

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

Meeting Group:	Cabinet
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Date:	Time:	Location:
2021/04/14	3:00 pm Pohnpei time	National campus + Zoom

Summary of Recommendations with Suggested Timeline & Responsibilities:

- Cabinet adopted the meeting agenda
- Cabinet approved minutes of March 24, 2021 meeting.
- Action reported in the February 16, 2021 Cabinet meeting was retracted to reflect that Cabinet tentatively approved the concept idea in principle that AUPR to remain at a four year cycle which will start in Fall 2021. VPIEQA is to present the recommendation to Assessment Team
- VPEMSS presented a draft of COM-FSM We Care Scholarship – committee is to continue to fine-tune and finalize the proposed scholarship
- Employee Engagement Survey—cabinet recommends HRO to organize a paper pencil survey to capture 100% participation of employees in light of past experiences for on-line survey participations
- Cabinet is to send Interim President their proposed dates to do the policy development workshop
- Cabinet supports the Employee of the month/year incentive award. Interim President will put together a nomination form and will put out a general announcement on the college’s newsfeed.
- Meeting adjourned at 4:00 p.m.

Members:

Titles/Representative	Name	Present	Absent	Remarks
Interim President / VPIA	Karen Simion	X		
VPEMSS	Joey Oducado	X		
VPAS	Joe Habuchmai	X		
VPIEQA	Caroline Kocel	X		

Additional Attendees:	
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Agenda:

- Reading of the Mission Statement
- Review of Agenda
- Approval of Minutes.
- Student who withdrew and financial scholarships
- Administrative Unit Program Review Cycle
- Employee satisfaction survey
- Policy Development workshop
- Incentives for employees

Agenda/Major Topics of Discussion:

VPAS read the college's mission statement. Cabinet adopted the meeting agenda.

Approval of Minutes –

- Minutes of March 24, 2021 – Cabinet approved the minutes of March 24, 2021. VPIEQA moved VPEMSS seconded that Cabinet adopt the minutes. Motion passed.

Old Business

- Administrative Unit Program Review (AUPR) Cycle – Action reported in the February 16, 2021 cabinet minutes was retracted to reflect that Cabinet tentatively approved the concept idea in principle the AUPR cycle to remain at a four year cycle which will start in Fall 2021. VPIEQA will present this recommendation to the Assessment Team.
- Students who withdrew and financial scholarships – a committee was tasked to draft a scholarship to support students facing financial hardships due to Covid-19 pandemic. VPEMSS presented the draft to Cabinet for review and input. Proposed draft include naming the scholarship “COM-FSM We Care Scholarship or Bursary”; eligibility criteria, and qualifications and selection. Cabinet's consensus is that proposed recommendations should be carefully worded to highlight intended purpose of this assistance. More data will be collected from Business office to calculate number of students with outstanding balances and determine amounts of each scholarship funding. Cabinet is urged to send recommendations and thoughts to VPEMSS.

New Business

- Employee satisfaction survey –HRO Director plans to replace wording from satisfaction to engagement. Cabinet express reservation regarding only conducting the survey on line in-light of past experiences with results of on-line surveys. It is recommended to have HRO organize a paper pencil survey instead to capture 100% participation.
- Policy Development Workshop – Cabinet is to send Interim President proposed dates on when to meet with David Adams. The workshop is open to directors too.
- Incentives for employees—Cabinet supports the employee of the month program. The goal for this year is to promote college's core values of teamwork and professionalism. Each campus will have two employees of the month each year. Out of the twelve employees of the month, Cabinet will select the employee of the year. Nominations will be sent to Interim President. Interim President will put together a form stressing the fact that nominees have to exhibit behaviors that promote teamwork and professionalism. Interim President will put out a general announcement on the college's newsfeed.

Meeting adjourned at 4:00 p.m.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

- E- Agenda
- E-minutes of March 24, 2021 meeting
- Draft proposal for Scholarship
- Employee of the month/year proposal
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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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