**College of Micronesia – FSM**

**Minutes Reporting Form**

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|  **Meeting Group:** | Emergency Management Team |

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| **Date:**  | **Time:**  | **Location:**  |
| March 23, 2021 | 3:00PM Pohnpei Time | Zoom |

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| **Summary of Recommendations with Suggested Timeline & Responsibilities:** |
| * VPIEQA to share survey with state campuses
* All state campuses to identify the common areas for hand sanitizer dispensers
* Deans to review BP7000 and provide comments regarding comments about alternates
* Recommendation to add to our covid response plan for when we return to in person that should someone contract the virus while working, the college will not be held responsible since we have encouraged and supported all employees to be vaccinated
* Survey questions are in the dropbox shared EMT folder
* State Campuses provide update to bookstore managers regarding disribuion of PPE Packs with face masks and hand sanitizers to staff and students
* Determine what returning to in person in Fall 2021 will look like for your department/ campus
* Acting President – when will funding expire based on follow up communication?
* VPAS to discuss with Ankie about fencing campuses
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| **Members:** |
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| **Titles/Representative** | **Name** | **Present** | **Absent** | **Remarks** |
| Interim President | Karen Simion | [x]  | [ ]  |  |
| VPIEQA | Caroline Kocel | *[x]*  | *[ ]*  |  |
| VPAS | Joe Habuchmai | [x]  | [ ]  |  |
| VPEMSS | Joey Oducado | [x]  | [ ]  |  |
| CTEC Dean | Grilly Jack | [x]  | [ ]  |  |
| Kosrae Dean | Nena Mike | [x]  | [ ]  |  |
| Chuuk Dean | Kind Kanto | [x]  | [ ]  |  |
| Yap Dean | Lourdes Roboman | [x]  | [ ]  |  |
| FMI Acting Dean | Tioti Teburea | [x]  | [ ]  |  |
| Director of IT | Shaun Suliol | [x]  | [ ]  |  |
| CRE Director | Steven Young-Uhk | [x]  | [ ]  |  |
| Chief of Security & Safety | Terry Marcus | [x]  | [ ]  |  |
| Director of Student Life, EMT Secretary | Chelsea Rion | [x]  | [ ]  |  |
| Director of Maintenance | Ankie Mendiola | [ ]  | [x]  |  |
| National Campus Nurse | Benina Ilon | [x]  | [ ]  |  |
| Residence Hall Coordinator | Marlou Gorospe | [x]  | [ ]  |  |
| Comptroller | Roselle Togonon | [x]  | [ ]  |  |
| National IC | Joseph Felix | [ ]  | [x]  |  |
| EMT Record Keeper | Ami Thozes | [ ]  | [x]  |  |
| PPMO | Martin Mingii | [x]  | [ ]  |  |

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| **Additional Attendees:** | Joyce B. Sinem, Ben  |
| 1. Vaccination Status Update
	1. State by state data
2. Supplies Update
3. Distance Learning
	1. Planning for summer/fall sessions
	2. Issues for EMT
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| **Agenda/Major Topics of Discussion:**3:03PM Meeting called to orderMission Statement read by Dean Kind KantoReview of meeting agenda: Motion to adopt as is and seconded with no objection.20210211 Meeting Minutes adopted as is without oppositionOld Business1. BP7000 – VPEMSS and VPAS working on amendments to EMP
	1. Changes to alternates in the plan were to be changed and that would feed into BP7000
	2. 3 pages revised by Director of Maintenance & Facilities (pgs. 7, 11, 14)
	3. Will be presented once entire document has been revised and review as EMT

New Business1. Vaccination Status Update
	1. Total of 260 people respond, 11 of which are off island
	2. Vaccine survey findings presents findings and limitations
		1. Did not include outsourced contracts such as cleaning services staff
		2. 71% response rate excluding National Campus – still waiting for employee head count for NC; 58% received first dose; 41% received second dose; 17% plan to get vaccinated
		3. Employees vaccinated may have been more inclined to participate in the survey
	3. Recommendations
		1. Collect similar data for the student population
		2. Publicize the summary-level findings of the survey on the College Newsfeed
	4. EMT Comments
		1. Favorable response to collect data from student population
		2. Should we receive students in Fall who have not received COVID vaccination because they're below 18?
		3. Collect vaccine info from all employees in all departments
		4. Recommendation to add to our covid response plan for when we return to in person that should someone contract the virus while working, the college will not be held responsible since we have encouraged and supported all employees to be vaccinated.
		5. One survey set to come from the President’s Office so everyone is asked consistent questions college-wide.
		6. Initial survey did not provide enough data for college to make an informed decision moving forward
2. Supplies Update
	1. PPE covid packs at NC Bookstore distributed 59 to students; 21 to employees
		1. Students and staff can go to Campus Bookstores to get their covid kits with face masks and hand sanitizer
	2. 10 thermal Scanners purchased – 2 will be going to FMI; 2 going to Chuuk
	3. N-95 masks going to Chuuk
	4. 250 Reusable face masks going to FMI; 5,000 face masks in stock right now
	5. Recommendation to have a stockpile of essential items such as thermal scanners
	6. Request to have paper towel dispensers installed for Kosrae Campus & CTEC SS
3. Distance Learning
	1. ACCJC approved the college for distance learning starting Summer 2021
	2. Begin looking at how returning face to face will look for departments in Fall 2021
	3. Do we need to change any of our response plans with available vaccines
	4. US signed the American Relief Package for $1.9TRILLION
		1. Currently have 6.7Million for the institution and estimated to receive 4.9Million for institution
		2. Estimated to receive 2.2Million for students
4. Miscellaneous
	1. Request to fence campuses to ensure implementation of protocols
		1. Check land leases to ensure leasing is allowed.
	2. Time period for when funding needs to be used
		1. First two sets of money are set to expire in May;
		2. Letter request written to extend funding to January 2022; Money can be used for return airfare to bring students back to National Campus
		3. Acting President to follow up and call about when funding will officially expire

Motion to adjourn with no objectionMeeting adjourned at 3:10PM |
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| **Comments/Upcoming Meeting Date & Time/Etc.:**  |
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| **Handouts/Documents Referenced:**  |
| [**20210211 Meeting Minutes**](http://wiki.comfsm.fm/Committee_Minutes/Facilities_and_Campus_Environment/Emergency_Management_Team)[**20210319 March Vaccination Survey Findings**](https://www.dropbox.com/home/EMT%20Assessment-Related%20Documents%20or%20Evidences/20210323%20Meeting?preview=20210319+March+Vaccination+Survey+Findings.docx) |

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| **Prepared by:** | Chelsea Rion | **Date Distributed:** | March 28, 2021 |

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| **Approval of Minutes Process & Responses:** |
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| **Action by President:** |
| **Item #** | **Approved** | **Disapproved** | **Approved with conditions** | **Comments** |