

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
April 22, 2022	9:30a – 10:23 a.m	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)
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Call to order: declaration of quorum 2. Reading of the Mission Statement <p style="margin-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></p> 3. Review of agenda 4. Approval of Minutes 5. Old Business <ol style="list-style-type: none"> a. E-vote on Student Services Coordinator at Yap Campus (3/28/22) b. Electronic vote on residence hall positions (4/19/22) 6. New Business <ol style="list-style-type: none"> a. VPAS b. VPEMSS <ol style="list-style-type: none"> i. Information/Update 75th Commencement c. VPIEQA d. VPIA/Interim President <ol style="list-style-type: none"> i. Employee of the month ii. Acting Compensation when Supervisor is working remotely iii. Health Extension Agent-Yap CRE iv. Secretary IV - CTEC v. Naming Opportunity Policy 7. Adjournment

Summary of Recommendations with Suggested Timeline & Responsibilities:

- Interim President called the meeting to order at 9:30 a.m. and VPEMSS read the mission statement.
- Cabinet adopted the agenda with one addendum
- Cabinet approved on March 28, 2022, via electronic vote to fill the Student Services Coordinator position at Yap Campus
- Cabinet approved on April 4, 2022, via electronic vote to fill 6 residence hall positions
- Cabinet approved Chuuk Campus' request of \$106,705 from CaresAct Funding for installation of better ventilation of classrooms
- VPEMSS will send Cabinet the graduating students' list of recommended commencement speaker
- Commencement Theme is "The success of your journey starts the moment you decided not to give up"
- Petrus Ken is selected as the employee of the month of May 2022
- Cabinet approved to reinstate and compensate employees who are in acting capacity for supervisors working remotely in accordance to college's existing acting compensation policy
- Cabinet approved to fill the health extension agent position at Yap CRE
- Cabinet approved to fill the secretary position at CTEC
- There will be an all campus meeting on April 27, 2022
- The meeting adjourned at 10:23 a.m

Discussion of Agenda/Information Sharing:

1. Interim President called the meeting to order at 9:30 a.m.
2. VPEMSS read the mission statement.
3. Cabinet adopted the agenda with one addendum under VPAS
4. Minutes of last Cabinet meeting were already approved and posted
5. Old Business
 - a. Cabinet approved on March 28, 2022, via electronic vote to fill the Student Services Coordinator position at Yap Campus
 - b. Cabinet also approved on April 4, 2022, via electronic vote to fill 6 residence hall positions.
6. New Business
 - a) VPAS
 - i. Cares Act Funding request – Chuuk requested assistance of \$106,705 for renovation and installation of better ventilation of classrooms. Cabinet approved the request.
 - b) VPESS
 - i. 75th Commencement Exercises—there are 221 potential program completers for our 75th commencement exercises, of which 117 are from national campus, 40 from CTEC, 34 from Chuuk campus, 12 from Kosrae campus and

18 from Yap campus. That is a 19% increase from 2021. This year's commencement theme is "The success of your journey starts the moment you decided not to give up". VPEMSS will forward to Cabinet the graduates recommended commencement speakers for final approval.

The Office of Admissions, Records, and Retention did a survey of the program completers for spring 2022 and 54 program completers responded as follows: 100% of the respondents said they know and are able to check their program on completion on MyShark; 98% said that they know and understand the graduation requirements of their respective program study; and 74% prefer an in-person commencement ceremony.

c) VPIEQA

VPIEQA provided an update on Connecting Minority Communities (CMC) Pilot Program. We submitted a grant proposal back in February and they the grantors replied with request for amendments. We will submit the revisions tomorrow for final approval. If granted, we will receive funding by June.

d) VPIA/Interim President

- i. Employee of the Month- Petrus Ken was selected as the employee of the month for May 2022.
- ii. Acting Compensation - Cabinet discussed for clarity the issue of acting compensation when supervisor is working remotely. Since the college already has an acting compensation policy in existence, Cabinet's consensus is that it should be practiced fairly across the college. Cabinet noted that even though a supervisor has an acting, he/she also works remotely and responsibilities are still shared between him/her and their acting thus the need for compensation. VPAS moved and VPEMSS seconded that Cabinet approve to reinstate and compensate employees who are acting for supervisors working remotely. The motion carried.
- iii. Health Extension Agent – Cabinet approved to fill the health extension agent position at Yap CRE.
- iv. Secretary IV – Cabinet approved to fill the secretary position at CTEC.
- v. Naming Opportunity Policy – President asks that cabinet revisit the policy, review it and leave comments if any.

Interim President announced that an all campus meeting is scheduled next week on April 27, 2022.

7. Adjournment

VPAS moved and VPIEQA seconded that the meeting be adjourned. Motion carried and the meeting adjourned at 10:23 a.m.

Comments/Upcoming Meeting Date & Time/Etc.:
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Handouts/Documents Referenced:

College Web Site Link:

Prepared by:	Hadleen Hadley	Date Distributed:	4/25/22
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Approval of Minutes Process & Responses:
▪ Draft minutes were emailed out for review. Cabinet unanimously voted to approve the minutes on line.

Submitted by:	Hadleen Hadley	Date Submitted:	4/26/2022
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Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:			
Approved with conditions:			
Disapproved:			