

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

Committee or Working Group:	Cabinet
------------------------------------	---------

Date:	Time:	Location:
March 18, 2022	9:30a	Via ZOOM

Members Present:				
Members:	Name:	Present:	Absent:	Remarks:
President		x		VPIA as Interim President
VPAS	Joseph Habuchmai	x		
VPEMSS	Joey Oducado	x		
VPIA	Karen Simion	x		
VPIEQA	Shaun Suliol	x		Acting

Additional Attendees:	Hadleen Hadley (transcriber)
------------------------------	-------------------------------

Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Call to order: declaration of quorum 2. Reading of the Mission Statement <ul style="list-style-type: none"> <li style="padding-left: 40px;"><i>The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical educational programs characterized by continuous improvement and best practices.</i> 3. Review of agenda 4. Approval of Minutes 5. Old Business <ol style="list-style-type: none"> a. none 6. New Business <ol style="list-style-type: none"> a. VPAS <ol style="list-style-type: none"> i. Special Contract Processing ii. HR Software Proposal b. VPEMSS <ol style="list-style-type: none"> i. COMET 2022 Update ii. Potential program completers for spring 2022 iii. Founding Day Celebration c. VPIEQA <ol style="list-style-type: none"> i. We Care Laptops ii. Security Cameras d. VPIA/Interim President <ol style="list-style-type: none"> i. Interim Policies ii. Board Meeting Review iii. Employee of the Month- April iv. Incentive Awards

v. Sabbatical request

7. Adjournment

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 February 18, 2022 minutes were electronically approved.
- Cabinet postponed action on the Non-Instructional special contract processing flow chart pending suggested recommendations
- Cabinet postponed action on HRO's software proposal pending presentation by HR on additional data
- Founding Day will be held on April 01, 2022 at the national campus. Preparations and Logistics are in the works.
- Cabinet unanimously approved VPIEQA to order 1000 more to be funded through the HEERF grant.
- VPIEQA is to provide cost associated with purchase and installation at Cabinet's next meeting for consideration.
- Cabinet approved Interim Policy BP2302 on Travel and Leave for pandemic and its procedures
- Vice Presidents are to tighten monitor of college vehicle uses
- HEERF grant for the college is extended to June 2023
- Genevieve Samuel is selected as the employee of the month for April
- Cabinet postponed action on the Incentive Award nominations to next Cabinet meeting on Friday, March 25, 2022.
- The meeting adjourned at 10:51 a.m.

Discussion of Agenda/Information Sharing:

Interim President called the meeting to order at 9:30 a.m. VPIA read the mission statement. Cabinet adopted the agenda with two addendums. "We Care Laptops under VPIEQA and " Non instructional special contracts" under VPAS.

Minutes of 2022 02 18 cabinet meeting were approved and adopted by Cabinet via online voting.

New Business

a) VPAS

- i. **Non-Instructional special contract**– VPAS shared a flow chart for processing non-instructional special contracts. Suggestions regarding the chart include reworking the steps to reflect Dean/Director/or person requesting the contract will fill out the request form, identify personnel, review the personnel's qualifications and determine the amount of the contract; the comptroller will certify funds availability; then appropriate

vice president will review to ensure the contract is within guidelines of board policies or position is really needed. Once the vice president approves the request, it will be forwarded to human resources office (HR) to verify amount of contract is within guidelines of BP6008 policy. After HR signs off on the contract, it will be forwarded to President for review and final approval. HR will provide a working document to serve as reference in terms of the basis on the amounts of the special contract.

Cabinet will take action via email regarding the processing of special contract flow chart once revisions are incorporated and shared.

- ii. **HR Software proposal** – Cabinet reviewed a proposal from HRO to purchase an on-line software to improve management of employees’ evaluations. Software includes other modules that may be beneficial to other offices. Cost of the software is \$70,000 with a subscription of \$15,000 payment yearly.

Cabinet needed additional data from HRO and other offices that may use the software. HRO Director is requested to do a presentation next week at Cabinet’s meeting on March 25, 2022.

b) VPEMSS

- i. **COMET 2022 Update** – 1,301 students took the COMET; 1035 seniors and 207 juniors. VPEMSS hopes to release COMET results this month.
- ii. **Potential Program Completers for Spring 2022-** there are 221 possible program completers for spring 2022- 90% increase in comparison to spring 2021; 10 baccalaureates graduates; 117 possible program completers from national campus; 40 from Pohnpei, 34 from Chuuk, 12 from Kosrae, and 18 from Yap
- iii. **Founding Day Celebration** – founding day will be celebrated on April 01, 2022. The theme this year is “Culture and Education provide the foundation for student success”. There will be no sports activities or other events, only cultural presentations. National Campus will be the venue. Transportation will be worked out to transport students and staff from CTEC to participate in the event. Six teams (6) have registered to participate. Faculty and staff will be assigned to teams to promote college community engagement. Participants of the events are required to show proof of being fully vaccinated in accordance to our protocols and pandemic guidelines. Public spectators will be invited.

c) VPIEQA

- i. **We Care Laptops** – VPIEQA shared that 2575 students were approved to receive free laptops under the We Care Laptop funding. Only 1650 laptops were ordered so far and will need to order additional 925 more. **Cabinet unanimously approved VPIEQA to order 1000 more to be funded through the HEERF grant.**
- ii. **Security Cameras-** at its meeting of February 18, 2022, cabinet approved purchase and installation of smartboards at all teaching facilities system wide. Campuses are

now requesting purchase of security cameras to safe guard their investments. VPIEQA is to provide cost associated with purchase and installation at Cabinet’s next meeting for consideration.

d) VPIA/Interim President

- i. **Interim Policies-** Draft interim policy BP2302 on travel and leave was shared. Cabinet is in agreement with the general concept of the policy and asked that minor changes be made to ensure consistency throughout the policy and to add glossary of meaning to certain terms to clarify the term. Cabinet also suggested Mandatory travel insurance.

VPAS moved and VPIEQA seconded that Cabinet endorse the policy with its procedure and the motion carried.

ii. **Board Meeting Review**

The Board shared concern over the rising cost of gas/fuel and the college vehicles. Board members also noted seeing college vehicles being driven around way past working hours. Interim President encouraged vice presidents to tighten monitoring of vehicle use.

The HEERF grant for the college is extended to June 2023 so the Board wants to know how the college plans to spend the remaining funding. Interim President encourages Cabinet to share their ideas on how well to make use of the funds.

- iii. **Employee of the month (April)** – Genevieve Samuel was selected as the employee of the month for April 2022.

- iv. **Incentive Awards-** Cabinet will take action on the recommendations at its next meeting, March 25, 2022.

- v. **Sabbatical Leave Request** – Cabinet unanimously endorsed the sabbatical leave request since the faculty more than meets the years of service at the college; Cabinet supports the projects the faculty will undertake while on sabbatical; and also recognized the extensive contributions the faculty has provided to students and the college. Since sabbatical leaves are approved by the Board, Interim Presidents will present Cabinet’s endorsement to the Board for approval.

7. Adjournment

VPIEQA moved and VPAS seconded that the meeting be adjourned. Motion carried and the meeting adjourned at 10:51 a.m.

Comments/Upcoming Meeting Date & Time/Etc.:
--

- | |
|--|
| <ul style="list-style-type: none">▪ Next Cabinet meeting will be on March 25, 2022 |
|--|

Handouts/Documents Referenced:

College Web Site Link:

Prepared by:	Hadleen Hadley	Date Distributed:	3/23/22
---------------------	----------------	--------------------------	---------

Approval of Minutes Process & Responses:
▪ Draft minutes were emailed out to Cabinet and Cabinet adopted the minutes on-line on 3/24/22

Submitted by:	Hadleen Hadley	Date Submitted:	3/24/22
----------------------	----------------	------------------------	---------

Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:			
Approved with conditions:			
Disapproved:			