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

Committee or Working Group:	CABINET

Date: 20 Jan 2023	**Time:** 2:30pm	**Location:** OP Conf. Rm.

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

Additional Attendees:	Glenda Welles, Dana Lee Ling, JP Lukusa, Tim Mamangon, Francisco Alex, Comptroller Togonon and HR Director Nelson.

Agenda/Major Topics of Discussion:
- Supplemental Budget proposed to FSM Congress
- Issues/disputes over max hours chargeable to grants
- Review of Strategic Plan 2023-2028

Discussion of Agenda/Information Sharing:
- Brief welcome remark by IP Mori, who chaired the meeting.
- The supplemental budget proposed by the college to the FSM Congress was rejected. Needed stronger arguments and justifications. Suggested to be re-submitted at the next session in May 2023.
- Cabinet members agreed to defer last meeting's minutes until next meeting.
- Revised Request for Proposal (RFP) for the Strategic Plan. Needs to be approved before the end of 2023. Components to be outsourced: (i) Salary Scale (ii) Active participation of the college with the private sectors and NGOs (iii) Full automation of the college's operations and instructions. The outsourcing of these 3 components (personnel, automation & partnership) must be addressed ASAP. 3 responses minimum for the outsourcing of this part of the work.
- Establish a smaller sub-committee to work on the RFP. Sub-committee to identify the parts that need work. The proposed timeline for the work is 3 weeks (**10 Feb 2023**). An extra week may be added, if more time is needed. For the development of the RFP, the sub-committee is made up of the following members: Ankie, JP, Glenda, IT (Renton) and Dana.
- Special Contracts taken out for temporary positions from grants. Concerns raised by the Comptroller and HRO Director where the "salary" from these grants do not match the hours worked. Workers Comp for employees only covers certain duties laid out in the employees' job descriptions. It seemed like more hours were spent on grant work, but not on teaching. There needs to be more work and specifications to fill in the "grey areas" not addressed when these issues were brought up with the past IP (KSimion). The justifications provided by the respective grant writers were that they do not have enough time to do the work in the grants'

guidelines so they work outside of their usual work hours. They have sought advice from EDA and other institutions (UoG) to make sure staffing recommendations were met. Hiring in-house was meant to save costs; and the hiring processes were followed and obeyed. There needs to be an understanding that these grants are not "supplemental funds" for the College, but are meant to "fill in the gaps".

- In conclusion, since the College lacks a policy that is specifically for grants, as long as rules, guidelines and policies are obeyed and followed properly, Special Contracts under this particular funding will continue to be accepted and approved. Cabinet moved to approve. A Handbook is currently being developed by a committee to review and recommend approval of grants; included in the handbook is a set of guidelines that will help both grant writers and implementers execute their respective functions with minimal interruptions or interference from both the grantors and the College Administration.

Meeting adjourned at 4pm

Comments/Upcoming Meeting Date & Time/Etc.:
▪ Friday, 27 January 2023 at 8:30am.

Handouts/Documents Referenced:
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College Web Site Link:
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Prepared by:	Lisa N. Dereas	Date Distributed:	27 February 2023

Approval of Minutes Process & Responses:

Submitted by:	Lisa N. Dereas	Date Submitted:	28 February 2023

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:			
1.			
Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:	Then-IP Mori	**28 Feb 2023**	
Approved with conditions:			
Disapproved:			