

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

Committee or Working Group:	Senior Leadership Team (SLT)
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Date: 1 May 2024	Time: 3:00 pm	Location: Pres Conf. Rm.
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Members Present:	Members Absent:
President VPAS VPIEQA VPEMSS VPIA VPCRE (via Zoom) Comptroller	Full House

Additional Attendees:	EO & ES II
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<p>Agenda/Major Topics of Discussion:</p> <ol style="list-style-type: none"> 1. Welcome by President-Dr. Theresa 2. Prayer by VPAS Joseph Habuchmai
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<p>Discussion of Agenda/Information Sharing:</p> <ul style="list-style-type: none"> ● SLT Tasks Tracker ● KPIs for the new Strategic Plan ● Status of Board reports: Board meeting April 15 & 16 "TO DO" list follow-up for the July meeting ● Prioritization Matrix (for the Strategic Plan activities through the AIPs)

<p>REPORTS</p> <p>VPAS:</p> <ul style="list-style-type: none"> · Update on the infrastructure maintenance plans secured by the College (VPAS) taken to the FSM TC&I. · COMFSM credit card is in the OTP's possession. · Still pending further information on the BoG ATM machine. VPAS will continue following it up with Ms. Simmering. · CTEC multi-purpose building: July 2024

- National Teaching Clinic: **December 2024**
- National Campus Student Centre: **March 2025**
 - These are dates of completion.
- Kosrae Campus multi-purpose building: Funding is still being secured.
 - Materials are still being shipped; personnel will be visiting in June 2024 to complete the existing project(s) at the Kosrae Campus.
- Audit (updates by the Comptroller): The VPAS is drafting a letter to seek an umbrella approval from the National Government to avoid the going back and forth business between the College and the auditor. The auditing company is new, therefore does not understand the College's financial practices and procedures.

Side mention by the President: Generator in Kosrae: many outages, internet use has dropped meaning students and employees are not accessing this service 100%.

Question by the President: *Is there any way that anyone from Vital can do it, or does it have to be from KUA?*

VPAS answered: KUA understands their system better.

Question by VPCRE: *Why can't we use it now as it is a generator, it can operate on its own without connecting it to the grid?*

VPAS answered: Will defer to Dir. Mendiola. What is really missing are extensions and connectors, which are being shipped "as we speak". Once everything is in place, KUA will hook it up without having to go back and forth because materials are unavailable.

VPIEQA commented and inquired: Servers are getting old and will soon be obsolete. *Is it possible to at least hook it up over the weekend to avoid experiencing the risk of losing complete power for what servers are available?*

President tasked the Comptroller to:

1-2 pages of contingency plans (2 options) with the figures. Show us how you think we should make up for the Financial Aid awards that may or may not be available due to delays in FAFSA processing.

VPEMSS:

- 694 headcount college-wide
 - 95 from Chuuk; 5 from Kosrae and Yap (?)

- 243 new students
 - Registration catered in a way for the new students or graduating high school seniors.
 - Special summer school session 17 June to 26 July 2024
 - Regular summer session: June 3 to 15 July 2024
- FAFSA simplification act: application process is basically online. 2-3 weeks ago, absolutely changed now. The paper application is allowed by USED, but in terms of when they will touch paper applications is still up in the air. It may be advisable for the FAS countries to continue using the paper application, but there is no guarantee that the processing will be done in a timely fashion. The only credential to submit and accepted by the USED is to present identity via passport since students are considered *international students*. Another portal will be created for the parents. This will require the College to reach out to the parents and meet with them regarding this.
 - Preparing for the graduation. There are 7 working days left before the day. There has not been any update from the State Governor who was invited to be this Spring's selected keynote speaker.
 - Security has caught several underage students drinking (alcohol) and smoking (marijuana). It has been made known to VPEMSS that one of the College staff is the students' supplier. It will remain anonymous until EMSS has confirmed this allegation.

VPIA

- Senator Shelton Neth obligated the Pohnpei State for 5 more scholarships for Pohnpei State Nursing Students.
- Geriatrics Workforce Enhancement Program to benefit Guam and the rest of Micronesia.
 - 60 members made up of COMFSM students and members of the Pohnpei women group.
- Solar Power installation (MCT funded grant) to take place in Chuuk. It is now set to take place in Chuuk from 15 May to mid-June. Will be a co-ed training with 20 females and 20 males.
 - Residential houses are already made available for this training.
- 17 June 2024, the second summer session for the high schoolers graduating later (4 sections for Chuuk because they have the highest numbers of non-admits). There will be 1 section for the rest of the states – Kosrae, Pohnpei & Yap.
 - Deans are working with the high schools to finalize the numbers of non-admits. Working with respective state DOEs to secure fundings.

- New Nuventive platform is continuously worked on, so it is ready for the faculty.
- Concern: Transaction that was made back in Yap. Although their names were on the transaction, they (Yap Dean and others) were not part of it. The Comptroller bypassed this transaction, but her name was not on this, but the people who were not involved were put on this transaction.
 - Easy solution raised by the President: Keep the channels of communication open so everyone is aware, and information is retained as much as possible.
- Challenges:
 - Staff reporting directly to the VPs without them knowing. They want clarification on protocols.
 - VPMESS suggested that these protocols should be clarified. Deans, although reporting directly to the VPIA, also have responsibilities that fall under the AS, EMSS, IEQA, etc. This needs to be understood and clarified.
 - VPCRE motioned for the SLT to review the reporting lines of all the deans to align them to all the 5 departments. This will mean that the deans will have 5 supervisors – AS, IA, EMSS, CRE & IEQA. Motion was endorsed by the SLT and is **PASSED**.

VPCRE

- VPCRE is currently in Palau where he reported that an Office of the Federal Officials is established in the region.
- Met on Monday and explained issues to bring to NIFA. Main issues:
 - the need for money for facility
 - so much money, where is our money for our students? One is for capacity and the other is competitive. NIFA has put the latter for students, but no capacity. There needs to be money to support our students. Find the grant, to give us for free, without applying and no proposals to support the IA side of the college(s). All the institutions are all in.
- COMFSM introduced “Sabbatical”. To try and recruit retirees from the U.S. from all the universities who are willing to come to the Pacific Islands without pay but will be stipend.

- In the process of recruiting more researchers and will continue to work with VPIA on salary and other related details to recruitment in this regard.
- Salary scale for COM LG (CRE included) – a higher salary scale not including all three colleges.
- Reminded the Comptroller that CFE is now under CRE. Transfer information through the VPAS, per protocol, and further discussion will be conducted between CRE and AS.

VPIEQA

- Looking at other ways to financially support the College in terms of Starlink, proper connectivity, etc.
- FSM-FMI budget. Is there a certain allocation of budget to their IT? VPIEQA will work with Dean Lou and VPAS to use leftover budget.
- Reprogram IT and add Information Technology as a line item into the FSM-FMI budget.
 - Motion endorsed by the SLT.

Side note: VPCRE asked the assistance of the IEQA for the IT in Yap to assist the President to video record her welcome remarks for the Yap Conference in June 2024

-----SLT meeting re-adjourned on Thursday, 2 May at 4pm-----

REPORTS cont'd

President:

- SEEP: A little bit delayed at this stage. The President is working with the Board. A letter was sent to NDOE expressing continued interest in the program and in an MOU between the involved entities.
 - 12 April: WB thought that COMFSM is under the purview of NDOE, which was clarified by the NDoJ representative present at the last meeting – COMFSM is NOT under NDOE.
 - Agreed to partner using the College’s existing services, programs and departments that can help in various procedures to kick start SEEP.
 - Final challenge: creation of a legal entity. FSA?

- Performance Evaluation Review: Making sure that we are not doing what was doing before. The College cannot sustain the previous reward system. Pay raise should commensurate with over and beyond duties; or a drastic change in responsibilities/duties of that particular position.
- Establishing a prioritization matrix (short video). Selecting Projects with Many Stakeholders.
 - Creation of spreadsheets to capture priority needs from many different stakeholders.
 - Rank each priority on how important it is to the “community”
 - How to develop a criterion? (short video on Praxie.com)
 - VPCRE requested to add an item under “Miscellaneous” – the fence in Kosrae.
 - Came as a shock to VPCRE because it seems like they are on their own looking for funding.
 - They found some money, but it is from China. Kosrae State Gov’t is going to give KSA Campus for their fence. VPCRE is unsure whether CRE can assist with the fence, but is asking the VPAS to help look for the funding because KSA Campus is almost at the point of asking China for additional funding.
 - Look for the signed copy of the document confirming the State of Kosrae donating the \$50K

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

College Website Link:

Prepared by: ES II & EO	Date Distributed:	3 May 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:			