

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

Committee or Working Group:	Senior Leadership Team (SLT)
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Date: 3 July 2024	Time: 3:00 pm	Location: Pres Conf. Rm.
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Members Present:	Members Absent:
President VPIEQA VPIA VPCRE (via Zoom) Actg. VPEMSS (Mr. Loatis Seneres) Comptroller	VPAS (Excused: Comptroller reported on his behalf)

Additional Attendees:	ES II & EO
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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>REPORTS</p> <ul style="list-style-type: none"> ● President ● VPAS ● Comptroller ● VPEMSS ● VPIA ● VPCRE ● VPIEQA <p>Old business New Business</p> <p style="padding-left: 20px;">a) August Board Meeting</p> <p style="padding-left: 40px;">- The Summit</p> <p>Miscellaneous Adjournment</p>
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Discussion and updates

- The meeting opened with the discussion of the ongoing water supply issues in Yap, with VP Steven assuring its functioning well despite recent rains.
- Dr. Theresa emphasized the importance of coaching and highlighted issues with power and water backups, the potential move to Moodle, and renewal of Canvas subscriptions.
- SLT also discussed the approval of the meeting minutes to be postponed to the next SLT meeting.
- The dire financial situation due to uncollected monies was discussed, with the OTP awaiting a report from the Comptroller.

Reports

- The **Comptroller** reported that the FSM Finance Department had not proposed any changes to the travel policy, but they were awaiting compact funding to cover operational expenses.
- An ongoing audit was reviewing some records, particularly related to the Pell account.
- The Comptroller also clarified issues regarding faculty payroll and further clarified the payment schedule and the delay in receiving the contract which was due to unavailable funding, both the comptroller and VPIA confirmed that a reprogramming for the funding of the contracts has been done and that the contracted faculty teaching during the summer had been paid.

Concern raised by VP Steven: about possible misinformation and the need for fair treatment of employees, to which SLT agreed to an improved way of handling this type of situation.

- The **Comptroller** discussed the issue of students being overcharged for textbooks due to a pilot program, which included two courses: expository writing and advanced reading. She noted that students were automatically charged for e-books instead of purchasing textbooks.
- **VPIA** discussed the development of a curriculum framework for early childhood education and the role of VP Joe as the program development developer for indigenous knowledge.
- **VP Steven** reported on the successful Farmer Focus Conference, with 28 people being certified in mental health first aid training, and the ongoing efforts to merge CFE with CRE, including a request for matching \$50,000 from the College. He also highlighted the need to restructure some positions within CRE and upgrade the positions of coordinators, and the plan to purchase uniforms for the staff. VP Jenni provided updates on various matters, including the drafting of changes to the credit card and travel policy, the need for

regular updates on college activities from VPs, and her ongoing training on PowerBI data collection.

- Another point brought up during the meeting was the issues of contracts not being renewed on time, affecting faculty members' access to Wi-fi and other services. It was proposed to establish deadlines for contract renewal and to include more contact information on communication to the business office to address concerns. VP Steven suggested creating a group email for the business office to streamline inquiries. VP Jenni also mentioned that the Dhiraj was working on setting up a group email. VP Steven also suggested the complete removal of the comfsm.fm domain as he is still receiving mass email via that account.

- **Dr. Theresa** provided an update on the VPAS recruitment process and the need to update the policy regarding the committee member selection.
- She also discussed the formation of a collaborative search committee and sought endorsement and approval for an urgent advertisement of the *CTEC Maintenance Worker II* position.

- Dr. Theresa shared insights from the FSM Finance Conference held in Chuuk on 24-27 June and emphasized the importance of the Strategic Development Plan.
 - She shared that she fell ill the last two days of the conference, but luckily, the Comptroller was there to sit in for the College.
 - Furthermore, she shared that the FSM Congress had discontinued the \$50,000 endowment fund, thus proposed initiatives to replace this funding, including the development of rental units on the national campus' land.

- **Dr. Theresa** outlined the College's strategic plan, focusing on three main goals: access, innovation, and resilience, with a strong emphasis on innovation and the role of artificial intelligence (AI) in this.
 - She encouraged the team to keep abreast of technological advancements and to strive for excellence, while also discussing the future of robotics and its impact on various industries.
 - VP Steven agreed and highlighted the need for a regional organization to handle AI.

****ACTION ITEMS**

- VP Jenni to finalize changes to credit card and travel policy amendments and share with SLT by next meeting
- VPs to send relevant stories from their areas to IEQA (Paulo) for promotion on the college website and social media

- HR to streamline contract renewal process to ensure timely processing and prevent loss of system access for employees
- Business Office, with the help of IT, to add more contact information options to payroll statements for employee inquiries
- Comptroller to create a group email for Business Office payroll inquiries
- IT team to update and consolidate old and new staff email lists college-wide
- President and VPs to conduct screening and interviews for VPAS position by 22 July
- Comptroller to process payroll for summer faculty who have submitted grades
- SLT to further discuss initiatives for replacing lost endowment funding, including potential property development

The meeting concluded with the re-sharing of the Board's next meeting date, which currently was 12-15 August, with the first week of instruction starting on August 18, 2024.

Meeting adjourned at 4:39

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

College Website Link:

Prepared by: ES II & EO	Date Distributed:	July 10, 2024
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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:			

