

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

Meeting Group:	Cabinet
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Date:	Time:	Location:
2021/06/04	3:02 pm Pohnpei time	National campus + Zoom

Summary of Recommendations with Suggested Timeline & Responsibilities:

- VPIEQA read the mission statement.
- Cabinet adopted the revised meeting agenda.
- Cabinet approved the minutes of May 19, 2021, meeting.
- Cabinet endorsed the terms of reference for the We Care Student Aid with agreement to redo the timeline for submission and closure of applications and to ensure the application match the terms of reference
- Cabinet also approved to use \$350 out of CARES Act funds for advertisement and publication of the We Care Student Aid
- Cabinet adopted the terms of reference for the Free Laptop Program, to start disbursement this summer and to get it announced right away so students can start applying.
- Cabinet agreed first disbursement of laptops will be purchased from the bookstore with no mark up to be in compliance with funding regulations
- Cabinet unanimously agreed to have CTEC’s NIDA request charged to fund balance
- Interim President and Acting VPAS will draft the request to tap fund balance for Board of Regents’ consideration and approval
- Cabinet unanimously agreed to disburse the student portion of the \$1.9 million using the same formula used for previous semester for summer 2021, fall 2021 and spring 2022
- Cabinet unanimously approved staff development request for the Accountant III in the Business Office to take online courses for her Master’s degree.
- Cabinet tabled action on the customer service training proposal to invite HRO Director to next Cabinet meeting for additional information and clarifications.
- Meeting adjourned at 4:15 p.m.

Members:

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

Additional Attendees:

Agenda :

- 1) Reading of the Mission Statement

- 2) Review of Agenda Items
- 3) Approval of Minutes
 - a. Minutes of May 19, 2021 meeting
- 4) Old Business:
 - a. WeCare Scholarship/CARES Act Requests
 - b. Free laptop program
 - c. CTEC NIDA request
 - d. Disbursement of new finding
- 5) New Business
 - a. VPAS
 - i. Staff Development Request
 - ii. Customer Service Training

Agenda/Major Topics of Discussion:

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

Approval of Minutes

- Minutes of May 19, 2021 – VPIEQA moved and VPEMSS seconded that Cabinet approves the minutes and the motion carried.

Old Business

- **We Care Scholarship/CARES Act requests**

- 1) We Care Student Aid – the College of Micronesia-FSM We Care Student Aid is intended to support students facing financial hardship due to the COVID-19 pandemic. The number of awards shall depend on the availability of fund. Eligibility requirements include the applicant must be a citizen of the freely associated states of Micronesia, Republic of Palau and the Republic of the Marshall Islands, or a US citizen or national; be a continuing or returning student at COMFSM in the fall of 2021; enroll in an undergraduate program of study as a full-time student at COMFSM in fall of 2021. Graduating students may be considered depending on the required credits needed to graduate; Be eligible or was eligible for US Federal Student Aid (FSA); have incurred outstanding (or unpaid) balance at COM-FSM on tuition and required matriculation fees, including on-campus room and board fees during the spring, summer, and/or fall 2020 terms, and spring or summer 2021 terms; and must make use of the college's student support services such as tutorial in lieu of withdrawing from classes. An application for the We Care Student Aid can be obtained from Financial Aid office at all campuses or downloaded from the e-college's website.

Acting VPAS moved and VPEMSS seconded that Cabinet endorse the We Care Student Aid terms of reference with agreement to redo the time line for submission and closure of applications and to ensure that the application must match the terms of reference for the We Care Student Aid. Motion carried.

Cabinet also approved to use \$350 out of CARES Act fund for advertisement and publications for the We Care Student Aid.

- 2) Free laptop program- Cabinet reviewed the terms of reference for the free laptop program to provide free laptops to assist students who are enrolled and taking courses at the college. **VPEMSS moved and VPIEQA seconded that Cabinet adopt the terms of reference for the Free Laptop Program, to start disbursement this summer and to get it announced right away so students can start applying. The motion carried unanimously.** Due to challenges encountered with ordering from DELL, **Cabinet agreed first disbursement of laptops will be purchased from the college's bookstore with no markups to be in compliance with funding regulations.**
- 3) CTEC NIDA request – Cabinet considered CTEC's new quote for the NIDA software which is now at \$122, 000. After considerable discussions and rationalizing, **Cabinet**

unanimously agreed to charge this request to fund balance. Interim President and Comptroller will put together the request for Board of Regents' consideration and approval.

- 4) Disbursement of new funding – the college received another \$1.9 million under the HEERF funding. **Cabinet unanimously agreed to disburse the student portion funding based on the same formula used on previously disbursed CARES Act fund.** Announcement regarding available funding will go out to inform students that funds will be disbursed during summer 2021, fall 2021, and spring 2022.

New Business

VPAS

- a) Staff Development – Cabinet considered a request for staff development from Business Office for its Accountant III staff. Funding is requested for the staff to take on-line courses for her Master's degree in Accounting. Funding will be charged to staff development account under Human Resources office. The staff is encouraged to also seek funding through the Masters Funding program from FSM National Government. **VPEMSS moved and VPIEQA seconded that Cabinet approve the request. Motion carried unanimously.**
- b) Customer Service Training – Cabinet considered a proposal from Human Resources office regarding customer services training. **VPEMSS moved and Acting VPAS seconded that Cabinet table taking action on the proposal and to invite Human Resources Director to next Cabinet meeting to provide clarification and additional information.** Motion carried unanimously.

VPEMSS moved and VPIEQA seconded that Cabinet adjourns. Motion carried and the meeting adjourned at 4:15 p.m.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

- E- Agenda
- E-minutes of May 19, 2021 meeting
- We Care Student Aid and application
- Free Laptop Program application
- Staff Development Request
- Customer Service Training proposal

College Web Site Link:

Prepared by:

Hadleen Hadley

Date Distributed:

Approval of Minutes Process & Responses:				
<ul style="list-style-type: none"> Cabinet adopted the minutes at its July 22, 2021 meeting. 				
Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments