

**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>
October 5, 2022	8:40 a.m – 10:05 a.m	President’s conference room

<b>Members Present:</b>				
<b>Members:</b>	<b>Name:</b>	<b>Present:</b>	<b>Absent:</b>	<b>Remarks:</b>
Interim President	Emmanuel Mori	x		
VPAS	Joseph Habuchmai	x		
VPEMSS	Joey Oducado	x		
VPIA	Jennifer Helieisar		x	Acting

<b>Additional Attendees:</b>	
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Call to Order</li> <li>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 &amp; technical educational programs characterized by continuous improvement and best practices.</i></li> <li>3. Review and approval of meeting agenda</li> <li>4. Review and approval of minutes of 20220928 meeting</li> <li>5. Old Business               <ol style="list-style-type: none"> <li>a. RFP for Strategic Direction</li> </ol> </li> <li>6. New Business               <ol style="list-style-type: none"> <li>a. Draft Proposal on the Organizational Chart</li> <li>b. President Succession</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 8:45 a.m.</li> <li>• Cabinet adopted the agenda as is</li> <li>• Cabinet approved the minutes of September 28, 2022 meeting with revision</li> <li>• Cabinet will meet on Friday, October 07, 2022 to develop scope of work for the strategic plan 2024-28</li> <li>• Cabinet approved to advertise the Executive Director of IRD position for 15 days with a salary range of \$40,000 - \$45,000 per annum.</li> <li>• Cabinet approved to re-advertise the Executive Assistant to the President position for 15 days with a salary range of \$21,000- \$ 25,000 per annum.</li> </ul>

- Cabinet approved to reinstate and advertise the Chief of Staff position for the Office of the President
- Atkin Buliche from Chuuk campus is selected as the employee of the month of October
- Vice Presidents are now authorized to approve annual and sick leaves within their respective departments
- Vice Presidents are now authorized to approve overtime requests within their respective departments
- A letter will be sent to the President of the Nation (FSM) to request restoration of the \$1million shortfall from the college's FY2023 and to also remind him of the expired term of Yap State representation on the college Board
- Comptroller is to provide the financial report in a financial statement or a balanced spread sheet format and to include financial statement of the bookstore and dining hall
- HRO is to provide data on all existing vacancies from each department
- An all campus meeting is scheduled for Friday, October 07, 2022, at 1:00p.m. P/K time and 12:00 noon C/Y time
- The meeting adjourned at 10:05 a.m.

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

Interim President called the meeting to order at 8:45 a.m. and VPEMSS read the mission statement.

VPAS moved and Interim President seconded that Cabinet adopt the agenda as presented. The motion carried.

VPAS moved and Interim President seconded that the minutes of September 28, 2022, Cabinet meeting be adopted with the following revisions: The proposal is for Strategic Plan 2024-28 and that clarification is made that Institutional Effectiveness office which is completing the IPEDS report is not under EMSS department. The motion carried.

### **RFP Strategic Plan.**

Cabinet will meet Friday, October 07, 2022, to continue to deliberate and develop scope of work for the strategic plan 2024-28.

Thoughts to be considered include finding consultant within FSM who can do strategy and planning; setting the cost at \$100,000 including travel expenses; and revisiting areas in operations, instruction, student services and information and technology.

**Executive Director, IRD.** The vice president for IEQA position is declassified effective September 30, 2022, and renamed as an Executive Director of Information Research and Development (IRD). The position will be advertised for 15 days with salary range of \$40,000-\$45,000. Cabinet approved this directive.

**Executive Assistant to the President and the Board** The position will be re-advertised for another 15 days with salary range of \$21,000-25,000 per annum. VPAS moved and President Mori seconded that the position be advertisement. Motion carried.

**Chief of Staff Position** Cabinet endorsed reinstating the position of chief of staff for the President’s office and to have it advertised. VPAS move and President Mori seconded the reinstatement of the chief of staff position and for advertisement. Motion carried.

**Employee of the Month of October** Atkin Buliche was selected to be the employee of the month of October.

**Delegation of Authorized Signature for Overtime and Leave Request.** Effective immediately BP6010 on authorized signature for approval for annual leave and sick leave will be delegated to the relevant Vice President to handle. Similarly BP6009 on authorized signature approval for overtime request will be delegated to the relevant vice president.

**FY2023.** The college received its approved FY2023 budget from the FSM National Government with a shortfall of \$1,000,000. College will need to strategize in its request to Congress to restore it. A letter is being carefully drafted to be sent to H.E. President Panuelo. President Mori suggested to also include in the same letter a reminder of the expired term for the regent representative from Yap State

Concern was expressed about the status quo approach of using the FY2022 budget level and allocations as basis rather than presenting it to the Cabinet to multilaterally explore other options.

The college’s financial report should be presented in a financial statement or a balanced sheet format. Cabinet also asked that Comptroller provide a financial statement of the bookstore and the dining hall.

**Others.** President Mori plans to include in his report to the Board of Regents updates on status responses college administration has done so far regarding matrix of issues or concerns expressed by the Board. HRO is to provide information on all existing vacancies or positions from each department; which ones are filled, not filled, or still pending.

There will be an all campus meeting Friday, October 07, 2022, at 1:00 p.m. P/K time and 12: 00 noon C/Y time.

Adjournment: Interim President moved and VPAS seconded that the meeting adjourns. Motion carried and the meeting adjourned at 10:05 a.m.

<b>Comments/Upcoming Meeting Date &amp; Time/Etc.:</b>
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| <ul style="list-style-type: none"><li>▪ Cabinet’s next meeting is October 07, 2022 at 8:30 a.m</li><li>▪ All campus meeting is Friday, October 07, 2022 at 1:00 p.m.</li></ul> |
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<b>Handouts/Documents Referenced:</b>
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<b>College Web Site Link:</b>
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<b>Prepared by:</b>	Hadleen Hadley	<b>Date Distributed:</b>	10/07/22
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<b>Approval of Minutes Process &amp; Responses:</b>
Draft minutes of 20221005 were emailed to cabinet for review and adopted at its October 07, 2022 meeting.

<b>Submitted by:</b>	Hadleen Hadley	<b>Date Submitted:</b>	10/07/22
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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>			