

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

Meeting Group:	Cabinet
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Date:	Time:	Location:
2021/08/19	2:00p – 3:15pm 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 July 22, 2021 meeting.
- Cabinet endorses early bird working hours where person responsible for opening classroom doors and windows might start at 6:00am to 3:00pm or 7:00am to 4:00pm temporarily until something more solid is put in place.
- Cabinet endorsed to again distribute Free Covid-19 Kits for students and employees at all campuses
- Acting VPIEQA will contact Deans and Instructional Coordinators regarding standing committee membership nominations
- Danilo Mamangon from Chuuk Campus was selected as the employee of the month for September.
- Cabinet approved to fill the Student Services Specialist position for Talent Search Program.
- Cabinet supports seeking external consultant to assist the college to conduct a very comprehensive study and assessment of all components of the college.
- Cabinet endorses request to have the unexpended funds or surplus from the Board’s budget and IAEA’s budget to be used as matching leverage for donation pledges from Donors.
- Following FSM National Government’s imposed mandatory vaccination of Covid-19, all employees of the college are required to comply and be vaccinated too. Employee (s) must submit a request for medical or religious exemption prior to August 31, 2021.
- VPAS moved and VPIA seconded that the meeting adjourns. Motion carried and the meeting adjourned at 3:15 p.m.

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:

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Agenda :

- 1) Reading of the Mission Statement
- 2) Review of Agenda Items
- 3) Approval of Minutes
- 4) Old Business
- 5) New Business
 - a. VPAS
 - b. VPEMSS
 - c. VPIEQA
 - d. Interim President/VPIA
 - i. Employee of the Month
 - ii. College future/Budget
 - iii. 30th Anniversary Plans
 - iv. Vaccination Status Update
- 6) Meeting Adjournment

Agenda/Major Topics of Discussion:

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

Approval of Minutes

- Minutes of July 22, 2021 – VPAS moved and VPIEQA seconded that Cabinet approves the minutes and the motion carried.

Old Business

- None

New Business

a) VPAS

Classroom Ventilation- Cabinet supports administrations plans to improve ventilation in the classrooms. Plans include having maintenance to open doors and windows two hours before rooms are to be occupied and two hours after; to install fans and exhaust vents to increase fresh air flow into rooms; to clean air conditioning system filters more frequently.

Cabinet endorses early bird working hours where person responsible for opening classroom doors and windows might start at 6:00am to 3:00pm or 7:00am to 4:00pm temporarily until something more solid is put in place.

Cabinet endorsed to again distribute Free Covid-19 Kits for students and employees at all campuses. Students/employees can pick up their free PPE kits at campus bookstores. Students/employees must present their COM-FSM ID to receive their kit

i. Project Updates:

- Fencing —some are at the level of RFP (request for proposal) stage and some are at the adhoc level to recommend which company to go ahead with the project.
- CTEC multipurpose building will begin construction next month. PTA will begin measuring and leveling the parking lot soon.
- HTM Building – A grand opening is set for September 17, 2021 which also includes a cooking demonstration.
- Student Services building at national campus is up for appropriation consideration at FSM Congress September session.
- Chuuk Campus Access road at Nantaku— is said to be on its way to be funded

b) VPEMSS

- i. Registration – Add/Drop week is extended to August 20, 2021 for adding courses only. And as of this reporting, 1,943 students (head counts) have registered system-wide:
 - Yap Campus registered 40% above its projection;
 - Kosrae Campus registered 4% above its projection

- Chuuk Campus registered 16% above its projection
- National Campus registered 6% below its projections
- CTEC registered 37% below its projection.

In terms of credits we're 8% below projection but in terms of FTE we are 5% above projection. Overall the numbers is higher much and better compared to Fall 2020 registration.

c) VPIEQA

- Acting VPIEQA will contact Deans and Instructional Coordinators regarding standing committee membership nominations. It was requested that deans work with appropriate vice presidents regarding nomination of committee members.
- Acting VPIEQA reminded Cabinet that the vice presidents need to provide Answers to the questions from the Summit 2021. He will forward the questions to them.

d) Interim President/VPIA

- Employee of the Month -- Cabinet reviewed nominations from Chuuk Campus for employee of the month for September. Danilo Mamangon was unanimously selected.
- Personnel Requisition- Cabinet reviewed a personnel requisition to fill the Student Services Specialist III position for Educational Talent Search Program. VPEMSS moved and Acting VPIEQA seconded that the position be filled. The motion carried.
- College future/budget- Interim President shared thoughts, concerns, issues, changes and plans that Cabinet might start considering regarding future of the college and budget preparation for FY 2023.

Thoughts in regards to the college's retirement benefit; concerns regarding the salary percentage component of the college's overall budget; changes happening to the college due to the pandemic; the need to re-evaluate the college's human resources component of the college as a whole due to adding an online component environment and other expenses entailed; and plans to seek external consultant to assist the college with a very comprehensive study and assessment of all aspect of the college. Cabinet unanimously supports seeking external consultant to assist the college.

- 30th Anniversary Plans- the Institutional Advancement and External Affairs (IAEA) office is gearing up for the college's 30th Anniversary with plans to conduct fundraising activities; and seeks Cabinet's endorsement to have the unexpended funds or surplus from the Board's budget and IAEA's budget and place the funds in a separate account to be used as matching leverage to donation pledges from Donors. Cabinet unanimously endorsed the request.
- Vaccination Status Update – The FSM President imposed mandatory vaccination for all individuals and organizations receiving money from the FSM National Government. Because the college receives money from the National Government

all employees of the college must be vaccinated. College employees should submit a copy of the vaccination card to the campus nurse by August 30, 2021. Employees receiving the first dose of vaccine in August 2021 have until September 30, 2021 to provide proof of second dose if the type of vaccine requires two doses. Any employee choosing not to get vaccinated will be placed on leave without pay until the public health emergency declaration is lifted. An employee may submit a request for medical or religious exemption prior to August 30, 2021.

VPAS moved and VPIA seconded the meeting adjourns. The motion carried and the meeting adjourned at 3:15 p.m.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

- E- Agenda
- E-minutes July 22, 2021 meeting
- Employee of the month Nominations

College Web Site Link:

Prepared by:	Hadleen Hadley	Date Distributed:	
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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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