

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

<b>Committee or Working Group:</b>	Senior Leadership Team (SLT)
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<b>Date: 01 October 2024</b>	<b>Time: 3:00 pm</b>	<b>Location: President Conf. Rm.</b>
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<b>Members Present:</b>	<b>Members Absent:</b>
President VPEMSS VPCRE & A.g VPAS VPIEQA (IT Consultant) Comptroller	VPIA Ehmes VPIEQA Helleisar ES II Santos

<b>Additional Attendees:</b>	EO Lisa Dereas The Comptroller (joined the meeting at 3:28pm - she was in a meeting with the E & Y auditors)
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Welcome by President-Dr. Theresa</li> <li>2. Prayer by VPIEQA Jenny</li> </ol>

Discussion of Agenda/Information Sharing:  Old business  New Business a. Reports  Miscellaneous Adjournment
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<ul style="list-style-type: none"> <li>● Cut down on online platform use (Canva, etc)</li> <li>● Possibility of a 5% increase (work with the \$4million that the college was given since Congress will not supplement the remaining \$3million for a 26% increase)</li> <li>● Each VP is to look at their respective area and to determine whether the 5% is viable. Need also to be careful and mindful of sustainability.</li> <li>● Printing services to generate revenue for the College</li> </ul>
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## DISCUSSIONS

### VPCRE/A/g VPAS

- Low budget will impact the services provided by the College and therefore the need to identify savings is critical.
- We also have to look closely at what limited resources/sources we have and work with it.

### VPEMSS

- Suggested that we are careful with how SLT word the statement. The governments may be going through their own rough patches, hence why the “lack of support”.
- The President agrees with this suggestion. She will draft a statement and share it with the SLT prior to disseminating it.
- \$4million: How do we approach this? Are we going to revisit the 2025 budget as submitted in December and make some realignments?
- Stage 1 of the budget process has not even started. Perhaps right now we can consider the vacant positions. We have vacant positions but we are also creating more positions exhausting our resources.
- Will these newly created positions subsidized by grants be included in the new budget or taken out?
- VPCRE & VPAS positions will be merged. HR & Liz Bare are working on the position descriptions/evaluations.
- Kosrae Dean position is proving difficult to be filled so looking at our resource level IA will be looking at something that will work with our budget level. At the same time the level of equitable services should also be provided to the Kosrae Campus.

### Action Items:

- IT Consultant on behalf of the IEQA to ensure all the necessary policies that should be drafted are actually drafted and taken to the processes ASAP.
- VPIA & VPIEQA to start migrating from Canvas to the Moodle online-teaching platform with the assistance of the Learning Designer - managed carefully, not leaving anyone out.
- The College will be unable to afford Canvas in the next 3 years.
- EO to convey this to the VPIA: **Each vice-president is tasked to work alongside the heads of the divisions under their purviews to identify which vacant positions are needed or which positions are needed to be discarded.**
- Timeline? The Comptroller can run it within a week and will update the SLT at next week’s meeting on Wednesday, 9 October 2024.

- A group of people to review the vacant positions and identify which positions are to be discarded or filled.
- VPEMSS: this should be at a departmental level. Why don't this be taken care of by the respective vice-presidents working with the division heads under his/her purview? Use historical data and come up with a more realistic revenue and tighten our belts.
- IT Consultant: A vacant position is automatically ground zero and we rethink "Do we really need this position?"
- VPCRE: Recommending that the Comptroller informs SLT how much revenue the College is expecting and save on the targeted amount. In the AS department, VP Steven can look where savings are based on the amount to be provided by the Comptroller.
- Proposed that the SLT re-aligned the budget to the correct department.
- Meeting adjourned at 4:39pm

**Comments/Upcoming Meeting Date & Time/Etc.:**

**Handouts/Documents Referenced:**

**College Website Link:**

<b>Prepared by: ES II &amp; EO</b>	<b>Date Distributed:</b>	
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**Approval of Minutes Process & Responses:**

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