

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

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

Date:	Time:	Location:
June 16, 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)
------------------------------	--

Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Mission Statement 2. Review of agenda 3. Old Business <ol style="list-style-type: none"> a. Final vote on participation in dissertation study b. COVID-19 Response Plan 4. New Business <ol style="list-style-type: none"> a. VPEMSS b. VPIEQA c. VPAS <ol style="list-style-type: none"> i. Request for funding from FSM for Instructional and other cost to deliver courses to students during the Summer and Fall terms d. VPIA/Interim President <ol style="list-style-type: none"> i. Vacant Positions-review ii. Concern from graduates and eligibility for CARES Act Funding iii. Uses for Part 2 of CARES Act Funding 5. Adjournment

Discussion of Agenda/Information Sharing:

1. 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.
2. Review of Agenda- Cabinet adopted the agenda.

3. Old Business

- a. Final Vote on participation in dissertation study – Cabinet unanimously approved the student to participate in the dissertation study. VPIA/Interim President will let the student know.
- b. COVID-19 Response Plan – Cabinet agreed to keep the plan in draft form until means to support and carry out the plan is put in place. VPIEQA is tasked to put together a survey to see the college's performance in addressing this emergency and on how the Emergency Management Team has been able to respond.

4. New Business

a) VPEMSS

- i. VPEMSS updated Cabinet on students stranded in Chuuk. They will be repatriated to Yap via FSM Patrol boat. Expected time of departure is at 4:30pm today. Arrangements, precautions, and other considerations have been worked out with FSM Police and Chuuk Campus Dean to ensure safety and welfare of students while traveling to their destination.

b) VPIEQA

- i. VPIEQA reported that the Presidential Search application window has closed with a good number of candidates and interviews of these candidates will commence in July.
- ii. She also sent out a survey to collect qualitative data on peoples' view regarding online learning.

c) VPAS

- i. Funding Request to FSM – The college submitted a funding request of \$1.5 million to FSM for instructional and other cost to deliver courses online to students in the Summer and Fall 2020. VPAS is still waiting for response from the FSM for an opportunity to meet FSM Congress. FSM Congress is expected to meet in August.
- ii. Comptroller shared financial data on college's budget as of June 16, 2020.

d) VPIA/Interim President

- i. Vacant Positions- Vice presidents are to review vacant positions in their respective areas and specify which position (s) need to be filled urgently and send via email to Interim President. Cabinet is to vote electronically tomorrow on the CRE Aquaculture agent position and the Youth Extension agent for Yap
- ii. Concern from graduates and eligibility for CARES Act Funding- Cabinet discussed concerns received from graduates on why they did not get disbursement from CARES Act Funding. Response explaining Cabinet's decision was emailed to graduates who voiced concerns. The response include but not limited to college was following eligibility criteria which was posted on college's newsfeed, that those criteria were within guidelines of US Department of Education, and that graduates were not affected by the COVID-19 since they did graduate or withdrew from studies before the college went into lockdown. Technically the college had completed their obligation to graduates when they completed their studies and the college repatriated some back to their home states.
- iii. Uses for Part 2 of CARES Act Funding- the second half of the CARES Act Funding is now available

for the college. Expenditures of this fund is to be directly related to instruction. VPEMSS will be the Grant Manager of this fund. Current expenditures of the grant include purchase of HELP Desk, licensing and setting it up, costs of configuring the SIS to allow online classes this summer, laptops for faculty to deliver online courses and costs of licensing of applications.

7. Adjournment –VPAS moved and VPEMSS seconded that the meeting adjourned and the motion carried.

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

Handouts/Documents Referenced:
College Web Site Link:

Prepared by:	Hadleen Hadley	Date Distributed:	
---------------------	----------------	--------------------------	--

Approval of Minutes Process & Responses:
▪

Submitted by:	Hadleen Hadley	Date Submitted:	
----------------------	----------------	------------------------	--

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:			
<ul style="list-style-type: none"> • Cabinet unanimously approved the student to participate in the dissertation study. VPIA will notify the student. • Cabinet agreed to keep the plan in draft form until means to support and carry out the plan is put in place. • VPIEQA is tasked to put together a survey to see the college’s performance in addressing this emergency and on how the Emergency Management Team has been able to respond. • Vice presidents are to review vacant positions in their respective areas and specify which position (s) need to be filled urgently and send via email to Interim President. • Cabinet is to vote electronically tomorrow on the CRE Aquaculture agent position and the Youth Extension agent for Yap • VPEMSS will be the Grant Manager of this fund. • VPAS moved and VPEMSS seconded that the meeting adjourned and the motion carried. 			

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