

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

Meeting Group:	Cabinet
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Date:	Time:	Location:
20220125	9:30a – 10:55a Pohnpei time	National Campus President’s Conference Room

Summary of Recommendations with Suggested Timeline & Responsibilities:
<ul style="list-style-type: none"> • VPAS read the mission statement. • Cabinet adopted the meeting agenda. • Cabinet approved the minutes of October 21, 2021 meeting. • Cabinet approved to advertise and fill the PPMO Director position. • Cabinet unanimously agreed that individual offices should be responsible to pay for the cost of refilling its premium calling card. • Spring 2022 enrollment is the highest in the last four years. • Cabinet did not approve Business Division’s request to purchase iPads under the CARES Act funding. • HEERF annual report is due either late March or early April. • Accreditation Preparation timetable is as follows: the final report due August 2022; sections are to be completed and the draft report put out for third party review; presented to college board no later than its May meeting; and final editing done summer 2022 • The meeting adjourned at 10:55 a.m.

Additional Attendees:	

Members:																									
<table border="1"> <thead> <tr> <th>Titles/Representative</th> <th>Name</th> <th>Present</th> <th>Absent</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>Interim President / VPIA</td> <td>Karen Simion</td> <td style="text-align: center;">X</td> <td></td> <td></td> </tr> <tr> <td>VPEMSS</td> <td>Joey Oducado</td> <td style="text-align: center;">X</td> <td></td> <td></td> </tr> <tr> <td>VPAS</td> <td>Joe Habuchmai</td> <td style="text-align: center;">X</td> <td></td> <td></td> </tr> <tr> <td>VPIEQA</td> <td>Shaun Suliol</td> <td style="text-align: center;">X</td> <td></td> <td>Acting</td> </tr> </tbody> </table>	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
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<p>Agenda :</p> <ol style="list-style-type: none"> 1) Reading of the Mission Statement 2) Review of Agenda Items 3) Approval of Minutes <ol style="list-style-type: none"> a. Minutes of September 23, 2021 meeting 4) Old Business 5) New Business <ol style="list-style-type: none"> a. VPAS <ol style="list-style-type: none"> i. PPMO Director Position b. VPIEQA <ol style="list-style-type: none"> i. Premium Calling Cards

- c. Interim President/VPIA
 - i. Review of EES Results presentation and action plans
 - ii. HEERF Annual Report
 - iii. Evaluations of Employees
 - iv. Accreditation
 - v. Request for CARES Act Funding - IPads
- 6) Meeting Adjournment – the meeting adjourned at 2:23 p.m.

Agenda/Major Topics of Discussion:

Interim President called the meeting to Order at 9:33a.m. VPAS read the college's mission statement. Cabinet reviewed the agenda. VPEMSS moved and VPIEQA seconded that Cabinet adopts the agenda and the motion carried.

Approval of Minutes

- Minutes of October 21, 2021 – the draft minutes were reviewed earlier via email. Cabinet unanimously approved the minutes.

Old Business

- None

New Business

a) VPAS

- i. PPMO Director Position- The Property & Procurement Management Director has submitted his resignation effective April 15, 2022. Protocol requires Cabinet's endorsement and approval to advertise the position. The position will report directly to VPAS. **VPIEQA moved and VPEMSS seconded that Cabinet approved advertisement of the position. The motion passed.**

Related discussions included electronic software to enable work being done electronically to eliminate increasing human personnel and suggestion to revisit our internal promotions policy.

- ii. Departmental updates: Funds are now available to start building the Student Services Center and the Teaching Clinic Facility. National Campus fencing project is on hold waiting for ordered materials to arrive. Contractor is currently working on ditch drainage where fences are to be placed. VPAS is also dialoguing with Land Commission to clarify land boundaries with neighbors. Signage and naming of buildings is also being worked on.

At Kosrae Campus the fencing and generator house is in progress. At Yap Campus- the generator house is also in progress and at Chuuk Campus the fencing project is also progressing.

b) VPIEQA

- i. Premium Calling Card- VPIEQA shared background on the establishment of premium calling cards and the cost analysis of maintaining the cards. Funds for

these have been coming out of IT's Communication budget, a line item that has been cut every year with supplement coming from Technology Fee. With new phone system deployed at the National Campus, direct dialing or long distance calls can be enabled via zoom or such, VPIEQA proposes that the college end the system-wide refill of premium cards by IT office and have individual office or department who needs to maintain their use of the card refill it on their own accord as needed.

Cabinet unanimously agreed to have individual office or department who needs to maintain their use of the card refill it on their own accord as needed.

- ii. Update: IEQA is working on winter collection of data for IPEDS report and data for ISER report per accreditation.; 500 laptops of the colleges CARES Act Free Laptop scholarship were received and disbursed to campuses system-wide and 500 more is expected to arrive soon. Setting clearer guidelines regarding free laptop scholarship is being thought out.

c) VPEMSS

- i. Update - Our Spring 2022 enrollment is the highest in the last four years. 1,737 students have enrolled with 20, 237 credits. We have a 23% increase in headcounts and 25% increase in credits. Cabinet shared thoughts on reasons for the high increase and ideas or suggestions college may take to keep enrollment high.

d) Interim President/VPIA

- i. Review of EES Results presentation and action plans –Interim President will present the results at the all campus meeting tomorrow.
- ii. HEERF Annual Report – the HEERF annual report is due either late March or early April. Interim President will upload a template in the drop box where folks can upload data to be ready for submission when the portal is opened for submission. Reporting cycle of the report is from January 2021 to December 2021.
- iii. Evaluations of Employees- after discussions, cabinet agreed that this is an area to think about and improve on.
- iv. Accreditation preparation – accreditation report is due to the Accreditation Peer Review Team by August 01, 2022. We must complete sections and have the draft report out for third party review and comments this spring; then present the draft to the Board of Regents preferably by its March meeting but no later than its May meeting. May to July 2022 should be for final editing only. The accrediting commission plan to do a face to face visit during the week of March 13, 2023.

Interim President encourages vice presidents to do walk-about and ensure areas under their responsibilities be up-kept and ready.

- v. CARES Act Funding Request – Business Division requested to purchase iPads to support their online delivery of class courses. **Cabinet unanimously denied the request.** Business Division instructors have laptops and desktop computers to support their delivery of courses.

VPIEQA moved and VPEMSS seconded that the meeting adjourns. The meeting adjourned at 10:55 a.m.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

- E- Agenda
- E-minutes October 21, 2021 meeting
- Personnel Requisition for PPMO Director Position
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College Web Site Link:

Prepared by:

Hadleen Hadley

Date Distributed:

Approval of Minutes Process & Responses:

- Draft minutes of 2022 meeting were emailed out to Cabinet for review and adoption. Cabinet adopted the minutes via online vote on January 31, 2022.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments
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