

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

<b>Committee or Working Group:</b>	Cabinet
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<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
December 14, 2020		via ZOOM meeting

<b>Members Present:</b>				
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		

<b>Additional Attendees:</b>	Hadleen Hadley ( transcriber)
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<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>			
<ul style="list-style-type: none"> <li>▪ Cabinet adopted the Agenda</li> <li>▪ Cabinet approved paying K. Girrard’s invoice from CARES Act funds since work done supports delivery of online learning for our students</li> <li>▪ Interim President is named the Submitter and VPEMSS and Comptroller are the Editors for our HEERF CARES Act Funding grants</li> <li>▪ Cabinet endorsed moving forward with research proposal for withdrawn or failed students</li> <li>▪ VPAS is to draft a policy to standardized stipend payments</li> <li>▪ Cabinet endorsed and approved advertising and filling the ISLET Director position</li> <li>▪ Cabinet is encouraged to send ideas on how the college can better assist personnel stranded off-island due to the covid lock down</li> <li>▪</li> </ul>			

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

<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Call to order: declaration of quorum</li> <li>2. Review of agenda</li> <li>3. New Business             <ol style="list-style-type: none"> <li>a. VPEMSS                 <ol style="list-style-type: none"> <li>i. Heerf: Invoice K. Girrard</li> <li>ii. Heerf: Grantee Reporting Role</li> </ol> </li> <li>b. VPIEQA                 <ol style="list-style-type: none"> <li>i. Research Proposal for Withdrawn or Failed Students</li> <li>ii. EMT</li> </ol> </li> </ol> </li> </ol>

- c. VPAS
    - i. Stipend payment standardization
  - d. VPIA/Interim President
    - i. Director of Islet
    - ii. Off Island personnel running out of leave
4. Adjournment

**Discussion of Agenda/Information Sharing:**

1. Interim President called the meeting to order.
2. Review of Agenda- Cabinet adopted the agenda.
3. New Business
  - a) VPEMSS
    - i. HEERF: Invoice K. Girrard - Cabinet reviewed request to pay invoice from CARES Act funding for K. Girrard for computer and technology support and development in support of online learning. VPAS moved and VPIEQA seconded that the invoice be paid. The motion carried.
    - ii. HEERF Grantee Reporting Role— There are two roles in the annual report data collection system. That is a Submitter and an Editor. The submitter is the one grant official who will have the authority to submit the report on behalf of the grantee (COM-FSM). The editors are users who will be able to complete, but not submit, the data collection form. The Interim President is the submitter and VPEMSS and Comptroller are the editors.
  - b) VPIEQA
    - i. Research proposal for withdrawn or Failed students – Thoughts were shared on ways to collect data to find out why students failed or withdrew from classes and to decide on how best the college can help service these students. Data had been collected for spring and summer and waiting for fall semester data. Consideration was entertained to incentivize participants to get a substantive engagement by paying a small fee for students to fill out surveys and pay those conducting the research. Cabinet endorsed moving forward with the research proposal.
    - ii. Emergency Management Team (EMT) – It is suggested that EMT be considered an administrative unit. Cabinet is to give more thought to it.
  - c) VPAS
    - i. Stipend payment standardization –It was noted that the college has been paying stipends to individuals for services rendered. VPAS shared various definitions of stipend including one from IRS. Cabinet agreed that the definition and amount of stipends paid varies depending on agencies, etc. The college hoped to standardize stipend payments to be equitable. VPAS is to draft a policy to standardize stipend payments and bring it back for Cabinet’s consideration.
  - d) VPIA/Interim President
    - i. ISLET Director Position – VPIA shared personnel requisition for the position which has been vacant since last year. Cabinet endorsed and approved advertising and filling the position.
    - ii. Off-island Personnel – several of our personnel had been stranded off-island due to the covid lock-down. Some may be running out of leaves and may lose insurances. Interim President is concerned since we have policies and decisions will have to be made. Cabinet is to send Interim President thoughts on how the college can help these individuals.

Cabinet also need to start thinking ahead about cost and feasibility of keeping the residence halls and dining hall open when only six or seven students are left to occupy them.

7. Adjournment – meeting adjourned.

<b>Comments/Upcoming Meeting Date &amp; Time/Etc.:</b>
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<b>Handouts/Documents Referenced: SENSE Survey</b>
<b>College Web Site Link:</b>

<b>Prepared by:</b>	Hadleen Hadley	<b>Date Distributed:</b>	
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<b>Approval of Minutes Process &amp; Responses:</b>
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<b>Submitted by:</b>	Hadleen Hadley	<b>Date Submitted:</b>	
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