

Committee or Working Group: Cabinet Joint meeting with Administrative Services Management

Date: August 12, 2020	Time: 10:00 a.m.	Location: BOR Conference Room
Members Present:		Members Absent:
▪ Interim President, Karen Simion	▪ VPIEQA Caroline Kocel, via ZOOM)	
▪ VPEMSS Joey Oducado	▪ Comptroller Roselle Togonon	
▪ VPAS Joe Habuchmai	▪ Sinobu Lebehn, Recorder	

Agenda/Major Topics of Discussion

Call Meeting to Order – Upon calling the meeting to order, Interim President Simion she announced that this meeting is a combination of Cabinet and FY2022 budget development. She opened the meeting at 10:00 a.m.

Reading of Mission Statement – Vice President Joey Oducado read the mission statement

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 Items – VPEMSS moved and VPAS seconded to adopt the agenda as presented. Motion carried unanimously.

3) Old Business: No items reported under Old Business

4) New Business

a) VPEMSS

i) Cost of face masks at Bookstores – Recommendation was made to waive the markup bookstore normally charges merchandises for sale and to sell face masks at the cost purchased from vendors. The rationale is that the amount of mark-up realized may be negligible and will never outweigh the College’s commitment to care for the safety and health of the people and it will cost the College more if a person get sick on campus because of lack of protective gears. Facial masks are not something that the Bookstore usually sell so the effort is to minimize costs to student, staff, and faulty to wear masks on college campuses.

Comptroller shared history on costs of masks procured at bookstore and the vendors selling masks to the bookstores at the campuses.

VPEMSS moved and VPAS seconded that just exclusive of the facial masks under this different normal and global pandemic and in the College’s commitment to exhibit and show care to the Public whether they are part of the College community or outside the community, the mark-up that the bookstore usually imposed on items for sale at the bookstore for face masks be waived. Motion carried unanimously. Mark-up on face masks are now waived and face masks will be sold at costs of purchased at vendors.

b) VPIEQA

i) HABELLE donation

ii)

VPIEQA submitted a request to donate \$15,000 from COM-FSM funds to HABELLE, a foundation to help young readers in Micronesia. Habelle is a nonprofit organization serving students across Micronesia. The goal is to provide one book a month to children from birth

through age five years old, delivered to Micronesian children. Habele needs to provide about \$2.50 a book, or \$150 per child, to cover the 60 books, mailed one per month, that they'll receive from birth through their fifth birthday. The vision is that the project can build upon its success in Yap and evolve across the four FSM states. The evolution of their work with scholarships, libraries, traditional skills and robotics demonstrates both their existing network across the four states and commitment to serving Micronesians from all across the nation, in line with COM-FSM's mission and values.

The group's collective thought on this foundation is that this foundation is actually in relation to the college's mission statement and in fact by its action of donating is an explicit manifestation of the college's commitment of the success of the FSM. By this investment will address our recurring predicament on the issue on college readiness of the student.

VPEMSS moved and VPAS seconded the College to provide a one-time donation of \$15,000 to Habele foundation. Motion carried unanimously. VPIEQA will send the documents to Procurement & Property Management to process the payment of this donation.

c) VPAS

i) Budget Guidelines for FY2022

VPAS presented FY2022 Budget Guidelines for the Cabinet to review and approval. The group reviewed the guidelines and made minor adjustments. Bullet "line two" were inserted under section "Budget Development Process and Timeline":

- o Monday August 17, 2020 - Revenue projection using enrollment data will be formulated by VPEMSS

VPEMSS moved and VPIEQA seconded to adopt the Budget Guidelines for FY2022 with exception the revenue projections to be discussed at their next meeting with VPEMSS data on revenue projection. Motion was approved unanimously. Budget Guidelines for FY2022 was adopted by the Cabinet.

d) VPIA/Interim President

Interim President Simion announced that she has prepared a power point presentation on Budget Hearing in preparation for FY2021 Budget hearing is tentatively scheduled in September 2020, she further announced that should the vice presidents have any comments or input to share on the FY2021 budget hearing to put it in the Cabinet Dropbox.

The group will resume on August 17, 2020 to review the enrollment data by VPEMSS for FY2022 budget revenue calculations and office allocations.

Meeting adjourned at 12:15p.m.