

**College of Micronesia – FSM
Committee (Working Group) Minutes Reporting Form**

Committee or Working Group:	CABINET
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Date: 11 Jan 2023	Time: 8:37am	Location: OTP Conf. Rm.

Members Present:		Members Absent:
▪ IP Mori	▪	▪
▪ VPAS Habuchmai	▪	
▪ A/g VPIA Helieisar	▪	
▪ A/g VPEMSS Daoas	▪	

Additional Attendees:	HRO Director Nelson Comptroller Togonon
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Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> ▪ HEERF ▪ Partnership w/ FSMDOE (SEEP) ▪ Directive of Travel

Discussion of Agenda/Information Sharing:
<ul style="list-style-type: none"> • Brief welcome by IP Mori who chaired the meeting. <p>Discussion of old agenda:</p> <ul style="list-style-type: none"> - One time application of the 5% salary increase (\$151,094) to help those employees who have been with the college for 20 years (avg.) and has hit the ceiling. This will serve as an incentive for employees to stay and for people to apply for the vacant positions. The request for this funding has been submitted to the FSM Congress via FSM President’s Office to be included in the Congress’ supplemental budget. - Reshuffling of the salary scale: outsource to conduct a market/salary study, or to study the jobs in the FSM in order to determine how to change the salary scale. Cost of the personnel for 2024 should be included in the Strategic Plan. Personnel should be prioritized and put alongside “Student Success”. - Suggestions to close and/or minimize the salary gaps: - Freeze President and VPs salaries for 2 years. Increase these salaries every two years. - Raise mid-salaries every other year. <p>Discussions of the day:</p> <ul style="list-style-type: none"> • HEERF ((Higher Education Emergency Relief Fund) \$2.9 mil will expire June 2023) - Prioritize projects that fall in line with the guidelines of the fund, especially for COVID-19 related matters. Such as: <ol style="list-style-type: none"> a. Restrooms <ul style="list-style-type: none"> - More restrooms, more space to maintain/obey social distancing and proper hygienic practices b. Cafeteria (extension for more dining space) c. 2 additional buses to transport students

d. Teaching Clinic

e. 2 chillers for the Bookstore and Cafeteria

The comptroller has confirmed that the above projects are acceptable under the guidelines of the usage of the HEERF fund. Voting to approve each projects will be done when the details and budget amount is provided to cabinet.

- SEEP (Skills and Employability Enhancement Project)
 - COM-FSM to partner with FSMDOE to explore ways to tap into the \$17.7 million dollars from World Bank (WB).
 - The college proposed the use of CTEC which would entail the use of its personnel and the revamping and offering of existing courses/program.
 - A committee comprised of the College's staff members, i.e. Ankie, Phyllis and Doman, to work in tandem w/ FSMDOE after Congress approved the use of this fund from WB.
 - More details to follow when the reps from the College, FSMDOE and relevant stakeholders have had their follow-up meeting on 16 January.

- (Draft) Directive for Travel

- a. How to process Travel Vouchers (TV) when a staff member does not completely fulfill the purpose of the official travel.

- Scenario 1: Called back home due to severe/dire emergency

- Scenario 2: Traveler foregoes meetings/conferences because they got sick before or while on official travel.

Question: *What is the solution? What is fair for the College and the employee?*

Proposed solutions:

- a. When an employee travels but is unable to attend or participate in meetings/activities due to a severe medical emergency, the employee is entitled to only 50% of the per diem.

- b. When an employee is able to attend and participate in meetings/activities but gets called home due to family emergency, that employee is entitled to 100% of the authorized per diem and other travel associated costs.

- c. When an employee, without any good reason, fails to attend meetings/activities, the employee is required to reimburse the College for all expenses authorized by a Travel Authorization (TA).

Cabinet approved *solution a*, with the understanding that the incoming President might change it completely.

New Business:

- Too many "special contracts" under grants. Extra duties need to be carefully analyzed and have to be in line with the College's policies. To be addressed in depth at the next Cabinet meeting with Comptroller, Director of HRO and grant writers (Dr. Lukusa and Dir. Mamangon).
- Cabinet voted to endorse all vacancies below, as provided by VPIA.
 1. **Dean of Academic Programs – National Campus**
 2. **Student Services Specialist III – ETSP, CTEC**
 3. **ACE Mentor (English) – CTEC**
 4. **Agriculture Extension Agent II – CRE, Chuuk**

- VPIA to impress upon other campuses the urgency to submit their vacancies for Cabinet to approve.
- President needs to be present at these ad hoc committee meetings, especially on the final leg.

Meeting adjourned at 11:15am

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced: Draft Directive for Travel shared by IP Mori

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College Web Site Link:

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Prepared by:	Lisa N. Dereas	Date Distributed:	20 Jan 2023
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Approval of Minutes Process & Responses:
 Minutes from last Cabinet meeting held on 3 January 2023, was approved by Cabinet members present at today’s meeting. Will be uploaded on the College’s website.

Submitted by:	Lisa N. Dereas	Date Submitted:	22 February 2023
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- **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**
 Strategic Plan 2024
 Appoint a committee to consist of the Procurement Office (Eugene and Mario), Professors (Director of ISLET & VPIA Helieisar); Francis Alex from OIE and VPAS Habuchmai; and Doman from OARR (to be confirmed by VPEMSS Oducado).

1.			
Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:			
Approved with conditions:			
Disapproved:			