

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

Meeting Group:	Cabinet
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Date:	Time:	Location:
2021/09/23	2:00p – 2:23pm Pohnpei time	National Campus President’s Conference Room

Summary of Recommendations with Suggested Timeline & Responsibilities:

- VPAS read the mission statement.
- Cabinet adopted the revised meeting agenda.
- Cabinet approved the minutes of August 19, 2021 meeting.
- Cabinet unanimously agreed to deny request of religious exemption for Covid-19 vaccine mandate
- Cabinet approved Yap Campus’ requests for technology equipment under CARES Act funding
- Cabinet approved to fill the Systems Specialist I position for Information & Technology Office.
- Cabinet approved to fill the Research Specialist position for the Office of Institutional Effectiveness.
- Cabinet endorsed equipping OIE with updated technology equipment needed to perform their responsibilities.
- Cabinet also unanimously endorsed creating a Grant Review Committee to ease added responsibilities to the comptroller.
- Cabinet approved to fill the Nursing Faculty position.
- Petrus Kun from FMI was selected as the employee of the month for October.
- The meeting adjourned at 2:23 p.m.

Additional Attendees:	

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		Acting

Agenda :

- 1) Reading of the Mission Statement
- 2) Review of Agenda Items
- 3) Approval of Minutes
 - a. Minutes of August 19, 2021 meeting
- 4) Old Business

- a. Religious Exemption Request for Vaccine Mandate
 - b. Yap Campus' Technology Equipment Requests under CARES Act Funding
- 5) New Business
- a. VPIEQA
 - i. Systems Specialist I position
 - ii. Research Specialist position
 - b. Interim President/VPIA
 - i. Nursing Faculty position
 - ii. Employee of the Month
- 6) Meeting Adjournment – the meeting adjourned at 2:23 p.m.

Agenda/Major Topics of Discussion:

Interim President called the meeting to Order at 2:00 p.m. 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 August 19, 2021 – VPEMSS moved and VPIEQA seconded that Cabinet approves the minutes and the motion carried.

Old Business

- Request for religious exemption of vaccine mandate – Cabinet earlier reviewed, discussed and voted on-line regarding a request for religious exemption of Covid-19 vaccine mandate. Cabinet unanimously agreed to deny the request.
- Yap requests for Technology Equipment under CARES Act funding –Cabinet voted electronically on line and approved the two requests.

New Business

a) VPIEQA

- i. Systems Specialist Position – Cabinet supports request to fill the position. VPAS moved and VPEMSS seconded that Cabinet approve to advertise and fill the position. Motion carried.
- ii. Research Specialist Position – Cabinet approves moving forward to advertise and fill the position. It is Cabinet's consensus and support that OIE be equipped and fitted with the right technology and equipment necessary to perform office responsibilities.

Cabinet noted another vacuum created and added responsibilities in the OIE when the position responsible for grant review and ensuring compliance was vacated. It is the consensus of Cabinet to create a Grant Review Committee. It was also clarified and endorsed unanimously by Cabinet that once the Grant Review Committee (team) is created, the added responsibilities given to the comptroller for grant review and compliance management will be rescinded along with the added compensation salary pay.

b) Interim President/VPIA

- i. Nursing Faculty Personnel Requisition- Cabinet supports request to fill the Nursing Faculty position. VPEMSS moved and VPIEQA seconded that Cabinet approves the position to be filled. The motion carried.
- ii. Yap CRE Extension Agent Assistant – Cabinet supports request to fill the position. VPAS moved and VPEMSS seconded that Cabinet approves to fill the position. The motion carried.
- iii. Employee of the Month -- Cabinet reviewed nominations from FMI for employee of the month for October. Petrus Kun was unanimously selected.

The meeting adjourned at 2:23 p.m.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

- E- Agenda
- E-minutes August 19, 2021 meeting
- Employee of the month Nominations
- Personnel requisitions

College Web Site Link:

Prepared by:

Hadleen Hadley

Date Distributed:

Approval of Minutes Process & Responses:

- Draft minutes of 20210819 meeting were emailed out to Cabinet for review prior to 20210819 meeting. Cabinet adopted the minutes at its September 23, 2021 meeting.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments
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