

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

Meeting Group:	Cabinet
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Date:	Time:	Location:
2021/10/21	1:59p – 2:47pm Pohnpei time	National Campus President’s Conference Room

Summary of Recommendations with Suggested Timeline & Responsibilities:

- VPEMSS read the mission statement.
- Cabinet adopted the revised meeting agenda.
- Cabinet approved the minutes of September 23, 2021 meeting.
- Cabinet endorsed the staff development for student services specialist in FAO
- Cabinet unanimously agreed that the request from CTEC for purchase of tools is NOT a CARES Act funding project.
- Beverlyn Buw from Yap Campus was selected as the employee of the month for November.
- The meeting adjourned at 2:47 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 September 23, 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 1:59 p.m. VPEMSS read the college’s mission statement. Cabinet reviewed the agenda and took the customer service training proposal from the agenda. VPEMSS moved and VPIEQA seconded that Cabinet adopts the agenda and the motion carried.

Approval of Minutes

- Minutes of September 23, 2021 – VPEMSS moved and VPIEQA seconded that Cabinet approves the minutes and the motion carried.

Old Business

- None

New Business

a) VPEMSS

- i. Staff Development Request for student services specialist- FAO is seeking support from Cabinet to endorse and approve the staff to continue to upgrade her credential qualifications for the position she holds. She is said to be at 78% completion. FAO will absorb the \$3,000 cost needed to complete. Staff is also encouraged to apply financial aid assistance from other sources.

VPIEQA moved and VPIA seconded that Cabinet endorse and approve the staff to continue with her staff development program she has enrolled in. The motion passed.

b) Interim President/VPIA

- i. CARES ACT Request to purchase Tools (CTEC) – Cabinet reviewed the request and unanimously agreed that the request is not CARES Act funded projects.
- ii. Employee of the month- there were 37 nominations for the employee of the month of November. Beverlyn Buw was selected to be the employee of the month of November.

VPIEQA moved and VPEMSS seconded that the meeting adjourns. The meeting adjourned at 2:47 p.m.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

- E- Agenda
- E-minutes September 23, 2021 meeting
- Employee of the month of November

- Personnel requisitions

College Web Site Link:

Prepared by:	Hadleen Hadley	Date Distributed:	
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Approval of Minutes Process & Responses:

- Draft minutes of 20211021 meeting were emailed out to Cabinet for review and adoption. Cabinet adopted the minutes at its January 25, 2022 meeting.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments
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