

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

Committee or Working Group:	Senior Leadership Team (SLT)
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Date: 23 rd , October 2024	Time: 3:00 pm	Location: President Conf. Rm.
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Members Present: VPCRE/A/g VPAS & President Steven Young-Uhk VPIA VPEMSS Comptroller	Members Absent: President VPIEQA
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Additional Attendees:	ES II, EO, & IT Consultant Dhiraj (Rep for VPIEQA)
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Agenda/Major Topics of Discussion: 1. Welcome by Chairman Acting President Young-Uhk 2. Prayer by VPIA Delihna

<p>Discussion of Agenda/Information Sharing:</p> <p>I. Review and Approval of Meeting Minutes from the previous SLT Meetings (https://drive.google.com/drive/u/0/folders/1HtflJEfmVITJiFxZ07rsTuutV8M7JZ3F)</p> <ul style="list-style-type: none"> ● June 19, 2024 minutes ● July 03, 2024 minutes ● July 24, 2024 Minutes ● August 19, 2024 Minutes ● August 28, 2024 Minutes ● September 18 & 19, 2024 minutes ● October 01, 2024 minutes ● October 9 & 10, 2024 minutes ● October 15 & 16, 2024 Minutes <p>Approved: All Meeting Minutes were approved and have been posted in the College’s website Disapproved: None</p> <p>REPORTS or Updates</p> <ul style="list-style-type: none"> ● President – Updates ● A/g VPAS/VPCRE – Updates
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- Comptroller - Updates
- VPEMSS – Updates
- Work-study
- VPIA – Updates
- VPIEQA – Updates

Old Business

- Review of the participatory governance policy and procedures
- Appointment of New Secretariat to standing committees (AP2200)
- Revisiting SBA and Student Participation
- Stipend Compensation – Proposed Policy
- Grants Management Office - Proposal
- Procurement Administrative Procedures – proposed amendments
- BOR Master Planning Calendar

New Business

- Payroll and strict, timely submission
- Establishment of Ad Hoc committee – HRO Recommendation
- Review of potential funding for FY2025 and FY2026
- Review of Employee payment for FY2026
- Plan for Kosrae Campus Administrative needs
- Collaboration with state for vocational and trade programs
- College policies – audit and process
- Acting Designation

Miscellaneous

- Handover ceremony – CTEC, November 1, 2024
- Job Fair – Honolulu, Hawaii 2025
- College MOUs and Agreements
- Vacancy Reviews
- Staff Accommodations & Housing
- MICROIX PAYROLL

Adjournment

Quick Recap

- Discussed transition to new source data and visitor management systems.
- Reviewed and updated outdated board policies.

Addressed issues related to:

- Home Base Small Business Development Center.
- Federal Work Study and FSEOG applications.
- Ongoing trial phase of integrating biometrics with payroll system.

- Need for restructuring certain positions.
- Emphasized effective communication and collaboration for project success.

Discussion Highlights

New Systems and Policy Updates:

- Transitioning to new data and visitor management systems.
- Challenges with understanding AI language; need for contextualization discussed.
- Policy issue regarding Home Base Small Business Development Center ownership raised.

Improving Project Structure and Communication:

- Need for a comprehensive approach focusing on customer needs and pain points emphasized.
- Agreement on structured processes with clear roles and responsibilities.

Annual Assessment and Biometrics Integration:

- Clarification on annual assessment process covering fiscal year cycle from October 1 to September 30.
- Update on biometrics integration trial phase with plans for full implementation by FY2026.

Improving College Governance and Policies:

- Proposals for changes in governance structure, including appointing a new Secretariat and creating a governance manual. SLT proposed to VP Joey to receive a memo of appointment from the President to formally give him the authority for the Secretariat duties he will be overseeing. VP Joey responded to Acting President's suggestion, and he requested that the Acting President consult with the VPIEQA, before he makes the final decision, as this is part of her duties. Then the discussion for the secretariat was put on hold as they will need to consult with VPIEQA first.
- Concerns about housing benefits for consultants; extending stipend compensation policy discussed.
- Regarding the housing benefits, Question raised: If everyone was getting the same amount for their housings?
 - a. Roselle shared that not everyone is getting the same amount for their housing and she provided an example, which stated that regular employees are getting the regular amount for the housing benefit, which is \$600, while the consultants are getting more than the regular amount.
 - b. VP Joey then asked "Why is that?" He then shared some brief comments regarding the unfairness of the situation.
 - c. The Acting President then asked the Comptroller to look into it, and he also suggested, that to be fair, the college can provide the \$600 for housing but if the employee's housing is more than what the college is providing, then the employee should pay out of their own money the remainder for the housing and that this should apply to employee of the college.

Position Reclassification and Performance Management:

- Committee setup proposed to review position reclassifications and provide training on performance management systems.

Next Steps

- Schedule meetings for standing committees (Finance, HRC, FCE) in November before December board meeting.
- Roselle to send Finance Committee member names to Acting President Young-Uhk.
- Acting President to send stipend compensation policy to Finance Committee for review next week.
- Dhiraj to draft a memo to the President regarding IT staff stipend compensation, to be sent by VP Jennifer.
- OTP to draft memo reminding staff about timely submission of timesheets by Wednesday deadline.
- SLT to endorse HR's recommendation for management team review of position reclassification requests.
- Review proposal for librarian position at national campus by SLT members.
- VPs to adjust travel schedules for rotating administrator duties at Kosrae campus starting November.
- Finance team to prepare a second budget proposal with additional \$3 million for FY2026.
- Acting President and Director Mendiola to communicate about supplies needed for November 1st handover ceremony.
- Departments to review proposed budget allocation for Grant Management Office and decide on contributions in the next meeting.
- SLT to revisit SBA and student participation in the governance process in future meetings.
- Continue updating and aligning college policies and procedures.
- Dhiraj to follow up on housing allowance discrepancy resolution.

Closing

- Next meeting will include recommendations from each team and committee for the policies and budget before their scheduled due date (policies will be due for the Board meeting in December on Yap and the budget will be due in January 2025).
- Items left to be discussed on the agenda, will be shared and discussed via email.

Meeting Adjourned at 5:12**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:	
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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:			