

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

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

Date:	Time:	Location:
October 20, 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)
------------------------------	--

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:
<ul style="list-style-type: none"> • Cabinet adopted the agenda • The college received approval from FSM Congress and can start using its FY2021 budget • FY2020 financial status is okay • FY2019 Audit received an unmodified opinion and the college is back on “low risk” status • Cabinet to keep in mind on ways to better spend the CARES Act funding in support of student learning • Cabinet approved to reinstate and fill the researcher position in IEO • Cabinet endorsed purchases of equipment to revamp the IE office • EC to hold two meetings: one on November 06, 2020 and another on November20, 2020 to review policies and items before the Board meeting • WELEWEL is the new slogan for our accreditation work

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

Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Mission Statement 2. Review of agenda 3. New Business <ol style="list-style-type: none"> a. VPAS <ol style="list-style-type: none"> i. Financial status report ii. Audit report b. VPIEQA <ol style="list-style-type: none"> i. Researcher Position c. VPIA/Interim President 4. Adjournment

Discussion of Agenda/Information Sharing:

1. Interim President read the mission statement “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. New Business

a) VPAS

i. Financial Status – **FY2021** - the college has received approval from FSM Congress to begin its subsidy use of the budget. Measures have been taken to try to get back the \$285,000 through Congressional appropriation.

FY2020 budget - College’s cash flow is still okay. Our Non cash loss may increase due to decrease in revenue. College was authorized to use fund balance for necessary expenditures which was approved by the Board of Regents.

ii. **FY2019 Audit Report** – per letter from Auditors, the college will received an unmodified opinion and is back on “low risk” auditing for our 2019 audit. We do have findings with account reconciliation but is not considered serious enough. There were no material witnesses due to two staff being on leave at that time.

iii. **CARES ACT Funding** – Cabinet to keep in mind on ways to better spend the remaining amount of this funding. VPEMSS as the elected authority in charge will call a separate meeting to have meaningful discussion and decision regarding how best to spend the funding.

b) VPIEQA

i. Researcher position for OIE – VPIEQA requests to reinstate position of researcher to support the Institutional Researcher in the Office of Institutional Effectiveness. The position is budgeted for in FY2021 and 2022. Cabinet supported and endorsed to reinstate and to fill the position. Cabinet also endorsed OIE to purchase the needed and necessary equipment for better function of the office. Purchase of equipment are to be charged to President’s Innovation account.

c) VPIA/Interim President -

Interim President reminded Cabinet of the Board meeting coming up. She may need to schedule two Executive Council meetings to review policies coming up. She also plans to have the Distance Education proposal for Board review too. The first Executive Council meeting will be on Nov 6, 2020 and the other will be on Nov 20, 2020.

The Institution Self Evaluation Report (ISER) team is up and moving. Interim President has posted in the dropbox the full timeline for ISER work schedules up to the visiting team’s visit in March 2023. WELEWEL

is our slogan for our accreditation work until the report is finished. WELEWEL is a navigation term that means “the north star and the south star or guiding stars traveling a straight path and do it well”

A Gap analysis team consisted of administrators, faculty and staff were trained by ACCJC. They plan to hold meetings with different groups across the college community to also train them on getting a gap analysis started.

Interim President’s last issue is more in regards to budget preparation for next year 2023. She asked that vice presidents brainstorm on ways to better prepared for next year’s planning; to dream big, be innovative and creative; to put plans in writing and try them out this year and not wait till next year. Vice presidents are to plan to meet and brainstorm on “what is” and “what-ifs”.

7. Adjournment –the meeting adjourned.

Comments/Upcoming Meeting Date & Time/Etc.:
<ul style="list-style-type: none">▪ EC will meet on November 06, 2020▪ EC will again meet on November 20, 2020

Handouts/Documents Referenced:
College Web Site Link:

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

Approval of Minutes Process & Responses:
<ul style="list-style-type: none">▪

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