

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

<b>Committee or Working Group:</b>	<b>CABINET</b>
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<b>Date: 3 January 2023</b>	<b>Time: 8:40am</b>	<b>Location: Pres. Conf. Rm.</b>
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<b>Members Present:</b>		<b>Members Absent:</b>
▪ IP Mori	▪	▪ VPIA Helieisar ▪ HRO Director Nelson ▪ VPEMSS Oducado
▪ VPAS Habuchmai	▪	
▪ Comptroller Roselle Togonon	▪	
▪	▪	

<b>Additional Attendees:</b>	
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<b>Agenda/Major Topics of Discussion:</b>
1. Call to order 2. Brief welcome remarks by IP Mori 3. Review and approval of meeting agenda 4. Review and approval of minutes (N/A) 5. Old Business <ul style="list-style-type: none"> <li>a. Salary Freeze</li> <li>b. Payment for the access road to the new Chuuk Campus site in Nantaku Village</li> <li>c. Merging BPs #1450 &amp; #1460 – Endowment</li> </ul> 6. New Business <ul style="list-style-type: none"> <li>a. President Panuelo’s State of the Nation Address (11 January 2023)</li> <li>b. Restructuring of the College’s Salary Scale as part of the strategic planning</li> </ul> 7. Adjournment

<b>Discussion of Agenda/Information Sharing:</b>
<ul style="list-style-type: none"> <li>• Salary increase for the 118 employees who have been on a 20 year average salary freeze.               <ul style="list-style-type: none"> <li>- \$151,094 is the projected amount based on a 5% increase to be applied in 2023 only.</li> <li>- College to ask FSM Congress to include this proposed budget in their supplemental budget during the 6<sup>th</sup> Congressional regular session on 11 January.</li> </ul> </li> <li>• \$80,000 to be included in Congress’ supplemental budget in order to purchase the access road into the new Chuuk Campus site.               <ul style="list-style-type: none"> <li>- Initially requested \$70,000, but IP suggested an increase of \$10,000 in case asking price is lower than the Landowners demands.</li> <li>- If not approved, item will be taken up to the Board for their consideration.</li> </ul> </li> <li>• IP suggested policy #s 1450 &amp; 1460 be merged due to redundancy.               <ul style="list-style-type: none"> <li>- IP will discuss and seek the Board’s approval for this pending amendment.</li> <li>- Will need to solicit the advice of a legal counsel.</li> </ul> </li> <li>• President Panuelo’s SOTN address to highlight the College’s accomplishments, such as:               <ul style="list-style-type: none"> <li>- Student Success (statistics needed to reflect the number of graduates)</li> <li>- Two 4-year Bachelor degrees programs: Elem. Education &amp; Business Accounting</li> <li>- Teaching Clinic/Nursing Program – provides nurses for the nation.</li> <li>- Maintaining of accreditation status.</li> <li>- CTEC multi-purpose technical building to offer vocational trainings.</li> <li>- New/incoming President</li> </ul> </li> </ul>

- Hydroponic Farms
- Increased Enrollment in Fall 2022
- A letter will be sent to President Panuelo before the 8<sup>th</sup> to request funding to cover proposed salary increase for 2023 and the Chuuk Campus access road.
- Restructuring the College’s Salary Scale
  - Base pays for positions should be more competitive
  - Lowest salary brackets of \$6K-\$9K should be omitted; and start at \$10K/annum
  - Mid-salary brackets (Faculty & Instructors) of \$17-\$20K should be omitted; and start at \$21K/annum
  - 5% increase for the lowest salary bracket is only \$.15, hence the proposal to omit 4 salary scales at the bottom and start with \$10K
  - Comptroller was tasked to identify how many employees are below the \$10K salary scale; create acceptable simulations to propose to the Cabinet how much more is needed if lower salary bracket starts at \$10K
  - HR to be invited to the next meeting once figures and increases are finalized
- Meeting adjourned at 11:30am.

<b>Comments/Upcoming Meeting Date &amp; Time/Etc.:</b>
<ul style="list-style-type: none"> <li>▪ Agenda #s 1, 2 &amp; 4 will be shared at the Board meeting slated for 4 January 2023.</li> <li>▪ Comptroller to draft justifications of proposed budget funding to ask from FSM Congress.</li> <li>▪ VPAS to draft College’s accomplishments to include in President Panuelo’s SOTN Address.</li> <li>▪ Proposal to “overhaul” salary scale is to attract competitive applicants and retain employees.</li> </ul>

<b>Handouts/Documents Referenced:</b>
A. Breakdown of <i>additional budget needed</i> to justify \$151,094 salary increase, attaching a 2023 Budget Status report sheet.

<b>College Web Site Link:</b>
B.

<b>Prepared by:</b>	Lisa N. Dereas	<b>Date Distributed:</b>	11 January 2023
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<b>Approval of Minutes Process &amp; Responses:</b>

<b>Submitted by:</b>		<b>Date Submitted:</b>	
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<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>			
1.			
<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>			