

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

<b>Meeting Group:</b>	Cabinet
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<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
2021/05/19	3:00 pm Pohnpei time	National campus + Zoom

**Summary of Recommendations with Suggested Timeline & Responsibilities:**

- VPEMSS read the mission statement.
- WeCare Scholarship and Free Laptop program under Old Business were taken off the agenda
- Cabinet adopted the revised meeting agenda.
- Cabinet approved minutes of April 29, 2021, meeting.
- Comptroller is requested to provide more detailed stats on disbursement of CARES Act funds to students.
- Cabinet approved via electronic vote the highest cost for IT's request for network upgrades all campuses.
- Action on CTEC's request to purchase NIDA courseware and materials was tabled because Cabinet will need additional information like feasibility of the program in 5 years; will there be a demand for the program; will the course materials still be relevant in 5 years or will they need to be replaced again?
- VPAS moved and VPEMSS seconded that Cabinet approve to reimburse the cost of the sign at Yap Campus from CARES Act funds. Motion carried with recommendation that in the future publications of signage be cleared beforehand to be consistent with our policies.
- VPAS will email request to advertise and hire two custodian positions for CTEC and Yap Campus electronically to Cabinet to review
- Cabinet approved PPMO's request to purchase 25 laptops for administrative staff
- Cabinet and Deans will meet next week Thursday regarding covid vaccination issue and on how to spend the additional CARES funding
- Marlina Kephias is unanimously endorsed to be the employee of the month.
- VPAS moved and VPEMSS seconded that Cabinet endorse hiring of an agriculture extension agent at Chuuk campus. Motion carried for the position to be advertised and filled
- VPAS moved and VPIEQA seconded that Cabinet approve advertisement and hiring of the VPIEQA position. Motion carried that the position be advertised and filled
- Cabinet endorsed and gave the go ahead for IP to finalize and sign the contract with David Adams for the training on Policy Development.
- IP will send out reminder of the process and protocol for getting positions approved and HRO posting the advertisement
- Meeting adjourned at p.m.

**Members:**

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

<b>Additional Attendees:</b>	
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Agenda:

- Reading of the Mission Statement
- Review of Agenda
- Approval of Minutes.
- Financial Report
- CARES Act funding requests
- New Business ---Reports from Cabinet members

**Agenda/Major Topics of Discussion:**

Interim President called the meeting to Order and VPEMSS read the college's mission statement. Cabinet approved the agenda as revised. WeCare Scholarship and Free Laptop program under Old Business were taken off today's meeting agenda.

**Approval of Minutes**

- Minutes of April 29, 2021 – Cabinet approved the minutes.

**Financial Report**

- Operational budget -As of this reporting the college still has \$3.9 million left till end of this fiscal year. The college is still in good financial standing.
- HEERF/CARES Funding –
  - a) Comptroller shared summary of college's HEERF funding activities which included disbursements. Comptroller is requested to provide more detailed stats on disbursement of CARES Act funds to students.
  - b) The college also received another \$5.8 million for students and additional \$5.8 million for the institution. Cabinet will meet to discuss how best to spend the additional funds.
  - c) Covid kit comprised of face masks and hand sanitizer was given to students in previous semester—question was should the bookstore prepare similar kit for disbursement to students for upcoming semester? An answer will be given after Cabinet's meeting with the deans.
- Detailed summaries of budget expenditures for each department/office were emailed out for review and reconciliations. Business Office can assist with clarifications.

**Old Business**

- **Cares Act Funding Requests**
  - a) IT Request- Cabinet approved via electronic vote the highest cost for IT's request for network upgrades all campuses; purchases of IT support communication devices; laptops with software for students in need; internet connectivity in the community; computer lab turnover; and staff/faculty desktop turnover.
  - b) CTEC Request -- Cabinet considered CTEC's request to purchase NIDA courseware materials in the amount of \$500,000. After much discussion, concerns were the request is not really a result of the pandemic, but something recommended in program review and would have been requested under normal circumstances; and that \$500,000 is a great deal of money to spend on two programs. Action on the request was tabled because Cabinet will need additional information like feasibility of the program in 5 years; will there be a

demand for the program; will the course materials still be relevant in 5 years or will they need to be replaced again?

- c) Yap Campus Reimbursement – Yap Campus had a sign made to encourage vaccines for the pandemic and had it posted at its entrance. VPAS moved and VPEMSS seconded that Cabinet approve to reimburse the cost from CARES Act funds. Motion carried with recommendation that in the future publications of signage be cleared beforehand to be consistent with our policies.

## **New Business**

### **VPAS**

- a) Custodian positions – two positions one for CTEC and the other for Yap Campus will be emailed to Cabinet for review and endorsement electronically.
- b) PPMO Computer Requests – Cabinet approved PPMO’s request to purchase 25 laptops for administrative services staff under PPMO at all the campuses.

### **VPEMSS**

- a) Covid vaccination completion rate across the campuses is as follows: 75% National; 77% CTEC; 67% Chuuk; 46% Kosrae; 100% FMI; 99% Residence halls; and Yap Campus is yet to be reported.

Cabinet is to think of ways to promote vaccination among students and remaining employees. Cabinet and Deans will meet next week Thursday regarding covid vaccination issue and on how to spend the additional CARES funding.

Recommendation: Make covid vaccination available during student registration week.

### **Interim President (IP)**

- a) Employee of the month – Cabinet reviewed several nominees from Kosrae Campus for the employee of the month. Marlina Kephass is unanimously endorsed to be the employee of the month. She will receive a congratulatory letter from the Interim President; an employee of the month certificate; award of her choosing from a list of awards; picture and poster which will be posted on the college’s newsfeed and on other outside social media.
- b) i. Agriculture Extension Agent – Position has been vacant a while and hard to be filled. VPAS moved and VPEMSS seconded that Cabinet endorse hiring of an agriculture extension agent at Chuuk campus. Motion carried for the position to be advertised and filled.

Recommendation: college to organize some career sessions directed towards agriculture positions; highlighting recently received grants in these areas which may generate jobs and interesting experiences for students.

ii. VPIEQA position – the position will be vacant soon and needs to be filled. VPAS moved and VPIEQA seconded that Cabinet approve advertisement and hiring of the position. Motion carried that the position be advertised and filled.

- c) Proposal for Training on Policy Development – Cabinet endorsed and gave the go ahead for IP to finalize and sign the contract with David Adams. The training will be done in a 3 two hour sessions for vice presidents and management team level personnel.

IP will send out reminder of the process and protocol for getting positions approved and HRO posting the advertisement.

VPAS moved and VPEMSS seconded that Cabinet adjourned. Motion carried and the meeting adjourned at 4:24 p.m.

**Comments/Upcoming Meeting Date & Time/Etc.:**

**Handouts/Documents Referenced:**

- E- Agenda
- E-minutes of April 29, 2021 meeting
- CARES Act Funding spreadsheet

**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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