	Disapproved	Approved with conditions	Comments
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