

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

Meeting Group:	Cabinet
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Date:	Time:	Location:
2021/04/29	3:00 pm Pohnpei time	National campus + Zoom

Summary of Recommendations with Suggested Timeline & Responsibilities:

- Cabinet adopted the meeting agenda
- Cabinet approved minutes of April 14, 2021, meeting.
- Cabinet will finalize the amount value of the WeCare scholarship and processes of who is eligible and sent word out to students by June 01, 2021.
- Cabinet approved to purchase 550 Dell only laptops with the same specification for the free laptop program
- VPAS is to work with HRO Director to improve processes of the Incentive Awards
- There is no recipient for the Innovative Award due to lack of reasons to merit the award
- Arleen Yamaguchi is the recipient of the Award of Recognition award
- Brian Lynch is the recipient of the Faculty of the Year award
- Shuan Suliol and Christopher Gilmete are the recipients of the Community Services award
- Maria Dison is the recipient of the Staff of the Year award
- Cabinet postponed action on the two custodian positions request but will review and take action electronically
- Due to concern shared by Cabinet regarding members missing committee meetings three or more times without notice to committee officers, Supervisors are to issue written warning to those members
- Folks are urged to complete the end of the year self-evaluation survey
- Spring 2021 commencement will be a drive-through ceremony scheduled for May 14, 2021, at 9:00 a.m.
- A virtual college wide graduation ceremony for Fall 2020 and Spring 2021 semesters are in the planning stages
- All previously approved projects under the CARES Act funding should be moved along and completed. Interim President will send a list of those to vice presidents by next week
- Actions and decisions done electronically should be noted in minutes too
- Meeting adjourned at 4:54 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.
- Incentive Awards
- WeCare Scholarship- Old Business
- Free Laptop program- Old Business
- Custodian Positions for CTEC and Yap Campus- New
- Committee Attendance-New
- End of Year Self-Evaluation survey: Cabinet, Management Team, EC-New
- Commencement

Agenda/Major Topics of Discussion:

Interim President called the meeting to Order and read the college's mission statement. VPAS moved and VPEMSS seconded that Cabinet adopts the above meeting agenda. Motion carried.

Approval of Minutes

- Minutes of April 14, 2021 – Cabinet reviewed the minutes of April 14, 2021, meeting. VPEMSS moved VPAS seconded that Cabinet adopts the minutes. Motion passed.

Old Business

- WeCare Scholarship – Cabinet is to determine final amount of cost of scholarship, looking again at application regarding who will be eligible and the screening process. By June 01, 2021 notice will be sent out to the students utilizing any means to get word out including the radio.
- Free Laptop Program – the proposed quantity is 550 laptops. The recommendation is to purchase 350 from Dell and 100 Chrome books and 100 from comfsm bookstore. Laptops from the bookstore should be Dell version with at least one year guarantee and no mark ups from cost value. After discussions, VPAS moved and VPEMSS seconded that Cabinet approve to purchase 550 Dell laptops only with the same specifications. Motion carried with one abstention.

New Business

- Incentive Awards – Discussion included review and thoughts on each nomination processes; concern over the low number of responses to the process; the lack of variety of reasons to merit each award and merits to authenticate college's core values. Cabinet's consensus is to have VPAS work with HRO Director to improve the current Incentive Award processes and authenticate merits for next year's incentive awards.
 - a) Innovative Award – None. Cabinet felt there was not enough reasons to support nominations.
 - b) Award of Recognitions- Arleen Yamaguchi is the recipient of this year's award
 - c) Faculty of the Year – Brian Lynch is the recipient of this year's award.
 - d) Community Services Award – Shaun Suliol and Christopher Gilmete are the recipients of this year's award
 - e) Staff of the Year – Maria Dison is the recipient of this year's award.

- Custodian Positions – VPAS sought Cabinet’s endorsement and support for two custodian positions. One for CTEC and one for Yap Campus. To give proper review and thought to the request, Cabinet postponed taking action at this time. Cabinet will do review and take action electronically.
- Committee Attendance—Cabinet shared concern over committee attendance of three or more absences in committee meetings without notice to committee officers. A list has been shared with each vice presidents. Supervisors are to issue written warning to those who missed three or more meetings.
- End of Year Self-Evaluation survey – Just a heads up that the survey is coming around to please complete it.
- Commencement – Spring 2021 Commencement will be a drive-through ceremony on May 14th, 2021 at 9:00 a.m. So far we have 130 candidates for graduation. Interim President will deliver a commencement address to the graduates during the drive through. EMSS is also planning a college wide virtual commencement sometimes in May for Fall 2020 and Spring 2021 graduates.

Interim President recapped and encouraged we get moving and complete all previously approved projects under the CARES ACT funding. Vice Presidents should after each Cabinet meeting take note of actions and decisions regarding projects or tasks in their department are moving to ensure timely completion of projects. She will send the list of those approved projects to vice presidents by next week.

Actions and decisions done electronically should be noted and included in cabinet minutes.

VPAS moved and VPEMSS seconded that Cabinet adjourned. Motion carried and the meeting adjourned at 4:54 p.m.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

- E- Agenda
- E-minutes of April 14, 2021 meeting
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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 adopted at its May 19, 2021 meeting.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments
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