

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
May 13, 2020		via ZOOM meeting

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

Additional Attendees:	Roselle Togonon (Comptroller); 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. Review of agenda 3. Old Business <ol style="list-style-type: none"> a. Disbursement of CARES Act Funding 4. New Business <ol style="list-style-type: none"> a. VPEMSS <ol style="list-style-type: none"> i. Fees charged to students summer 2020 ii. Registration b. VPIEQA <ol style="list-style-type: none"> i. SENSE Survey c. VPAS <ol style="list-style-type: none"> i. Compensation Issue 5. Adjournment

Discussion of Agenda/Information Sharing:

1. Interim President called the meeting to order.
2. Review of Agenda- Cabinet adopted the agenda.
3. Old Business
 - a. Disbursement of the CARES Act Funding – The college was awarded \$1.8 million CARES Act Funding to assist students on expenses related to the Covid19 pandemic. The first half of that award is ready to be disbursed. After lengthy discussions and shared ideas, Cabinet decided to

disburse the award as follows: students enrolled in 12 credits and up will receive the higher bulk; students with 7 credits to 11 credits will receive the next level of funding; and students with 6 credits and below will receive the lower level of funding. **VPAS moved and VPEMSS seconded to approved the recommended funding disbursement. Motion carried.**

4. New Business

a) VPEMSS

- i. Fees charged to students Summer 2020 – Cabinet shared meaningful discussion on options regarding fees that are charged to students. Trends and actions taken by other colleges and universities were also shared by members of Cabinet.

For summer 2020 only:

-the \$10 Admissions fee for new students will be waived.

-the \$20 Activities fee will be waived.

VPIEQA moved and VPAS seconded that Cabinet approve waiving the recommended summer fees. Motion carried.

- ii. Registration- EMSS office is working with IT Director and Ken Girrard on minor modifications on the SIS to allow online registration.

b) VPIEQA

- i. SENSE Survey – the College is a registered participant of SENSE and will stay with the option of paper and pencil administration for now. The college has the option of switching to online administration at a later date.

c) VPAS

- i. Compensation Issue – During the covid19 lock down, several personnel due to the nature of their duties and responsibilities were given a 25% hazard pay. On April 21, 2020 the lock down was lifted and so did the hazard pay compensation. Administrative Services proposes additional compensation for its personnel who still comes into office regularly in light of other personnel not coming as often but gets paid.

Shared discussion by Cabinet included nature of the 25% hazard pay, list of personnel who was supposed to receive the pay, observation of covid19 precautions and keeping social distancing, following FSM and State governments directives, supervisors ensuring personnel understand that not everyone's responsibilities requires them to be in office or on campus, practicing work rotation schedules, or other alternatives of work output to ensure equity of hours worked by personnel. Cabinet notes the value and benefits of cross training.

Comptroller is to provide to Cabinet the list of personnel who received the hazard pay and how each was compensated.

7. Adjournment

Comments/Upcoming Meeting Date & Time/Etc.:
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Handouts/Documents Referenced: SENSE Survey
College Web Site Link:

Prepared by:	Hadleen Hadley	Date Distributed:	
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Approval of Minutes Process & Responses:
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Submitted by:	Hadleen Hadley	Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:
<ul style="list-style-type: none"> ▪ VPIEQA moved and VPAS seconded that Cabinet approve the recommended waiving summer 2020 fees. ▪ The college will stay with the option of paper and pencil administration of SENSE survey. ▪ Comptroller is to provide to Cabinet the list of personnel receiving hazard pay and how each was compensated. ▪

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