

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

Committee or Working Group:	Senior Leadership Team (SLT)
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Date: 13 March 2023	Time: 3:15pm	Location: Pres Conf. Rm.
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Members Present: President VPEMMS VPIA VPCRE Comptroller	Members Absent: VPAS & VPIE&QA
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Additional Attendees:	EA & ES II
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Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> ● SLT Tasks Tracker ● Board Meeting in Chuuk (15-19 April 2024)

Discussion of Agenda/Information Sharing:
<p>REPORTS</p> <p>Before the meeting began, the following discussion was had:</p> <p>The President started the meeting by mentioning that she amended an item meeting agenda. She made changes to <i>item c.</i> under New Business which reads “<i>The HR Director must consult with the appropriate VPs over new position placements on the salary scale</i>”. President stated the concerns she has with this were the hiring process and the pay scale. She mentioned that with the experience that she had, the pay scale for a person should be determined by the experience that they have, their skills, capabilities, and knowledge. She also shared that it is important for VPs to be involved in the selection and recruitment processes.</p> <p>VPEMSS added that one of the areas he has concerns about is the consistency of replacements now. He is concerned about the difference in the recruitment process or pay scale process from the time he came on board and nowadays. He shared that the people who were in the HR office and doing the hiring process for the whole college at the time he came on board, there were only two HR Personnel. The way they apply the pay scale for hiring was quite efficient, and they used pay scales that are clear for everyone or known to everyone which was in a booklet and people get salaries with what they know they are given. But the pay scale now, he claims is according to HR directors pay scale which she claims is from the pay scale in the policies. He asked if she can provide an explanation to her claim or come up with the pay scale she uses and share with the VPs or managers, so they can also know how to interpret and apply the pay scale.</p>

After the agenda and the meeting minutes from 14 February's meeting were approved, the reporting began with:

VPAS (reported by the Comptroller)

The Comptroller laid out the projects assigned to AS

- ATM Machine installation at National
 - Project is estimated to be done by April 15th

- Restroom project at the second-floor admin building
 - Is said to be done in June 2024, but currently the college is struggling with the funds but VPAS is still looking for it.
 - The infrastructure maintenance fund will be back to the college.

- Chuuk Cafeteria
 - The Student Body is currently selling food and snacks for the students. Business office is currently trying to bring back the selling of the food back to the Bookstore.
 - Roselle and the others are currently negotiating with vendors to provide the availability of food for Chuuk campus. Vendors like ACE. Chuuk's snack shop is in operation and the president asked the SLT group to look into the matter again because the students in Chuuk need access to healthy and nutritional food for the students instead of snacks or junk food. She also tasked the SLT members to observe food shows from other countries.

- At CTEC
 - They have the BPC, which only operates in the middle of the semester. President discussed if the agriculture division in CTEC can provide vegetables for the BPC, just like how the CFE in National is providing greens for the National campus dining hall.

- Kosrae campus
 - The snack bar is in operation by a local group called "The Ladies organization"
 - Generator is not hooked up yet, the maintenance workers requested an additional two weeks for their stay in Kosrae, they said they need more time for the generator project.
 - Roselle shared that the generator is not done yet due to the delay in the shipment of materials.
 - VPIA corrected Roselle and she mentioned that it is not the materials that is causing the delay in the project, Kosrae campus already has the materials, the cause of the delay is the KUA person that will help them hook up the generator. The person was sick and this is why the project is taking so long. The President tasked Roselle to ask VPAS to ask the Director if they can hire someone vital to go hook up the generator, because they cannot keep waiting for the KUA guy, because the cost will be more expensive.
 - Damaged veranda- poles were ordered and construction has started again.
 - IDP: \$4 million COM will be received annually.
 - \$900,000 will be coming in annually
 - March 31st billing will start from the FSM Government.

VPEMSS

Tasks assigned

- Sexual Harassment Policy completed and has been shared.
 - VPEMSS tasks statuses are stated in the SLT tasks tracker. Refer to his shared documents in the March 2024 folder.
 - Results from the COMET:
 - o 380 11th graders passed
 - o 15% of seniors fall under non-admit (145)
 - o college certificate students also fall under non-admit
 - o total of students who are recommended for admissions is 876 students
- Discussions of the template for implementation and planning.
- President shared that she has meetings with HR and IAEA and she will be having a meeting with them on Tuesday 3/19/24.
- VPCRE asked if the courses and programs can be modified, so students for other CTE programs can also take Math, English, and Science courses that are not in their major requirements but they will need for their careers one day. VPCRE asked if they can pilot this idea, starting with a program and if it yielded good results then change the Admissions policy.
 - VPCRE re-stated his suggestion for the programs such as marine science, and other CTE program courses to be modified, so the students for the programs can get general educations such as Math, science, and English courses.
 - President suggested that they pick one program and pilot the idea that VPCRE suggested.
 - VPEMSS mentioned that Admissions has a policy that may not permit this idea. Unless they change the policy. President suggested that they start with piloting one program and if the results are good, then they move on and propose a change in the policy. VPEMSS asked if they could find a time that would be best for the pilot project because they are running out of time and it takes years to implement the program or modify the program courses.
 - President suggested that VPs share their SLT discussions with the others or their departments, unless the things they discuss are confidential then they do not share with the others.
- VPEMSS shared COMET results:
 - 187 potential program completers
 - 113 National Campus
 - 26 CTEC Campus
 - 26 Chuuk Campus
 - 4 Kosrae Campus
 - 8 Yap Campus
 - No report from FMI
- Challenges shared by VPEMSS

- New FAFSA procedure, which is a challenge for the students even for the staff and other colleges.
- VPEMSS suggested that they may need to send one person to join the meeting in Hawaii, to have a workshop on the new FAFSA procedure.
- Complications: students and their parents will need to make their own portals for the new procedure, even financial aid staff cannot help the students, the 3 p students will face very hard challenges with this new FAFSA procedure.

VPIA

Task reporting

- VPIA completed two site visits to Chuuk and Kosrae
- Dean Kinds' family is sending him to PI to get medical treatment.
 - President asked VPIA to please inform Dean Kind to get medical treatments and to take time off until he recovers. She also asked VPIA to issue a memo saying not permit him onto college grounds until he is recovered.
 - VPCRE suggested another solution for Dean Kind which is according to the HR policy, he will need to provide a Doctor's slip to be permitted back to work.
- Summer Tarfs and courses were submitted in March, so far National campus is the only that has posted theirs on SIS. Other campuses will soon post theirs.
- The recruiting team is waiting for the COMET results, so they can go out for high school.
 - FMI will join the recruiting team when they visit the high schools. To promote the programs in FMI.
 - FMI JICA project, the class for the project will be completed by July 2025, although there are challenges, especially in regards to getting funding for the cadets in Micronesia. As from the project, they are asking if the college can draft a memo or letter to the foreign affairs office requesting FSM leaders to meet other Micronesion regent leaders to produce an MOU that will assure that there is some sort of funding for cadets coming from RMI and Palau, because what the college have now is only funding for our FSM cadets. But if we are to recruit, there is the issue of funding and it may affect the chances of recruiting.
 - IA mentioned that they actually met with TC&I and to this day we have not received any response from them.
 - Course outlines are also being reviewed
- DAP Kasiano Paul will be in Yap to attend the meeting with UOG and COM regarding the linking of our Agriculture and Marine Science courses. He will also be working with FMI to follow up with the course outlines.
- RAC Boot Camp module is being delivered in Yap right now, we were recently informed that the course module on small engines is already complete.
 - IA will need to work out the finance for this delivery. The instruction module itself is ready. The president asked where is this taking place and VPIA replied with Yap and Chuuk this summer if they can find trainers. The same Instructors will need to be prepared for the 3 P students.
- Instructors need to be ready for the 3 Ps students.
- Administrative Assistant in FMI, admin assistant in CTEC, vocational technician, and Math Instructor in CTEC are all needed to be filled.

- VPEMSS voted *yes* for the approval of the following; Administrative Assistant in FMI, Dean for Kosrae, IC for Yap, and Math Instructor for CTEC to be filled but the others to be put on hold, due to low enrollment. Motion was made and a majority voted for the other vacant positions approved
- SLT endorsed all approved vacancies provided by the VPIA except for the CTEC administrative assistant and vocational technician positions.
- The disapproved vacant positions need more justification and clarification.
- VPIA clarified that the ACE program will be offering their services to the students who scored low, and they will not be placed in the ACE program.

VPCRE

- VPCRE brought to the SLTs attention to endorse the CRE researcher vacancy review for the position vacated by Dr. Lolita Ragus last month, and for Accountant III for CRE.
 - President asked if the committee had a motion. VPEMSS moved for the motion and VPIA seconded. SLT endorsed the vacant positions. SLT Vacancy Review Forms will be submitted to the EA and forwarded to the HRO.
 - VPCRE thanked VPIEQA for representing CRE for all the standing committee.
 - VPCRE also thanked CFE for representing CRE in collaborations; he had instructed ED Timothy Mamangon and his staff to review the mandate again. When transfer of CFE is settled, they will be revising the positions and duties of ED Mamangon and his staff to be more aligned to the program. They are looking for funding for CFE including CRE and Land grant.
- CRE is working with farmers markets and they are working to have a Farmers Market in the other states except for Yap. They will start with the greenhouse on the National Campus. They will do the first farmers market next month hosted by the College.
 - They submitted the proposal and they are asking the USDA for a funding of \$200,000 and CRE will match for \$140,000 to support. They are also preparing to submit the proposal in the amount of \$200,000 for the Certification grant and the deadline is March 20th. They will submit it to the comptroller this week or Friday. This is to support the staff development at CRE.
 - They have 8 staff with master's degree in the specialized fields
 - 4 staff with bachelor's degrees in their specialized fields.
 - Total of 12 staff for the staff development which will be online.
 - They are working with VPIA to align programs at the National campus to the programs at the other campuses, especially programs like the piggery, the china farm, and meat processing. CRE can use the facilities. They are working with VPIA for the approval of the president, so CRE can work with those programs.
 - The programs have a limited number of students, they are not using the facilities on a daily basis.
- CRE is proposing a new chapter for Research Extension and Pponsor Programs, which is **Chapter 9**. CRE is working on the documents and they already proposed the members of the standing committees, which are the faculty members for agriculture and the CRE staff.

- VPCRE had a meeting with UOG regarding their visit to Yap, they are finding time to schedule what they need in Yap, the meeting will involve everyone in Yap campus, the students, faculty, and staff.
- They are also planning a USDA meeting last week of April, in Palau, they are planning to visit all the colleges. They are inviting the boards, president, VPs, and land grant staff. Executive director Stanley will be sending out the invitation soon. This will be after the meeting in Chuuk.
- With job duties alignment, VPCRE mentioned that they are revising their job descriptions to upgrade the positions and this is in regards to the coordinators. He assigned a group to work on the job descriptions for CRE staff.
- VPCRE raised his concern regarding the management meeting that he attended in the morning. They were reviewing policies and it was not conducted very well. He also shared that the result of the meeting showed that the policies are not being reviewed properly. He raised this issue because the policies might come in the board meeting.
- The water tanks at CTEC have been completely installed without help from the maintenance.
- The fire at Kosrae campus was contained, and he instructed the workers in Kosrae to turn the area that was set on fire, into a Garden for Kosrae, they would plant vegetables or crops and in maybe a year or two, they will turn it into a fruit tree garden, unless there will be a construction made in that place.

Due to time limitations, the President adjourned the meeting and asked to continue the next day in the morning.

PRESIDENT DID THE CLOSING AND MEETING WAS ADJOURNED at 4:58 pm

SLT 2nd meeting scheduled for Wednesday, 20 March (minutes will be shared via email and dropped in the SLT Google Drive, MARCH 2024 Folder)

Comments/Upcoming Meeting Date & Time/Etc.: 8 & 10 April 2024

Handouts/Documents Referenced:

College Website Link:

Prepared by: ES II & EA	Date Distributed:	8 April 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:			