

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

Meeting Group:	Cabinet
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Date:	Time:	Location:
2021/07/22	2:00 pm Pohnpei time	National Campus

Summary of Recommendations with Suggested Timeline & Responsibilities:

- VPAS read the mission statement.
- Cabinet adopted the revised meeting agenda.
- Cabinet approved the minutes of June 04, 2021, meeting.
- Cabinet approved filling three student services positions: Student Services Specialist I - FAO at CTEC; Student Services Specialist I – OAR at Kosrae; and Director of Student Life.
- Cabinet approved filling the Agriculture Agent II – CTEC.
- Cabinet denied staff development funding for faculty at Kosrae. Alternate options provided in discussion.
- Electronic vote June 25, 2021 for employee of the month – Phyllis Silbanuz.
- Employee of the month for August – Lorenzo Rull.
- VPIEQA recommended preparing care packages for repatriated citizens and residents while in quarantine.
- WeCares Laptop program is closed. Cabinet recommended selecting two vendors in order to meet demand.
- Cabinet approved to consider international students eligible for WeCares Program.
- Purchase of generators and fencing project are moving forward.
- Meeting adjourned at 2:53 p.m.
- Cabinet approved filling Account Clerk I for Yap Campus Bookstore.

Members:

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

Additional Attendees:

Agenda :

- 1) Reading of the Mission Statement
- 2) Review of Agenda Items
- 3) Approval of Minutes
- 4) Minutes of June 04, 2021 meeting

- 5) Old Business:
- 6) New Business
 - a. VPAS
 - b. VPIEQA
 - c. VPEMSS
 - i. Personnel Req. DSL
 - ii. Personnel Req. Financial aid - CTEC
 - iii. Personnel Req. Stud. Sp. I
 - d. President
 - i. Employee of the Month
 - ii. Staff Development Request
 - iii. CRE vacancies
- 7) Miscellaneous

Agenda/Major Topics of Discussion:

Interim President called the meeting to Order and VPAS 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 June 04, 2021 – VPEMSS moved and VPIEQA seconded that Cabinet approves the minutes and the motion carried.

Old Business

None

New Business

VPEMSS

- a) Position Requests – Cabinet considered a request to fill three vacant positions in the student services department. There is a Student Services Specialist I in Financial Aid at CTEC. Those working in admissions have been assisting but there is a need to avoid conflict of interests between FAO and Admissions. The second position is a Student Services Specialist I - OAR at Kosrae Campus. The situation is similar to the one at CTEC. The third position is for Director of Student Life. VPEMSS is currently overseeing these duties. The position has been vacant since 2019. **VPAS moved and VPIEQA seconded that Cabinet approve the request. Motion carried unanimously.**

VPIA/IP

- b) Position Request– Cabinet considered a request to fill the Agriculture Agent II position at CTEC. This is a new position funded through the MOU with Pohnpei State Agriculture. **VPEMSS moved and VPAS seconded that Cabinet approve the request. Motion carried unanimously.**
- c) Staff Development Request -Cabinet considered a request to support a faculty member from Kosrae to take 10 credits of science so she can teach science classes in Kosrae. Kosrae has a full-time science faculty currently working remotely. **Cabinet denied staff development funding for faculty at Kosrae.** Faculty can take science courses at COM-FSM to gain 10 credits or at any other U.S. accredited school or have certified faculty teach lecture portion and requesting faculty can facilitate lab sections.
- d) Cabinet considered nominations for employee of the month for August. There were three nominations and **Cabinet unanimously selected Lorenzo Rull.** Mr. Rull goes above and beyond required work duties and encourages his staff to do the same. He also provides training for staff to improve their skill set.

MISCELLANEOUS

- e) VPIEQA suggested the college prepare care packages for returning FSM citizens and residents staying in quarantine. The purpose of the care package is to welcome these people home, get the college name out in a friendly way, and give back to the community. The college will be fund raising in the near future for the 30th anniversary and we want to establish a connection with the community now. Offices are asked to provide whatever they have on hand.
- f) Update on free laptops – the program is closed. 140 laptops have been distributed to National (60), CTEC (40) and Chuuk (40). 550 more laptops ordered and when they

arrive are ready to distribute to approved applicants. Cabinet recommended securing two vendors to be able to meet demand for the program.

- g) WeCares program is still open for applicants until August. There are a few, not more than five, international students who could benefit from the program but are not eligible under the current criteria. Cabinet recommends allowing these students to be eligible since HEERF 2 and 3 allows benefits to international students.
- h) VPAS reported the paperwork for two approved generators for Kosrae and Yap are with vendors. Then the installation will take place. Fencing projects are also in process.

VIEQA moved and VPEMSS seconded that Cabinet adjourns. Motion carried and the meeting adjourned at 2:53 p.m.

IP resent documents for filling the Account Clerk I position at Yap Campus Bookstore after the meeting. These documents were sent in June, but no one voted. Cabinet voted electronically on July 22, 2021 to fill the position.

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:

- Draft minutes of 20210722 meeting were emailed out to Cabinet for review prior to 20210819 meeting. Cabinet adopted the minutes at its August 19, 2021 meeting.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments
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