

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
July 08, 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:	Shaun Suliol (IT Director) Roselle Togonon (Comptroller); Hadleen Hadley (transcriber)
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Mission Statement 2. Review of agenda 3. Old Business 4. New Business <ol style="list-style-type: none"> a. VPEMSS <ol style="list-style-type: none"> i. Requests for CARES Act Funding 2 b. VPIEQA <ol style="list-style-type: none"> i. EMT Assessment ii. Summit c. VPAS <ol style="list-style-type: none"> i. Vacant Position for Bookstore ii. FMI Secretary iii. Accountant III –Business office Payables iv. CIA FSM/Micronesia Pilot Training d. VPIA/Interim President <ol style="list-style-type: none"> i. 5-Year Endowment Fundraising Plan ii. Naming Opportunity 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 – No reports under Old Business
4. New Business

a) VPEMSS

i. Requests for CARES Act Funding 2

- Procurement of 115 laptops including peripherals for instructors, college wide
- Subscription: Turnitin Solutions. Turnitin provides instructors with the tools to engage students in the writing progress, provide personalized feedback, and assess students' progress over time.
- Zoom: additional licenses.
- 10 computers as student terminal for virtual counseling and tutoring services
- DropOut Detective's license renewal and upgrade: Renewal of license will be on September 2020.
- NIDA upgrade for CTEC
- Certificate in online teaching –UH Manoa
- Scholarships

VPAS moved and VPIEQA seconded that Cabinet approve the above proposal requests for CARES Act Funding and the motion carried unanimously.

- ii. Counselor vacancy for Yap Campus –this vacancy is currently requested to be filled at a Specialist II level. Cabinet's consensus was that it should be at a Specialist IV level. Cabinet recommended to go ahead and fill the vacancy temporarily on special contract as Specialist II. When the college goes back to normal regular working hours, the position will be elevated to Specialist IV and be advertised.

VPAS moved and VPIEQA seconded that Cabinet defer hiring and do special contract to fill gaps until the college goes back to normal regular working hours. Motion carried unanimously.

b) VPIEQA

- i. EMT Assessment—Recognizing that COVID-19 is still an on-going emergency, Cabinet decided assessment of emergency plan should be done following two end-date assessments. First one will be April 21, 2020 after the college did the lock down. The second one will be after July 15, 2020 when summer 2020 ended.

As part of the self-evaluation, a general survey will be circulated to Emergency Management Team, Cabinet, Executive Committee, Assessment Team, Management Team, and Faculty/Staff Senate. Survey is basically to get reflections on what work was achieved and how the group is working.

- ii. Summit – there will be two parts to this year's online summit: Training on the COVID-19 Preventive Measures document and COM-FSM Strategic Plan: Review, inputs and updates. VPIEQA requests Cabinet support in defining and submitting participants list.

c) VPAS

- i. Vacancy position for Bookstore – Cabinet recommended to temporarily hire a very qualified

person on special contract until the college goes back to normal working detail. VPEMSS and VPIEQA seconded Cabinet approve. Motion carried.

- ii. FMI Secretary—Cabinet unanimously endorsed filling the position on regular status. VPEMSS moved and VPIEQA seconded that Cabinet approve the position to be filled. Motion carried.
- iii. Business Office Payable Accountant- review of the personnel requisition for the position in regards to the classification, scope of responsibilities, and required educational qualifications was questioned. Cabinet’s consensus was the position classification, scope of responsibilities, and educational qualifications should match.

VPEMSS move and VPIEQA seconded that Cabinet endorse the position in principle with some modification; that is to revisit the title classification of Accountant III, and qualifications should meet the minimum educational requirement of an Accountant III, and that the functional responsibilities should justify the classification level for Accountant III.

- iv. CIA FSM/Micronesia Pilot Training— Cabinet received and discussed a suggestion regarding the possibility of the college providing (flight) pilot training.

d) VPIA/Interim President

- i. 5-Year Endowment Fundraising Plan- Interim President sent a new version of the plan. Change requested is to increase the overall amount from \$20 million to \$50 million and to expand the uses of the endowment to include scholarships. The Plan has been forwarded to Finance Committee and Facilities and Environment Committee for comment. Executive Director Mori wishes to meet with the committees to present his view. VPAS is to relay the request to present to the committees. Cabinet is to send any comments regarding the Endowment Fundraising Plan by next week Wednesday.

- ii. Naming Policy- Cabinet is to share comments on this with Interim President by next Wednesday.

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

Comments/Upcoming Meeting Date & Time/Etc.:
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Handouts/Documents Referenced:
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:

- Cabinet adopted the agenda.
- VPAS moved and VPIEQA seconded that Cabinet approve the proposed requests for CARES Act Funding and the motion carried.
- Cabinet recommended to fill the Counselor vacancy at Yap Campus on special contract as Specialist II for now but will elevate and advertise it to Specialist IV once the college goes back to normal regular working hours.
- VPAS moved and VPIEQA seconded that Cabinet defer hiring and do special contracts to fill gaps until the college returns to normal regular working hours.
- Cabinet decided assessment of the emergency plan should be done following two end dates: April 21, 2020 after the lock down and July 15, 2020 when summer 2020 ended.
- VPIEQA will circulate a general survey to get reflections on what work was achieved and how the group is working.
- Cabinet is to submit participants for the summit.
- Cabinet approved to temporarily hire a very qualified person on special contract for the bookstore vacancy until the college returns to normal working hours.
- Cabinet unanimously approved to fill the FMI secretary position on regular status,
- Cabinet endorsed filling the Business Office payable accountant with modifications to revisit the classification title and that the educational minimum qualifications match the classification title and that the functional responsibilities should justify the classification level of Accountant III.
- Cabinet is to send comments regarding the 5-Year Endowment Fundraising Plan to Interim President by next week Wednesday.
- Meeting adjourned

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