

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

Meeting Group:	Cabinet
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Date:	Time:	Location:
2021/11/25	9:32am - Pohnpei time	National Campus President's Conference Room

Summary of Recommendations with Suggested Timeline & Responsibilities:

1. VPAS read the mission statement.
2. Request for metal awning outside bookstore should be sent to HEERF Funding contact person for approval
3. Chuuk Campus request for two canopies was approved
4. Cabinet members will send vote for employee of the year to IP by Monday, Nov. 29
5. Dean Jack's request for staff development leave/reduced schedule approved.
6. Cabinet approved advertising for the AHEC Coordinator position in Kosrae

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) Old Business
- 4) New Business
 - a. VPAS
 - i. Bookstore request
 - b. VPEMSS
 - i. Two canopy tents, Chuuk Campus, funded by HEERF
 - ii. EMSS Department: Staff Development Day (National Campus)
 - c. VPIA/IP
 - i. Employee of the Year
 - ii. Request for Staff Dev. Leave
 - iii. Vacant Position – AHEC coordinator - Kosrae
- 5) Meeting Adjournment – the meeting adjourned at

Agenda/Major Topics of Discussion:

Interim President called the meeting to Order at 9:32am. VPAS read the college's mission statement. VPEMSS moved and VPIEQA seconded that Cabinet adopts the agenda and the motion carried.

New Business

a) VPAS

- i. Bookstore Request – Request is for funding to provide a metal awning so students can properly practice social distancing when waiting to enter the bookstore without standing in the sun or rain. The current bookstore space can only accommodate two customers at one time, less than 3 sq m inside bookstore. Canopy tents are not sufficient since they blow down and don't protect students from rain. An estimate of the cost for the project was provided but is over the limit and should go out for bid. IP needs to first confirm request with grant contact person for HEERF Funding as this funding only allows for minor renovations. IP should mention COVID related products are dispensed to students and staff from this facility.

b) VPEMSS

- i. Two Canopy tents, Chuuk Campus – HEERF funding. The purpose of the tents is to expand space for students since current outdoor facility does not accommodate the student population with social distancing. Total cost is \$2,109.40. VPAS motioned, VPIEQA seconded. Motion carried.
- ii. EMSS Department Staff Development Day-National Campus. Managers in EMSS agreed to address needs for capacity building so EMSS directors are proposing a staff development day Dec. 20, with team building exercises, celebrating successes and reflecting on challenges. The plan is to have concurrent sessions including sessions on Cyber Security, use of Excel, business communications, first aid for security officers, etc. Venue is practice gym.
- iii. Graduation – will be in-person on December 17, 2021. The number of guests will be limited to meet social distancing of 3 ft. and face masks will be distributed. There is a possibility for 3 valedictorians. Graduates from past drive through graduations will be invited to participate.

c) VPIA/IP

- i. Employee of the Year – The employee of the year is selected from the employees of the month. Cabinet has narrowed choices to Phyllis and Danilo. Cabinet members are to send votes to IP by Monday, Nov. 29.
- ii. Request for Staff Development leave – Dean of CTEC requested to reduce scheduled from now until January 7 to complete his research thesis for his master's degree. Completion of this requirement will complete the degree requirements. VPIEQA motioned, VPEMSS seconded, motion carried.
- iii. Vacant Position – AHEC coordinator – Kosrae. AHEC director is requesting to re-advertise the AHEC coordinator position for Kosrae. This is a grant funded position. The cabinet reviewed this previously advertised position since hiring

was temporarily put on hold due to the pandemic. The position is needed to meet activities of the grant. VPEMSS motioned, VPIEQA seconded. Motion carried.

The cabinet discussed sharing results of the Employ Engagement survey with the college community. A small working group will be formed with management team members to put together action plan for improvements. IP will share a presentation at the January all college meeting.

The meeting adjourned at 10:37 a.m.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

- E-Agenda
- Bookstore request
- PR for canopy
- Request for staff development leave
- Vacancy review and PR for AHEC coordinator position

College Web Site Link:

Prepared by:

Karen Simion

Date Distributed:

11/25/2021

Approval of Minutes Process & Responses: IP sent draft minutes on 11/25/21. VPs voted electronically by 11/26/2021 to approve minutes.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments
3	X			
5	X			
6	X			