

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

<b>Committee or Working Group:</b>	Cabinet
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<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
May 27, 2022	9:30a – 10:16 a.m	Via ZOOM

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

<b>Additional Attendees:</b>	Hadleen Hadley ( transcriber)
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Call to order: declaration of quorum</li> <li>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 &amp; technical educational programs characterized by continuous improvement and best practices.</i></li> </ul> </li> <li>3. Review of agenda</li> <li>4. Approval of Minutes</li> <li>5. Old Business <ol style="list-style-type: none"> <li>a. Naming Opportunity Policy</li> </ol> </li> <li>6. New Business <ol style="list-style-type: none"> <li>a. VPAS</li> <li>b. VPEMSS</li> <li>c. VPIEQA</li> <li>d. VPIA/Interim President <ol style="list-style-type: none"> <li>i. Employee of the month</li> <li>ii. Sabbatical Request- Music Instructor</li> <li>iii. Request to fill Executive Assistant position</li> </ol> </li> </ol> </li> <li>7. Adjournment</li> </ol>

<b>Summary of Recommendations with Suggested Timeline &amp; Responsibilities:</b>
<ul style="list-style-type: none"> <li>• Interim President called the meeting to order at 9:30 a.m. and VPIEQA read the mission statement.</li> <li>• Cabinet adopted the agenda.</li> <li>• Cabinet is to review the Naming Opportunity Policy and leave comments in the folder</li> <li>• Ground breaking is anticipated for the Student Services Building project next year 2023</li> </ul>

- Open house for the HTM building at CTEC is set for July 2022
- Cabinet approved three (3) special contracts for IT support and assistance
- Cabinet approved staff development request for IT Systems Specialist III
- Summer enrollment statistics showed 930 students have registered college wide
- A special registration for new high school graduates is scheduled for June 6-10, 2022
- Berton Miginivad is selected as the employee of the month of June 2022
- Cabinet approved a sabbatical request for the music instructor
- Cabinet approved to advertise and fill the executive assistant to the president's position.
- The meeting adjourned at 10:16 a.m

### **Discussion of Agenda/Information Sharing:**

Interim President called the meeting to order at 9:30 a.m.

1. VPIEQA read the mission statement.
2. Cabinet adopted the agenda as presented.
3. Minutes of last cabinet meeting were already adopted via on-line voting.
4. Old Business
  - a. Naming Opportunity Policy - Cabinet are asked to review the Naming Opportunity policy and leave thoughts and comments on it.
5. New Business
  - a) VPAS

On-going building projects are progressing. The Student Services Building at the national campus is anticipated to have ground breaking next year in June 2023. The HTM building at CTEC will hold its open house next month in July. The Teaching Clinic facility is progressing too. Chuuk campus project is moving forward; negotiations of options to the access road are in the works; VPAS, VPIEQA and Regent Jeffrey Arnold met and discussed options. Regent Arnold is working with Chuuk Leadership regarding issues and options.

Comptroller is working on amendments to college policy on still checks or uncashed checks.

- b) VPIEQA

VPIEQA sought approval from cabinet to hire on special contracts Angelyna Aten and Donevan-Chess Hebel to provide IT support and assistance at the National campus and to extend Schuyler Nakayama's special contract to provide IT support and assistance at Chuuk campus. Cabinet unanimously approved.

Cabinet considered a staff development request for IT's Systems Specialist III. Other financial funding is being sought from PELL grant and scholarships from our local and national governments but are still pending approval. VPIEQA requested endorsement to provide funding of \$29,400. Cabinet unanimously approved.

Helpdesk usage has decreased at some campuses. The decrease is attributed to the return to campuses and in person courses. Helpdesk serves as a ticketing system for both employees and students at the college who require assistance from IT.

The Mission Fulfillment Indicator (MFI) helps the college determine how well we are doing compared to local, national and regional benchmarks in executing our mission. The 2021 status in the MFI shows a decrease in the percent achievement under the college's local benchmark of 53.3%, 30% decrease compared to 2020 status.

c) VPEMSS

Summer enrollment statistics as of May 26, 2022 we have 930 students have registered college-wide:

Head Counts Statistics: National Campus has exceeded their projected enrollment by 8%; CTEC has met 68% of its projection; Chuuk Campus has met 81% of its projection; Kosrae Campus has met 52% of its projection and Yap Campus has exceeded 38% of its projection.

Credit Statistics: National campus exceeded its credit projection by 8%; CTEC has met 67% of its credit projection; Chuuk has met 81% of its projection; Kosrae has met 54%; and Yap exceeded their projection by 36%.

A special registration for new incoming high school graduates is set for June 6-10, 2022.

d) VPIA/Interim President

- i. Employee of the Month- Berton Miginigad was selected as the employee of the month for June 2022.
- ii. Sabbatical request - Cabinet considered a sabbatical request from the Music instructor who is off-island on leave. Instructor proposed to do research and learn to do more technology on publishing music on line and to write textbook for music class. Cabinet unanimously approved the request.
- iii. Request to fill Executive Assistant's position – the executive assistant to the President's last day with the college will be June 30, 2022. An announcement to hire a person on special contract was sent out with no results. Cabinet approved to advertise and fill the position as soon as possible.

Adjournment: The meeting adjourned at 10:16 a.m.

<b>Comments/Upcoming Meeting Date &amp; Time/Etc.:</b>
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<b>Handouts/Documents Referenced:</b>
<b>College Web Site Link:</b>

<b>Prepared by:</b>	Hadleen Hadley	<b>Date Distributed:</b>	6/9/22
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<b>Approval of Minutes Process &amp; Responses:</b>
Cabinet approve the minutes of May 27, 2022 via on line voting on June 9, 2022

<b>Submitted by:</b>	Hadleen Hadley	<b>Date Submitted:</b>	6/29/22
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<b>Action by President:</b>	<b>Item numbers:</b>	<b>Date:</b>	<b>Comments/Conditions:</b>
<b>Approved:</b>			
<b>Approved with conditions:</b>			
<b>Disapproved:</b>			