

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

Committee or Working Group:	CABINET
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Date: 27 Jan 2023	Time: 8:53am	Location: OP Conf. Rm.

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

Additional Attendees:	Lisa N. Dereas, EA to President/BOR
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Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> ▪ Legal Counsel – retain 2 or more lawyers for the College. ▪ Work on amending the “probationary period” verbiage. ▪ Employee of the Month of January – Yap Campus

Discussion of Agenda/Information Sharing:
<ul style="list-style-type: none"> ▪ Brief welcome remark by IP Mori, who chaired the meeting. ▪ Legal Counsel: It is a normal practice for businesses including governments to retain 2-3 lawyers. This will be used as a buffer for any lawsuit against the College. It will also conflict these lawyers from representing people suing the College. Draft RFP for retaining lawyers was drafted by Procurement Office. A/g VPIA Helieisar was asked to “clean” the draft. ▪ Probationary Period verbiage: The Cabinet proposed to lessen the “1 year” probationary period to “6 months” only. This should only apply to newly hired employees with little to no experience, but not for the employees who are in the same “vertical positions” who have been with the College for more than 20 years. The following was proposed to include in the amended wording of this policy (BP Policy no. 6007): <ul style="list-style-type: none"> • Eliminate the “1-year probationary period” for those who have been in acting positions for 6 months or over. This should also apply to the employees who have been with the College for 10+ years, with administrative experience. • Impose a 6-month (or 3 months even) probation if the employee has been working for the College for 5 years. This should also apply to the employees who have been with the College for 10 years or over, but with little exposure to administrative experience. • Impose the “1-year” probationary period” on new hires only. <p>Note: A/g VPIA to work on “capturing the essence” of these 3 proposed criteria.</p> ▪ Employee of the month of January: Accountant I/Fiscal Officer Rosemary Manna was voted by the Yap Campus as their EOM. The Cabinet agreed to award Ms. Manna \$100, an administrative day off; and for the Yap Dean to recognize her with a small “Thank You” ceremony on campus. ▪ MISC: 1. The impediments to progress from each department, i.e., Personnel, Finance & Tech/Operations.

2. *Strategic Plan 2023-28*, to involve and explore the political, social and economic sides of the development planning. For example, the College should be an active partner in the development of the country/nation. The College should fully automate its operations including the delivery of instructions to students; should streamline its HR procedures budgetary review and approval process and its financial and account procedures within a reasonable cost.

3. Accreditation Visit: There is a team of 8 visiting guests. They will meet with the President and the Cabinet members on **Tuesday, 14 March 2023**. A/g VPIA/ALO has already begun designating tasks and duties.

Meeting adjourned at 10:45am

Comments/Upcoming Meeting Date & Time/Etc.:

- Wednesday, 15 February @ 3pm in the Board’s Conference room.

Handouts/Documents Referenced:

- Draft RFP for retaining 2-3 more lawyers for the College provided by Eugene Edmund
- EOM e-votes submitted by Yap Campus employees

College Web Site Link:

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Prepared by:	Lisa N. Dereas	Date Distributed:	6 March 2023
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Approval of Minutes Process & Responses:

Submitted by:	Lisa N. Dereas	Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

1.

Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:	by the Cabinet	6 March 2023	
Approved with conditions:			
Disapproved:			