

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

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| Meeting Group: | Cabinet |
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| Date: | Time: | Location: |
| 2021/03/24 | 3:03 pm Pohnpei time | National campus + Zoom |

Summary of Recommendations with Suggested Timeline & Responsibilities:

- Cabinet adopted the meeting agenda
- Comptroller is to identify Covid pandemic related losses and request reimbursements
- Comptroller is to send to Cabinet summary of their budgets 2021 and copies of FY2022 cuts in their budgets
- Cabinet approved minutes of February 16, 2021 meeting.
- Cabinet approved minutes of January 21, 2021 meeting.
- Cabinet approved minutes of December 14, 2020 meeting.
- Cabinet approved minutes of October 20, 2020 meeting.
- A small scholarship committee will be formed to draft terms of reference and specific eligibility criteria to award these students
- Cabinet approved hiring an administrative assistant on special contract to manage the scholarship project and the free laptop project
- Cabinet approved the Chuuk campus request to purchase items with the stipulation that all technology purchases must be endorsed by IT
- Cabinet approved CTEC request for plexi-glass purchase
- Cabinet approved to pay health and life insurances for those employees stranded and on leave without pay.
- Reporting of money spend on professional development/training will be done regularly on a quarterly basis
- VPIEQA and HRO Director are to provide clearer guidelines how data on professional development is to be collected and reported
- Cabinet is to get clarifications on concerns raised regarding WATSON's proposal on employment satisfaction survey
- Cabinet is leaning toward approving a policy development training proposal by David Adams
- Cabinet entertained formulation of a proposal to reward and incentive employees.
- Meeting adjourned at 4:30 p.m.

Members:

| Titles/Representative | Name | Present | Absent | Remarks |
|------------------------------|----------------|----------------|---------------|----------------|
| Interim President / VPIA | Karen Simion | X | | |
| VPEMSS | Joey Oducado | X | | |
| VPAS | Joe Habuchmai | | X | |
| VPIEQA (via Zoom) | Caroline Kocel | X | | |

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| Additional Attendees: | |
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Agenda:

- Approval of Minutes.
- Financial Report
- Student who withdrew and financial scholarships
- Chuuk request for items from HEERF funding
- CTEC Plexi-glass partitions
- Paying Employee benefits for those stranded and on leave without pay
- Reporting regularly on professional development/training
- Employee satisfaction survey
- Policy Development workshop
- Incentives for employees

Agenda/Major Topics of Discussion:

VPIEQA read the college's mission statement. VPEMSS moved and VPIEQA seconded that Cabinet adopt the meeting agenda. The motion passed.

Financial Report—the college continues to remain fiscally responsible in managing its budget.

- Endowment and Cash Reserve Investments --Total investment funds increased by 13% or \$1.539 million.

Cash Reserves is one of the strategic measures of success in our Strategic Plan Midterm Report. VPIEQA recommends data presented in percentages need to be translated into numbers that it represent. Data explanations need to be clearer: how the number is calculated, what it includes and does not include and what that percentage represents.

- Budget –summary of comparison for FY2021 and FY2020 as of this reporting showed a 2% decline of the budget, 20% decline in actual; 9% decline in encumbrance and 18% decline in expenditures. If projected revenue will not be met due to decline in enrollment, unpaid accounts, students dropping out, etc., the college may have a \$2.690 million deficit by year's end. Steps to be taken to address deficits include identify covid pandemic related losses and request reimbursements; to also tighten departmental budgets; and to make adjustments and cuts to FY2021 budgets. Comptroller is to send to Cabinet summary of department budgets and copies of FY2022 recommended budget cuts. Cash flow is still okay.
- USDOE COVID Fund – the balance of the covid funding as of this report is at \$5.891 million.

Approval of Minutes –

- Minutes of February 16, 2021 – Cabinet approved the minutes of February 16, 2021. VPEMSS moved VPIEQA seconded that Cabinet adopt the minutes with minor modification. Motion passed.
- Minutes of January 21, 2021 – Cabinet approved the minutes of January 21, 2021. VPIA moved and VPIEQA seconded that cabinet adopt the minutes. Motion carried.
- Minutes of December 14, 2020 – Cabinet approved the minutes of December 14, 2020. VPIA moved and VPIEQA seconded that Cabinet adopt the minutes. Motion carried.
- Minutes of October 20, 2020 – Cabinet approved the minutes of October 20, 2020.

VPEMSS moved and VPIEQA seconded that Cabinet adopt the minutes. Motion carried.

Old Business

- Students who withdrew and financial scholarships – A small scholarship committee will be formed to draft terms of reference and specific criteria of eligibility for awarding these students a scholarship from the institutional share of the HEERF funding. Parallel to the scholarship project is the free laptop project and specific guidelines will be established to award students too. Cabinet approved hiring an administrative assistant on special contract to manage these two projects.
- Chuuk Campus request to purchase items – Cabinet support and approve Chuuk campus' request to purchase items through HEERF funding to support distance learning. Purchases of technology items must have Information & Technology (IT) endorsement.
- CTEC's Plexi-glass partitions - Cabinet support and approve purchasing plexi-glass partitions for CTEC.

New Business

- Paying employee benefits for those stranded and on leave without pay – Cabinet support and approve the college to pay health and life insurances for employees who are stranded and on leave without pay
- Reporting regularly on professional development/training - it is cabinet's consensus that money spent on professional development/training must be reported on a quarterly basis. VPIEQA and HRO Director are to provide guidelines on how the data is to be collected and reported.
- Employee satisfaction survey –Cabinet entertained a proposal from WATSON through Human Resources Director to do an employment engagement survey. Cabinet's consensus on the proposal is to get clarifications on questions/concerns raised during the discussion before taking action on the proposal. Concerns include whether employee satisfaction is the same as employee engagement; the survey is based on the corporate world; is the data sufficient to meet the needs we actually had; are the questions in the survey tailored to what we are trying to find out and why; will the college have access to the data collected; how the results will be used; whether the data collected belongs to the college; and making sure the college gets its money's worth out of the survey.
- Policy Development Workshop –Cabinet entertained a proposal from David Adams to do a training on policy development. Cabinet agrees that it will be in the best interest of the college to do.
- Incentives for employees—Cabinet realizes the inconsistency of practices in rewarding employees and felt the current incentive award practice is not enough to recognize and incentivize employees. Interim President shared her ideas on how it can be a monthly award and so forth. Interim President and VPEMSS will formulate a proposal for Cabinet's consideration and action.

Meeting adjourned at 4:30 p.m.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

- <https://www2.ed.gov/about/offices/list/ope/heerflostrevenuefaqs.pdf>
- USEducation March 19, 2021 publication
- E-minutes of February 16, 2021; January 21, 2021; December 14, 2020 and October 20, 2020 meetings
- Proposal from WATSON
- Proposal from David Adams
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College Web Site Link:**Prepared by:**

Hadleen Hadley

Date Distributed:**Approval of Minutes Process & Responses:**

- Minutes were reviewed by Cabinet and approved at its April 14, 2021 meeting

Action by President:

| Item # | Approved | Disapproved | Approved with conditions | Comments |
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