

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
September 22, 2022	8:50 am – 10:15 a.m	President’s conference room

Members Present:				
Members:	Name:	Present:	Absent:	Remarks:
Interim President	Emmanuel Mori	x		
VPAS	Joseph Habuchmai	x		
VPEMSS	Joey Oducado	x		
VPIA	Jennifer Helieisar	x		Acting
VPIEQA	Shaun Suliol		x	Acting

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Call to Order 2. Reading of the Mission Statement: <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 and approval of meeting agenda 4. Review and approval of minutes of last cabinet meeting 5. Old Business <ol style="list-style-type: none"> a. Updates of college IEMP 2018-2023 b. BOR meeting Directives review c. Others from VPs 6. New Business <ol style="list-style-type: none"> a. New IEMP 2023-2027 b. FY2024 budget development & Five-Year Financial Master Plan 2023-2027 c. Positions approval for advertisement d. Chuuk campus request for a generator using CARES Act fund 7. Miscellaneous 8. Adjournment

Summary of Recommendations with Suggested Timeline & Responsibilities:
<ul style="list-style-type: none"> • Interim President called the meeting to order at 8:50 a.m. • Cabinet agreed that existing budgeted vacant positions need not be approved by Cabinet but sent to HR for advertisement to expedite the hiring process. • There will be another meeting on 9/28/2022, same time. • The meeting adjourned at 10:15 a.m.

Discussion of Agenda/Information Sharing:

VPAS called the meeting to order at 9:02 a.m.

Acting VPIA read the college’s mission statement.

Cabinet adopted the agenda as is.

Minutes of last Cabinet meeting on 8/29/2022 was adopted with no changes.

Updates to the IEMP 2018-2023 have been made with evaluations of the 2018-2023 IEMP received from VP EMSS and VPAS. Acting VPIA reports that updates from Instructional Affairs will be submitted by next week. Once updates are received, new objectives will be formed to inform new set of strategic directions.

The FY2024 Budget Development has been put on hold until the IEMP is completed. VP EMSS shared that Cabinet will need to monitor whether offices that requested certain amounts are using those amounts allocated for activities stated in their budget development. Interim President recommended that financial statements be reported at least every two months or every six months.

VPAS brought forward two positions for Cabinet’s endorsement to advertise. President Mori shared that if the positions are existing budgeted positions, they should not go to Cabinet, but forwarded to HR to advertise.

Cabinet approved the use of CARES Act funds to cover the cost of a new generator for Chuuk campus, on the condition that the generator be relocated from behind Dean’s office to a more secure location.

There will be another meeting on Wednesday, September 28 at 8:30 a.m.

Adjournment: VPIA moved and VP EMSS seconded that the meeting adjourns. Motion carried and the meeting adjourned at 10:15 a.m.

Comments/Upcoming Meeting Date & Time/Etc.:
▪ There will be a meeting on September 28, 2022 at 8:30 a.m.

Handouts/Documents Referenced:
College Web Site Link:

Prepared by:	Jennifer Helieisar	Date Distributed:	
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Approval of Minutes Process & Responses:
Draft minutes were emailed out to Cabinet for review and the minutes were adopted at Cabinet’s 22 09 28 meeting.

Submitted by:	Hadleen Hadley	Date Submitted:	03 October 22
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Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:			
Approved with conditions:			
Disapproved:			