

College of Micronesia – FSM
Minutes Reporting Form

Meeting Group:	Emergency Management Team		
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Date:	Time:	Location:	
July 22, 2020	3:30PM Pohnpei Time	Zoom	

Summary of Recommendations with Suggested Timeline & Responsibilities:

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Members:

Titles/Representative	Name	Present	Absent	Remarks
Interim President	Karen Simion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
VPIEQA	Caroline Kocel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
VPAS	Joe Habuchmai	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
VPEMSS	Joey Oducado	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CTEC Dean	Grilly Jack	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Kosrae Dean	Nena Mike	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Chuuk Dean	Kind Kanto	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Yap Dean	Lourdes Roboman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
FMI Acting Dean	Tioti Teburea	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Director of IT	Shaun Suliol	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CRE Director	Steven Young-Uhk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Chief of Security & Safety	Terry Marcus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Director of Student Life	Chelsea Rion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Power Outage in Florida
Director of Maintenance	Ankie Mendiola	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
National Campus Nurse	Benina Ilon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Residence Hall Coordinator	Marlou Gorospe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Comptroller	Roselle Togonon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
National IC	Joseph Felix	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
EMT Record Keeper	Ami Thoses	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Additional Attendees:	
Campus updates from State Task Forces Fall Plans EMT Assessment COVID-19 Response Plan	
Agenda/Major Topics of Discussion: College's mission statement read by Dean Nena	
Kosrae Campus	
<ol style="list-style-type: none"> 1. FSM National Task Force has been on Kosrae assisting with the State's readiness to repatriate citizens. <ol style="list-style-type: none"> a. The TF reviewed the standard operating procedures to identify strengths and gaps; the gaps identified were refined and new procedures developed to address other critical areas. 2. All points of entry (POEs), with related documents, were reviewed and assessed. <ol style="list-style-type: none"> a. Teams conducted exercises and full-scale simulation exercises last week Wednesday. b. Simulation failed in many areas indicating that Kosrae is NOT ready to open POEs nor bring back stranded citizens c. Another simulation was scheduled for today. 3. The South wing of the KHS complex is being used as a temporary quarantine site as the permanent site is still under development. This delay is due to bad weather. <ol style="list-style-type: none"> a. The contractor is putting up a temporary fence around the area and the state is working to procure a chain link fence b. Some are wanting to push back the start of the school year to September because there will be people quarantining in the high school area. c. Senior students will start earlier, the first week of August using Google Classroom <ol style="list-style-type: none"> i. FSM has license for states to use this, but only limited to 10 students 	
Chuuk Campus	
<ol style="list-style-type: none"> 1. Dean test called the hotline twice and no answer 2. Chuuk High School is trying to return to schedule, but many classrooms were altered for quarantine facility 3. The outer islands are allowing teachers to deliver packets to students. 4. Have received the thermal gun for campus entry and security is being trained by the campus nurse. 5. Do we need to ask for the State Task Force's approval for partial campus opening for Fall? <ol style="list-style-type: none"> a. Interim President will create a letter for Deans to share with their respective task forces, connected to the permission letter from ACCJC about our Fall semester 	
Yap Campus	
<ol style="list-style-type: none"> 1. Serphin is the college rep for the State Task Force. <ol style="list-style-type: none"> a. Border to Yap State remains closed b. Ongoing work to raise awareness and encourage hand-washing and other hygiene practices c. State is still dealing with dengue and leptospirosis, which is perhaps more dangerous at 	

2. Plans to reopen schools for Fall semester are still moving ahead with a start date of August 17th
3. Campus will need to rearrange the computers that were spaced throughout the classrooms for reopening of campus for science labs in the fall.
 - a. Will potentially have to space less than 6ft apart to accommodate all the computers
 - b. Can we set up the excess computers in the student center to maintain the social distancing, but not lose access to the desktops?
4. Suggested that the ongoing dengue and leptospirosis outbreak should be added to the State Task Force's top priorities.
 - a. Precautions taken in the community should be implemented on campus including fumigation of campus

CTEC

1. Pohnpei State Task Force is prioritizing efforts to repatriate its citizens in collaboration with the US Embassy
 - a. Plan is to start with citizens in Guam and then Hawaii
 - b. Once the setup is complete, 10 citizens at a time will be brought into the quarantine facility
 - c. All support workers (doctors, nurses, security) will lock down with the repatriated citizens in the facility for the duration of the 14 days. Nobody in, nobody out.
 - d. Once the National Task Force returns from Kosrae, Pohnpei will continue with simulations.
 - e. US Embassy is bringing in specialized doctors & nurses to assist with the quarantine procedures.
 - f. China Star Hotel has been identified as a quarantine site, but some people (i.e., veterans) are not happy staying in a facility with the name "china" in it. To be resolved

National Campus

- A. VPAS – The plane is scheduled to arrive today (22nd), but it is unknown whether anyone is on the flight
 - a. Supplies for the dining hall have been improved; specifically, the service counters have been improved with plexiglass to limit contamination.
 - b. Cleaning contracts with the janitors have been renewed
 - c. Maintenance janitors are now cleaning and waxing the Residence Halls
 - d. Awaiting instructions for what needs to be done before Fall
 - e. We are not currently hiring full time people, but only on special contract arrangements. Looking at hiring needs, particularly for instruction.
 - f. Business Office is encouraging online banking so that checks can be directly deposited into their banks.
 - g. FSM Budget – some revisions are being made to reflect what is being given; particularly affects FSM-FMI
 - h. PPMO actively procuring supplies for the pandemic
- B. VPEMSS – We need to consider extra safety measures at Kosrae Campus given that their temporary quarantine facility is so close to campus. Will there be security around Kosrae High School's quarantine perimeter?
 - a. Early Fall Registration has been open since Monday and will close on August 1st and prepare for regular registration
 - b. Currently, we have 536 students (college-wide) ready – 28% over our regular Fall enrollment. Over 842 students were enrolled over summer, 74% of our regular

- enrollment. 20% of the 536 are new students starting in the Fall; 76% are continuing and 2% are returning. We have been helping new students who started in summer.
- c. Thank you to IT for providing assistance to our students with MyShark online – the new students are good at catching up with the online services.
 - d. Student Services is planning to deliver 20% of our services in-person and at least 80% virtually. This will include virtual counseling with a designated college-wide counselor.
 - i. Currently with the Helpdesk for students to be able to schedule appointments via zoom or any other way.
 - ii. Extra-curricular activities will include seminars and workshops that will complement classroom instruction. Other “how to” videos such as webmail and zoom have been made in addition to a virtual orientation. All of these will be accessible by students at a time of their choosing from the website.
 - iii. Commencement exercises will be modified to a drive-thru and is scheduled for July 29th. Students that are interested in participating will sign up. No speeches, no formal ceremony, no big crowds, just vehicles lining up with students marching while socially distanced, receive their diploma, have their photo taken and then leave.

C. VPIEQA

- a. IT Helpdesk installed this week and is undergoing testing. If all goes well, it will be ready for the start of the school year with training. Fine tuning is happening this week with launch on Saturday.
- b. Satellite internet for Kosrae. The satellite dishes are in Pohnpei so we can send it over after payment and hoping this will upgrade the campus.
- c. Bidding has closed on faculty laptops. Currently working with ICs to get all the needed instructional tools. Some faculty have misunderstood ‘tools’ as ‘classroom supplies’ – ICs please communicate with faculty about the needs, specifically directed to online learning.
- d. Google Classroom is a secure platform. The College was granted use for google mail and classroom, and we are moving in that direction, in due time. Currently Schoology is working well for us.

Assessment of EMT

1. A short survey on Surveymonkey, all members are to complete, which will take less than 10 minutes to complete.
2. Detailed assessment to see how we are doing in terms of responding to the COVID-19 pandemic.

Moving forward, VPMESS will be the EMT Chair as designated by the Interim President. He will work with VPIEQA to chair EMT Phase I assessment sub-committee. Assign people parts to complete.

COVID-19 Preventative Measures & Framework Document

1. Starting August 1st, all employees will need to wear a mask on campus and have your COM-FSM issued ID visible. Each state will respond according to their State’s declaration.
2. Recommend to adopt the plan, and append it as Appendix G to the EMP. Attach footer to the document.

- a. VPAS motions to adopt the document as is.
- b. VPEMSS seconds the motion, provided we complete section 6.1 on State hotlines
 - i. Deans to provide the state hotline numbers
 - 1. Yap: 350-4161; 350-4161/ 3446/ 2110/ 2114/ 2115 are hospital numbers and can be used as well.
- c. 1.3.b. Assumptions – delete “switching” sentence; if we are delivering face-to-face, we need to move online. This also depends on what ACCJC allows.
 - i. Dean Kanto asked if there is a case on Kosrae, will Chuuk go online? Interim President answered what we are able to do depends on what ACCJC allows. If it is a lab class and we have to close, we may have to give those students “Incomplete” until such time we are open again.
 - ii. VPIEQA shared there will be an indicator on the homepage for what status the College is on
- 3. In the case of admissions, the mask was provided in a ziplock; sell the mask in a ziplock bag with an information leaflet from the CDC or WHO on appropriate use. Posters to go around all campuses.

Dean Nena asked about the CARES funding act information. The comptroller replied that all POs for online instruction, related to the funding needs to go through VPEMSS, who is the funding manager. Request proposals need to be directly related to instruction (tripods, cameras, headphones, etc.) and must come out as a need, directly related to covid-19. This is not an opportunity to save money on our normal expenditures. Dean Nena followed up asking if there was a format to use. Interim President said to provide what you want, why, and how it has come about due to covid-19, list the items you need.

Meeting adjourned at 4:50PM.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

COVID-19 Preventive Measures & Framework
EMT Three Phase Assessment

College Web Site Link:

Prepared by:	Chelsea Rion	Date Distributed:	7/24/2020
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Approval of Minutes Process & Responses:

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Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments
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