

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

Committee or Working Group:	Senior Leadership Team (SLT)
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Date: 07 November 2024	Time: 3:00 pm	Location: President Conf. Rm.
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Members Present: President VPIA VPCRE/Acting VPAS Comptroller	Members Absent: VPEMSS VPIEQA
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Additional Attendees:	ES II, IT Consultant Dhiraj
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Agenda/Major Topics of Discussion: 1. Welcome by President-Dr. Theresa 2. Prayer by VPIA Delihna Ehmes

<p>Discussion of Agenda/Information Sharing:</p> <p>Old business</p> <ul style="list-style-type: none"> a. Policies b. Budget <p>New Business</p> <ul style="list-style-type: none"> a. Proctoring Couses- Memo Shared b. Reports <p>Miscellaneous Adjournment</p>
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<p>A Quick recap for what was discussed:</p> <p>The meeting covered various aspects of college administration, including facility maintenance, budget planning, and academic initiatives. Discussions focused on technology integration,</p>

particularly the transition from Canvas to Moodle and the potential implementation of AI in education. The participants also addressed staffing needs, community outreach programs, and ongoing projects while emphasizing the importance of balancing financial constraints with educational quality and innovation.

College Community Issues and Updates

- In the meeting, SLT members discussed various issues related to their college community. They talked about the leaking roof and the need for maintenance to check on empty spaces after the new CTEC building is furnished. Dr. Theresa also mentioned the possibility of setting up an AI lab in the SBDC building.
- SLT then discussed the agenda for the meeting, including the approval of the last meeting's minutes. Dr. Theresa then gave SLT some more time to review the minutes and then they will approve the minutes in the next SLT meeting.
- The President then shared some of the need to prepare for the board meeting in December. Dr. Theresa also shared her experiences from the two trips she made, one being a conference and the other a training in accreditation.

AI Integration and Education Strategies

- Dr. Theresa discussed her recent experiences at a training event and a conference. She highlighted the importance of continuous improvement and the need for senior leadership team members to attend such events. She also shared her observations on the use of AI in education and the potential for AI literacy to be integrated into the curriculum. Dr. Theresa emphasized the need for educators to be ahead of the game in terms of emerging technologies and suggested the establishment of an AI club at the college. She also mentioned the need for a policy and strategy to operationalize AI in the institution. Delihna agreed with the President's suggestions and proposed starting with a robotics club.

Budget Progress and Building Maintenance

- VP Young-Uhk discussed the department's progress on the budget, stating that they were on track to meet the deadline of November 25. He mentioned that they had to find \$97,000 to cover change orders and were considering using funds from the tech team and facilities fees.
- Dr. Theresa also expressed concerns about the maintenance of the newly constructed building, suggesting that they should not rush into building new structures without proper planning and maintenance funds.
- Regarding the student's financial balances, VP Young-Uhk mentioned the need to collect facility fees and the importance of informing parents about their children's financial balances.

Project Status, Budget, and Salary Discussion

- The Comptroller discussed the status of various projects and audits. She mentioned that the audit for the fiscal year 2024 is nearing completion and will be released on November

5th. However, there will be additional charges due to non-compliance and the technology audit. She also discussed the budget for fiscal year 2025, suggesting a reduction to align with projected revenue for 2026. She recommended maintaining the headcount but increasing credit hours by 7%. The possibility of a salary increase was also discussed, with Comptroller suggesting that it should be based on a one-time supplemental budget rather than an ongoing commitment.

Budget Adjustments and Cost-Cutting Measures

- The President discusses the need to factor in bonuses for employees and requests budget submissions from departments to present a revised budget to the Board. She emphasizes the importance of showing cost-cutting measures and justifying the reduced budget projections.

LMS Progress and Collaboration Updates

- Delihna discussed the progress on the LMS, including virtual and face-to-face sessions with faculty across campuses to gather feedback and develop a uniform template. Tom has also developed a Moodle demo for faculty to pilot and survey results are expected by the end of the week. Delihna also reported on the proposal for the NDOE and COM FSM collaboration, which is in its final stages. She mentioned the VP's participation in the ACCJC conference, where they learned about using data to tell stories. Delihna also noted that all units of IA submitted their 2023-2024 assessment results and the fiscal year 2026 budget is being worked on. Lastly, she mentioned the IQBE training for state DOE teachers and the upcoming COMFSM early Childhood Education project in collaboration with the national DOE and state DOE.

Unicef Project, Community Outreach, and Jobs

- VP Delihna discussed several key points during the meeting. She mentioned that a project funded by UNICEF, with a proposed budget of around 82,000, is expected to have its first drawdown in early January.
- She also shared that she had managed to secure housing in Kosrae for all the VPs for a year, this will be where they will be staying during their terms overseeing the Kosrae Campus.
- From VP Delihna's meeting with Senator Sigrah, the Senator mentioned that the campus lacks community outreach. So VP Delihna proposed a community outreach initiative to SLT, called the "Thanksgiving Bash" to be held on November 23 at Kosrae Campus, with the aim of showcasing local skills and selling products.
- She also mentioned that she would be sharing this proposal with the leadership and subcommittee members.
- VP Delihna further discussed the challenges in hiring specific instructors, including nursing, public health, chemistry, and marine science.
- Lastly, she presented two job positions for instructors at CTEC, but noted an error in one of the positions and promised to discuss it with Dean Phyllis.

Budgeting and Faculty Position Discussion

- SLT discussed the budgeting process for the upcoming years, with the Comptroller emphasizing the need to balance the budget and potentially table some positions.
- VP Delihna raised a concern about faculty positions being removed from the proposed budget, which Roselle clarified was part of the previous year's decisions.
- President suggested a more flexible approach to teaching, including online and campus-based components.
- VP Delihna agreed to discuss these points further with the faculty. The conversation ended with the approval of two new positions: a math instructor and an aquaculture, food, technology instructor. VPIA motioned for SLT to endorse and approve the two PPRS for the two positions she brought to SLT. All voted “Aye” and the motion was carried.

Transitioning from Canvas to Moodle

- SLT discussed the challenges of transitioning from Canvas to Moodle, with a focus on the resistance from instructors.
- VP Young- Uhk emphasized the importance of maintaining a positive attitude and not forcing the transition, as this could lead to further resistance.
- Delihna agreed and suggested a gradual transition, starting with a pilot group of instructors who could become champions for the new system. They also discussed the need to migrate all courses from Canvas to Moodle before the end of the year to avoid additional costs. Dhiraj suggested that the savings from not renewing Canvas could be offered back to the faculty for professional development or other purposes. They agreed to organize a meeting with the instructors to discuss the transition and potential benefits.

Online Learning Platform Demonstration Plans

- President then asked VP Delihna to arrange a meeting for the VP, Tom, Fiji, and Dhiraj to demonstrate their online learning platform and convince them to adopt it. They plan to load a sample course with quizzes and gradebook to showcase the platform's capabilities.
- Dhiraj also provides updates on their internet connectivity, integrating AI tools, reviewing IT policies, and migrating systems from the CTEC building.
- Lastly, Dr. Theresa discussed a memo she shares with SLT regarding Proctoring courses for students from other Universities or Colleges. She mentioned that the college will be charging a \$100 course examination fee for proctoring exams for the students from other institutions.
- VP Steven then suggested a policy to be created for the memo Dr. Theresa brought to SLT.
- Dr. Theresa agreed and the meeting was adjourned.

Next steps or Tasks Assigned:

1. Dr. Theresa asked VP Delihna to arrange a campus-wide faculty meeting next week to discuss Moodle transition. She also asked if Tom and Fiji can start to migrate all courses from Canvas to Moodle immediately. She also asked VP Delihna to work with Tom to prepare a demo Moodle course for the faculty meeting.

2. Dr. Theresa then asked the Comptroller to explore options for reallocating Canvas savings to faculty professional development.
3. VP Steven and Comptroller requested VP Delihna to review and balance IA budget for FY2025 and FY2026.
4. Controller to prepare advance payment requests for cash flow.
5. Dhiraj to continue implementing Starlink and FSMTC integration at Yap campus.
6. Dhiraj to work on a tech migration plan for the CTEC building.
7. VP Delina to follow up on furnishing and equipment move for the new CTEC building.
8. VP Delina to work with VP Steven on repurposing empty spaces after CTEC moves.
9. President to sign the draft letter requesting advance payment from the national government.
10. Controller to revise FY2025 budget to align with FY2026 projections.
11. Lisa to send EC meeting minutes to the VP Steven..
12. SLT to summarize and present policies from the EC meeting for next week's meeting.

Meeting Adjourned at 5:34pm.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

College Website Link:

Prepared by: ES II	Date Distributed:	11/13/24
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Approval of Minutes Process & Responses:

Submitted by:	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:			
Approved with conditions:			
Disapproved:			