

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

Meeting Group:	Cabinet
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Date:	Time:	Location:
2021/02/16	3pm Pohnpei time	National campus + Zoom

Summary of Recommendations with Suggested Timeline & Responsibilities:
<ul style="list-style-type: none"> • Cabinet approved and adopted the minutes of February 02, 2021 meeting. • Cabinet endorsed proposals for spending the remaining CARES Act funds once they find out what is allowable and not. • The college will file an application for a no-cost extension of the grant deadline • Cabinet approved filling the Instructional Coordinator position at CTEC • Cabinet approved the proposal to move our Administrative Unit Program Review to a 5-Years cycle • Cabinet approved purchasing two generators for Kosrae and Yap campuses

Members:																									
<table border="1"> <thead> <tr> <th>Titles/Representative</th> <th>Name</th> <th>Present</th> <th>Absent</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>Acting President / VPIA</td> <td>Karen Simion</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>VPEMSS</td> <td>Joey Oducado</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>VPAS</td> <td>Joe Habuchmai</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>VPIEQA (via Zoom)</td> <td>Caroline Kocel</td> <td style="text-align: center;">X</td> <td></td> <td></td> </tr> </tbody> </table>	Titles/Representative	Name	Present	Absent	Remarks	Acting President / VPIA	Karen Simion	<input checked="" type="checkbox"/>	<input type="checkbox"/>		VPEMSS	Joey Oducado	<input checked="" type="checkbox"/>	<input type="checkbox"/>		VPAS	Joe Habuchmai	<input checked="" type="checkbox"/>	<input type="checkbox"/>		VPIEQA (via Zoom)	Caroline Kocel	X		
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Additional Attendees:	
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Agenda:

- Discuss proposals to spend HEERF I and II funds.
- Faculty choice of Online Program
- IC Position at CTEC
- EMT Recommendation for Vaccination
- Proposed Revisions to AUPR calendar
- Website Overhaul workshops
- Minutes of 20210202

Agenda/Major Topics of Discussion:

Minutes – Cabinet approved the minutes of February 02, 2021, meeting.

The college needs to spend the remaining funds for the HEERF grant. Proposal on how the college can spend the remaining funds include:

- Reimbursement for hazard pay from first lock down
- Recover lost revenue in the Residence hall and dining hall
- Reimbursement for paying students way home during first campus closure
- Reimbursement for additional security and overtime
- Compensate Faculty for training from CANVAS
- Information & Technology (IT) to purchase needed accessories to revamp and upgrade to support delivery of online learning across the college campuses
- Purchase and issue laptops to students –Cabinet endorsed and tasked IT Director is to find out if the college can purchase directly from DELL or any computer technology company
- Turnover of computers for faculty and staff
- Invite students to stay in residence halls during the week----Comptroller is to put together a modified cost for housing and meals. The package is to be publicized for students to know the option is available to them.
- Scholarship for students who failed, withdrew from classes or under financial aid suspension – college to find out if this will be allowable under the CARES Act
- PPMO online procurement system – college will find out if this falls under allowable things that can be charged to CARES Act funding
- 2,000 Sanitizing packages – package include hand sanitizer and masks
- Compensation for people performing extra work, comprised work to ensure delivery of online learning runs smoothly; and to train staff and faculty to be able to deliver these services to students
- Several Faculty has requested to purchase 31 writing pad to deliver their online courses- Cabinet supported and endorsed to purchase 50 to include other faculty at the campuses who may need the teaching tool.
- To purchase two generators – one for Kosrae campus and another for Yap Campus

The college plans to file a no-cost extension application to extend the deadline of the grant. The college is currently running several different pilots for our distance education. Schoology and CANVAS are two.

Faculty's choice of online program - Cabinet supports a faculty to enroll in an online certificate program with University of Hilo at Manoa, Hawaii.

Instructional Coordinator at CTEC – Cabinet approved the position to be filled.

EMT Recommendation for Vaccination – the video has been completed and posted on the college's newsfeed.

AUPR calendar – Cabinet approved the proposal to change from 4-year cycle of reporting our administrative unit program review to a 5-year calendar.

Moving to open access/online textbooks – shared for information at this time to give Cabinet food for thought should the college wish to move in that direction.

Website Overhaul – IT is working on this and plans to hold sessions with offices to gather their needs and wants on how they wish their individual office website established.

Meeting adjourned.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

- HEERF Funding
- AUPR Calendar

College Web Site Link:

Prepared by:

Hadleen Hadley

Date Distributed:

Approval of Minutes Process & Responses:

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Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments
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