

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

Meeting Group:	Cabinet
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Date:	Time:	Location:
20220218	9:30a – 10:00a Pohnpei time	National Campus President’s Conference Room

Summary of Recommendations with Suggested Timeline & Responsibilities:

- Interim President called the meeting to order at 9:30 a.m. and VPIA read the mission statement.
- Cabinet adopted the meeting agenda with addendum.
- Minutes of January 25, 2022 minutes were electronically approved on January 31, 2022
- The IT Technician II position at CTEC was electronically approved on February 08, 2022
- The CRE Clerk Typist position at CTEC was electronically approved on February 08, 2022
- Employee of the month for February at CTEC was electronically approved on February 08, 2022. Mason Tihpen was selected as the recipient.
- CARES Act Funding Request from FMI was electronically approved on February 11, 2022
- Deadline for submission of calendar review comments is February 28, 2022
- Cabinet consented to have the college’s share of \$41,423 from ASC Retirement Forfeiture account to be used as fundraising matching leverage to donations for the college’s endowment fund
- Norma Edwin was selected as the employee of the month for March 2022
- Board of Regents will meet on March 11, 2022 via zoom
- Cabinet noted Resident hall students need to open the gym in the evening with conditions that students must be fully Covid vaccinated plus booster shot and must show clearance from medical doctor that they are physically fit to play sports
- Cabinet approved to have the CTEC Clerk Typist position advertised and filled
- Cabinet approved to have smartboards installed in all the classrooms.
- The meeting adjourned at 10:00 a.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		Acting

Agenda :

- 1) Reading of the Mission Statement
- 2) Review of Agenda Items

- 3) Approval of Minutes
 - a. Minutes of January 25, 2022 meeting
- 4) Old Business
- 5) New Business
 - a. Interim President/VPIA
 - i. Cabinet review of comments due February 28, 2022
 - ii. Suspense Account Funds from ASC \$41, 423.32
 - iii. Employee of the Month - March
 - iv. Preparation for Board meeting- March 11
 - v. Opening gym on evenings and weekends for residence hall students
 - vi. Personnel Requisition for Clerk Typist at CTEC
- 6) Meeting Adjournment

Agenda/Major Topics of Discussion:

Interim President called the meeting to Order at 9:30a.m. VPIA read the college's mission statement. Cabinet reviewed and adopted the agenda.

Approval of Minutes

- Minutes of January 25, 2022 were electronically approved on January 31, 2022

Old Business

- Review of Presentation for EBRC – VPEMSS is finalizing the design for the college's presentation for EBRC
- The IT Technician II position at CTEC was electronically approved on February 08, 2022
- The CRE Clerk Typist position at CTEC was electronically approved on February 08, 2022
- Employee of the month for February at CTEC was electronically approved on February 08, 2022. Mason Tihpen was selected as the recipient.
- CARES Act Funding Request from FMI was electronically approved on February 11, 2022

New Business

a) Interim President/VPIA

- i. Calendar review comments –Interim President reminded vice presidents to submit review comments for the calendar. Deadline is February 28, 2022.
- ii. Suspense Account Funds from ASC – the college has \$41,423 in a ASC Retirement Forfeiture Account not gaining interest. This fund belongs to the college's share of the fund left from those employees who resigned without being vested. After shared ideas on how best to make use of the money, Cabinet's consensus is to use it for fundraising matching leverage to donations as Executive Director Manny Mori was seeking matching fund for the college's endowment fund.
- iii. Employee of the Month for March- Norma Edwin was selected as the employee of the month for March 2022.

iv.	<u>Preparation for the Board meeting</u> – Board of Regents will meet on March 11, 2022 via zoom. Jeffrey Arnold, the new Board member representing Chuuk will be joining the meeting.
v.	<u>Opening gym on evenings and weekends for residence hall students</u> – The SBA president shared with Interim President that Residence hall students would like to the gym open evenings and weekends for them to play basketball. Cabinet is okay with the request noting that it is just a matter of requesting and scheduling to enable staff to cover the hours gym will be open. However, students must show evidence of fully vaccinated plus booster shot; and clearance from a medical doctor that they are physically fit to play. The office of student services went further to address student concern over payment fee to get a doctor’s clearance by arranging with Dr. Paul Dacanay to do the medical examinations. SBA will be hosting open house ceremony for the student huts today at 1:00 p.m.
vi.	<u>Personnel Requisition for Clerk Typist at CTEC</u> – CTEC requested to advertise and fill the position. VPEMSS moved VPIEQA seconded that Cabinet approve and endorse HRO to advertise and fill the position. Motion carried unanimously.
vii.	<u>Other announcements</u> –update and follow up on ISER work; HEERF funding will end in May 2022 so all the projects we have going on needs to be done before then. VPIEQA also received approval to purchase and install smart boards in all the classrooms.
VPAS moved and VPEMSS seconded that the meeting adjourns. The meeting adjourned at 10:00a.m.	

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:
<ul style="list-style-type: none"> E- Agenda

College Web Site Link:

Prepared by:	Hadleen Hadley	Date Distributed:	2/18/22
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Approval of Minutes Process & Responses:
<ul style="list-style-type: none"> Draft minutes were emailed out to Cabinet and approved to be adopted on 2/22/22

Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments