

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

Committee or Working Group:	Senior Leadership Team (SLT)
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Date: December 20th, 2024	Time: 10:00 -12:00pm	Location: Pres Conf. Rm.
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Members Present:	Members Absent:
President A/g VPAS <ul style="list-style-type: none">• The Comptroller A/g VPIA VPEMSS A/g VPCRE VPIEQA	VPCRE/ A/g VPAS Steven Young-Uhk VPIA Delihna Ehmes

Additional Attendees:	ES II Senniesha, EO Lisa
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Agenda/Major Topics of Discussion: 1. Welcome by President, Dr. Theresa 2. Prayer by A/g VPIA Phyllis
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Discussion of Agenda/Information Sharing: 1. Updates/Reports Miscellaneous Adjournment

Team Appreciation and Future Planning

- In the meeting, Dr. Theresa expressed gratitude for the team's hard work and dedication, particularly during the recent graduation ceremony.
 - She also highlighted the need for better data profiling for the college and the importance of maintaining the gym.
 - Dr. Theresa also acknowledged the team's ups and downs and emphasized the importance of unity and decision-making.
 - She also noted the need for a mirror in the VIP room for future events.
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- A/g VPAS requested that SLT defer the meeting minutes to the next SLT meeting as two members were absent.

Dr. Theresa made the motion
VPIEQA seconded
VPEMSS third the motion

Motion was carried, as all were in favor.

- By the carried motion, the team agreed to defer the approval of the minutes to the next meeting due to the absence of two members.

Reports/Updates:

A/g VPAS Francisco Reporting:

- JEMCO Meeting update: development plan will be submitted in March; concerns raised regarding the challenges that hindered the projects was the lack of capable workers. He then suggested the College encourage our programs to provide more courses for blue colored workers so we can have more qualified blue colored graduates.
- Francisco reported on the PPMO division's assistance in procuring computers for the DDFT program, vans for Kosrae, and coordinating housing for new staff.
- He also discussed the 14th SNLC conference, where the proposed FSM Strategic Development Plan and infrastructure development plan were endorsed for approval in the July meeting. A/g highlighted the importance of linking the new strategic plan with the infrastructure development plan to secure funding for projects. He also mentioned the review of resolutions that impacted the budget, particularly the resolution limiting operations budget to 1.5 million. A/g noted that funds not obligated from 2018 to 2023 totaled 25,702,000, which could be used for operations or endowment funds. He also discussed the top 14 infrastructure projects, with 13 of them being COM's projects.
- He then mentioned the upcoming FY 2024 budget, which will include 439,000 for infrastructure maintenance projects.
- A/g VPAS and VPEMSS discussed issues related to the purchase and delivery of laptops and vehicles for the DDFT program. VPEMSS expressed concern about the delay in receiving the laptops and the delivery of a Japanese made Van instead of the expected US Made Van. A/g VPAS replied that he will do a follow up inquiry about the delay and the change in the order. VPEMSS also raised concerns about the visibility of the college in the community and the need for responsible investing, including the use of good quality and compliant vehicles. Dr. Theresa also shared a similar conversation she had with the Chair and she also shared an experience she had which was also related to the COMFSM Vehicles impacting the College's image.

- A/g VPAS also reported that the compact management team shared that the leftover amount from the compact will be swept into an account and he suggested to SLT to send a request to SNLC to release the information so we can submit a request from the fund.
- Dr. Theresa and A/g VPAS discussed more on the operational funds from the National Government, with A/g VPAS explaining that the money will be swept into an account called account 3 which is available for everyone to request funding from. Dr. Theresa asked about the timeframe for application, and Francisco recommended submitting along with the annual implementation plan and budget to the FSM. He also added that the College can create a team to go meet with the compact carry over management team for more information regarding the money in account 3. He also mentioned that the PMU office will also send a team to go meet with the Kosrae Leadership for the fund that they are not using. He lastly shared that PMU also mentioned that we can get funds for Infrastructure maintenance and they can prepare the documents.

The Comptroller Reported:

- The Comptroller reported the status of their audit that the College is still in compliance, mentioning that the auditor is expanding the audit to include the COM-Land Grant to be reporting under COM-FSM. The Comptroller also mentioned that they have received more than 1 million Pell awards for the past two weeks, ensuring they have enough money until January. Francisco added that the FSM Finance is now asking for drawdown requests on a monthly basis to avoid cash flow problems.

A/g VPCRE Trisden reporting:

- A/g VPCRE Trisden Elias, discussed two positions: the ANRM Program coordinator and the Director of Grant management, and the approved proposal for the establishment of a Grants Management Office. discussed the breakdown of the 11,400 for housing, which was for two positions: the director and the program coordinator. He clarified that the Land Grant is a sponsored program and the increased rate was approved by the board. He also mentioned that the housing benefit is contingent on the availability of funding.

- VPEMSS raised a question about the rationale behind the two figures and the fairness of the situation. He also discussed the source of funding for the position, which is from their budget, and the need for clarification on the policy's application. Lastly, he mentioned a review of Chapter 6, Human Resources policy.
- He continued to discuss the challenges of housing affordability and the need for a unified policy. He highlighted the difficulty of finding affordable housing and the need to reprogram budgets to support housing benefits.
- Dr. Theresa also addressed the issue of consultants receiving more than \$600 housing, stating that these decisions were made to ensure the college's best interests. She emphasized the importance of maintaining quality education and the need for learning design support. Lastly, Dr. Theresa addressed the need for a uniform policy and salary adjustments, which she mentioned, are high on the priority list.

Discussions:

- VPEMSS expressed his support to endorse the two PPRs with the recommendation to change the title of the position to avoid ambiguity with an existing program. SLT and A/g VPCRE agreed and he will take back the PPRs to change the title names.
- A/g VPCRE then continued his report and also discussed the responsibilities of the positions he presented, which included managing budgets and coordinating youth programs. The team then asked to change the title subject to the recommendation of the person in the position to avoid confusion.
 - Motion to Endorse the PPRs was raised by VPEMSS
 - VPIEQA seconded the motion
 - Dr. Theresa asked for those in favor, say “Aye”
 - Motion was carried as all were in favor. With the recommendation to change the title of the position from ANRM to avoid confusion with the existing A.S program.

- A/g VPCRE then shared his presentation for an annual report on their CRE programs.

Program Updates and Client Successes

- A/g VPCRE then presented updates on their various programs, including crop production, swine management, climate change, youth programs, and food and waterborne illness prevention.
- In crop production, 1,155 clients were assisted with home gardening activities, resulting in 30 established primary schools and 13 commercial farmers selling cucumbers and other vegetables.
- In swine management, 1,268 clients were trained, leading to 21 clients selling 2,066 pigs for ceremonial events and generating \$29,000.
- The climate change program conducted 20 training sessions for 329 clients, resulting in one farmer generating \$1,200 and two clients generating \$25,250.
- The youth program trained 48 sessions for 861 youth, with one club adopting onboarding practices and distributing their own seedlings.
- The food and waterborne illness prevention program conducted four training sessions, and the program successfully held 24 sessions for 413 clients. He also shared that they attended the World Food Day and served as judges for the farmers' produce competition.

Exploring Alternative Pig Feed Sources

- Dr. Theresa shared how she noticed the cultural importance of raising pigs for ceremonial events in the community and the high cost of commercial pig feed, she then asked A/g VPCRE if it can be possible for them to come with a way to locally create pig feed and to sell to the people or to teach the community on how to make it themselves.
- A/g VPAS suggests exploring alternative, supplemental feed sources like banana trunks, copra meal, and other agricultural byproducts to reduce costs.
- A/g VPCRE notes that extension agents are already looking into this issue, but equipment for processing alternative feeds is a challenge. Dr. Theresa then proposes researching successful agricultural practices from Asian countries that balance cultural traditions with economic sustainability.

A/g VPIA Phyllis Reporting:

- A/g VPIA shared details about an upcoming training program with the Governor focused on administrative skills like email and customer service, as well as building maintenance. They are now exploring funding sources for this training. She also provided an update on her proposal to secure the Small Business Building from the Governor, which is now a work in progress. A/g discussed the ongoing transition to a new learning management system, highlighting the need for faculty training and support. She mentioned the proposal for teacher training and assistant training, and the hope for increased participation from faculty. She also expressed concern about some faculty members' lack of knowledge about certain processes, suggesting a refresher course for all faculty. She emphasized the importance of a positive learning experience and the need for resources and training modules. She also mentioned the effect of a departure of a faculty member which they are trying to recruit a replacement for the departed faculty. She concluded by stating that the focus for the first two weeks of January would be on faculty training.

VPEMSS Oducado Reporting:

- VPEMSS reported on the progress of various grants, including the 18-month grant that they will complete during the holidays and submit before January 15. He also mentioned that they have awarded 2.7 million in Pell and are working with the US Department of Education to release more funds. VPEMSS also discussed the enrollment numbers, which are currently at 40% of their target, and the need to improve computer skills among faculty, so they can also help the students during registrations. He then mentioned the upcoming transition to Canvas and the need for more training.

VPIEQA Reporting:

- VPIEQA shared that the new website content update is expected to be completed by February, and the institutional researcher will be on board in January. She also mentioned that the director of workforce development has started and is working on her annual plan.
- VPEMSS commented if there is a reassignment policy and what are its implications on staff transfers.
- Dr. Theresa then highlighted inconsistencies in the policy, particularly regarding the classification of managers as non-professionals.
- Dr. Theresa then asked if there was a need for a maintenance plan for repairing generators, boats, and vehicles. Francisco confirmed that the generator maintenance was part of the IMF and that the gym maintenance was included in the list of projects to be funded by the Overseas Development Office.

Final Discussions:

- The meeting concluded with Dr. Theresa discussing several issues related to participatory governance and committee structure at the college. She notes the need to ensure faculty and staff participation in standing committees as required, and that this will be a priority in the new year by meeting with committees and enforcing terms of reference.
- There is discussion about whether all staff need to serve on committees or just have representation. VPEMSS indicates it is a mandatory job function for faculty to serve on a standing committee to provide faculty voice. There is also emphasis on having policies and procedures go through the proper governance process, as the accreditors called out lack of adherence as an issue. He then expressed frustration with the inability to get a quorum for some committee meetings and stressed the importance of addressing this going forward.

The Next Steps/ Tasks Implemented

- Acting VPAS Francisco to follow up with PPM office on the delay in laptop procurement for DDFT program
- Acting VPAS Francisco to investigate the change in vehicle order from US-made to Japanese-made vans
- Comptroller to provide breakdown of housing benefit calculation for new grant management positions
- Acting VPIA to work with EMSS on scheduling Moodle training for students during spring orientation
- Acting VPIA to coordinate with Deans on implementing Moodle orientation in first week of classes across all campuses
- Acting VPIA to work with Dhiraj on scheduling Moodle training for non-teaching staff like librarians and counselors
- VPEMSS to complete and submit POPS grant application before January 15
- VPIEQA to work on updating website content to 90% completion by February

- VPIEQA to assist new Director of Workforce Development in developing annual plan and work plan
- President to discuss rationale for maintaining salary levels in reassignments with relevant staff
- President to follow up with attorney on clarification of reassignment policy application to management positions
- President to review and update participatory governance processes, including committee membership and attendance
- All VPs to ensure staff participation in governance committees and report on attendance
- EMSS team to finalize open admissions policy proposal for fall implementation
- President to attend initial governance committee meetings in January to emphasize importance of participation

Adjournment: 12:20

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

College Website Link:

**Prepared by: ES II
& EO**

Date Distributed:

Approval of Minutes Process & Responses:

Submitted by:

Date Submitted:

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:			
1.			
Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:			
Approved with conditions:			
Disapproved:			