**College of Micronesia – FSM**

**Minutes Reporting Form**

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

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| **Date:**  | **Time:**  | **Location:**  |
| February 11, 2021 | 3:00PM Pohnpei Time | Zoom |

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| **Summary of Recommendations with Suggested Timeline & Responsibilities:** |
| * State Campus Deans to identify common areas and quantity needed for hand sanitizer dispensers and submit to PPMO
* All campuses to forward updated inventory and needs list to Acting President and PPMO
* Review Campus Plans under CovCon 3 & 4 and what changes or additions need to be made and what going back to face to face classes will look like
* Cabinet level will work with Dean’s to determine EMT next in line alternates
* Submit needs for CRRSA funding
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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:** | Serphin Ilesiuyalo, Director of Yap UB |
| 1. Vaccination status (should we keep a record of % of COM-FSM staff/faculty/students vaccinated?)
	1. *Is the view of EMT to recommend COM-FSM staff, faculty (and students?) to get the vaccine?*
2. Accounting of PPE and supplies per campus. (Martin and Deans Please provide update)

 **here's our updated COVID19 Inventory supplies**: AS of November 25, 2020. * 1. Motion Sensor Sink Faucets **154** arrived last month, here's the breakdown for each campus: 55 -NC; 25-CTEC; 26-Chk; 23-YC; 10- FMI; 15-KSA
	2. Face Mask KN95:  **6000pcs**
	3. Isopropyl Alcohol 500ML bottle size total stock **324 bottles**
	4. Face Mask N95 total stock **124 pcs**.
	5. Hand Sanitizer 300ML bottle - total **101** bottles.
1. Updating the COVID-readiness plan?
	1. *Assumptions (1.3) f states "there are no treatments or vaccines currently available".*Now that this assumption has changed, might we want to be looking at some kind of exit strategy? Or what scenario might be necessary to get to that stage? *It seems President Panuelo is aiming for 70% vaccination before opening borders for repatriating citizens. How/Does this affect COM-FSM? Will summer session be face-to-face?*
2. Use of CARES funding? Have ideas ready. Money should be spent by May 2021.
3. Review BP7000 and AP7000 - any updates, changes required?
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| **Agenda/Major Topics of Discussion:**3:06PM Meeting called to orderMission Statement read by Dean Kind KantoReview of meeting agenda: Motion to adopt as is and seconded with no objection.1. Vaccination Status
	1. College should track employee vaccination status for statistical reporting and showing support with FSM President’s
		1. Provide a copy of the Public Health stamped card to Campus Nurse for tracking;
		2. Campus Community Survey about covid vaccine status
	2. Students are required to have an immunization form submitted and on file prior to matriculation
		1. Should we add covid-19 vaccine to the immunization form?
	3. College-wide vaccination video created in collaboration with Dr. Rally Jim, Chief Primary Health Care Services of PNI Public Health
		1. Dr. Rally Jim is in support and impressed with the College’s efforts and is expected to provide testing kits to the campuses in Pohnpei.
	4. College is taking a proactive stance and will express its recommendation and support of getting the vaccine – but will not require it
		1. VPIEQA recommends and volunteers to draft first memo of the announcement; Dean Jack motions to adopt recommendation; seconded by Dean Kind
2. PPE Updates
	1. Updates provided are based on November inventory stats from procurement
	2. Yap Campus has provided an e
	3. Automatic hand sanitizers are on the way for Chuuk Campus
	4. Procurement: Supplies received from FSM Department of Health
		1. Facemasks: 2,500 reusable; 1,000 medical gloves
	5. 154 motion sensor sinks have not yet been distributed
	6. Motion sensor hand soap dispensers have received all
		1. Kosrae Campus is requesting 5 additional units
	7. National Campus has already partially upgraded hand sanitizer dispensers
3. Covid Readiness Plan
	1. EMP Assumptions section to be updated as there is now a vaccine available
		1. Recommendation for adopting updating assumption
			1. Dean Kind moves to adopt changes, seconded by Dean Jack – no opposition
	2. Sub-change for distance education submitted to ACCJC. It will be reviewed on February 23rd and then we will be notified if we are approved to continue distance education beyond spring 2021 semester. If they reject the proposal, we have no choice but to return to in-person classes by Summer 2021.
4. Corona Response & Relief Supplemental Appropriations (CRRSA)
	1. Signed in December and came to us in January
	2. Suggested uses should be supporting online instruction or assisting in the transition to online learning.
	3. USDOE.gov to review the CRRSAA or HEERF2
	4. Supplemental for students was $1.8Million; Institution received $4.9Million
5. Review BP7000 and AP7000
	1. Shared in the EMT Dropbox
	2. Review and comment before next meeting in March
	3. Language has been updated to match what is in the EMP.
	4. Plan Director at National Site is Director of Maintenance & Facilities, alternate 1 is Security and Safety Supervisor, alternate 2 is the Maintenance Project Manager, alternate 3 is listed as the Director of Residences & Campus Life
		1. EMP of 2018 on page 5, defines the Plan Executive in singular number ,as the President. Page 11 signifies that the Campus Dean becomes the plan executive, but it should always be the President and then the alternates listed
		2. Proposal for the alternates at the next meeting
	5. Suggestion to revoke AP7000, which goes with the policy as it is the EMP. As the EMP is a live document and there is no difference in the documents, it is repetitive to continual update both documents.
		1. Recommended to update the policy to indicate at the bottom to please refer to the EMP and provide a link
	6. Recommended to make the EMT as quasi-unit, not an administrative unit since it is only activated when there is an emergency.
		1. With or without an emergency, Phase 1 should be in effect for training and preparation
6. State Campuses contact their state task force for their campus needs. The Governor’s office will be the next point of contact for the state campuses to request supplies.

Motion to adjourn meeting was seconded with no objection.Thank you to everyone for joining the call and participating in the process. |
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| **Comments/Upcoming Meeting Date & Time/Etc.:**  |
| TBD |

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| **Handouts/Documents Referenced:**  |
| **Emergency Management Plan**[**https://www2.ed.gov/about/offices/list/ope/faqsfora1crrsaaheerfii.pdf**](https://www2.ed.gov/about/offices/list/ope/faqsfora1crrsaaheerfii.pdf)[**https://www2.ed.gov/about/offices/list/ope/faqsfora4crrsaaheerfii.pdf**](https://www2.ed.gov/about/offices/list/ope/faqsfora4crrsaaheerfii.pdf)[**https://www2.ed.gov/about/offices/list/ope/factsheetheerfii.pdf**](https://www2.ed.gov/about/offices/list/ope/factsheetheerfii.pdf) |

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| **College Web Site Link:** |
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| **Prepared by:** | Chelsea Rion | **Date Distributed:** | February 15, 2021 |

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