

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

Committee or Working Group:	Senior Leadership Team (SLT)
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Date: September 18th & 19th 2024	Time: 3:00 -5:00pm / 10:00-12:00	Location: Pres Conf. Rm.
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Members Present: President VPIEQA VPEMSS VPCRE/A/g VPAS The Comptroller	Members Absent: Full house
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Additional Attendees:	ES II & EO
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Agenda/Major Topics of Discussion: 1. Welcome by President-Dr. Theresa 2. Prayer by VPIEQA

<p>Discussion of Agenda/Information Sharing:</p> <p>REPORTS</p> <ul style="list-style-type: none"> ● President ● VPCRE/ A/g VPAS ● Comptroller ● VPEMSS ● VPIA ● VPIEQA <p>Old business New Business a) Board Summit</p> <p>Miscellaneous Adjournment</p>

Key Discussions

AI Training and Communication

- The President highlighted that the use of AI for capturing meeting minutes will be done by the Senniesha as she is the first in the room to formally get trained to use AI and mentioned that she attended a Telling Your Pacific Story Media Workshop, which focused on AI applications in reporting. This training aims to enhance visibility and communication from the Office of the President and the college to the people outside the college. Which the President also shared her interest for the office of the President to start uploading press releases.

Agenda Adoption

- The agenda for the meeting was adopted without objection, with motions from VPEMSS and seconded by VPIEQA.

VPCRE/ A/g VPAS Report:

- **Facilities and Maintenance:** The VPAS reported on student feedback regarding living conditions in dorms, water issues, including requests for improvements to recreational areas and maintenance issues such as damaged lockers and inadequate laundry facilities.
- **Student Employment:** There was a discussion about students seeking part-time jobs to support their tuition. Suggestions were made to explore work-study opportunities and potential jobs on campus.
- **Maintenance Concerns:** Ongoing issues with facilities were raised, including the need for better maintenance practices and beautification efforts on campus.

Student Requests

- Students expressed a desire for more job opportunities, particularly at the college since they have curfews, in maintenance roles (renovating the canoe house).
- A/g VPAS also shared that instead of outsourcing people to clean our campus, we can contract the students to do it. Which could help improve campus conditions while providing them with income.
- The possibility of utilizing student labor for landscaping and cleaning was discussed, with an emphasis on training students for these roles.

Budgetary Considerations

- Concerns were raised regarding budget constraints impacting maintenance and student services. The importance of ensuring adequate funding for essential services was emphasized, particularly in light of ongoing maintenance issues.

Policy Delegation

- A discussion ensued regarding the delegation of authority for approving overtime and extended leave. It was noted that this authority had been previously delegated by interim

President Mori to the vice presidents, but there were calls for clarity on this policy moving forward.

Action Items

1. **Follow-Up on Student Requests:** VPAS to bring student concerns to SLT for further discussion.
2. **Explore Work Opportunities:** Investigate potential work-study programs or part-time job offerings for students. Find the current minimum wage before utilizing the students.
3. **Maintenance Review:** Conduct a review of current maintenance practices and budget allocations to address facility concerns.

Meeting halted @5:09

----- **Meeting Continued on September 19, 2024 @10:00** -----

Discussion Points:

- The President addressed issues of uncleaned messages and the absence of a colleague.
- Proposed charging for the use of CTEC campus facilities, highlighting different electricity and maintenance rates.
- Noted that summer program classrooms were used without payment and mentioned a relationship between the government and the college.
- Discussed the upcoming board meeting, including updates on the new website demonstrated by Dhiraj.
- Emphasized the importance of using the help desk for tracking requests, especially during audits.
- Plans to relocate outdated servers to a new building for improved stability and security.

Board Meeting Updates:

- Upcoming report will focus on plans, visit updates, and potential HR personnel changes.
- Vice President Joey proposed rewording goals from the summit report and adding a crisis management goal under resilience; however, the President suggested no new goals aside from resilience.
- SLT reviewed Joey's proposals and comments on the report.
- VPEMSS Initiated policy updates, starting with Chapter 5: Fiscal Affairs, followed by Chapter 6: Human Resources.

Enrollment Increase Discussion:

- VPEMSS and VPIA stressed the need for a 5% increase in enrollment to allocate more resources effectively.
- Highlighted reliance on part-time faculty to meet course demands.

Server Room Relocation:

- Current server room is unsuitable for necessary changes; a new room will be dedicated to IT and servers.
- Internet connectivity issues stem from outdated equipment, which will be replaced in the new location.
- The old room requires repairs before repurposing due to safety concerns.

Strategic Plan Discussion:

- Emphasized a focused approach to the college's strategic plan, prioritizing resources and considering financial/legal constraints.
- Team agreed to extend the strategic plan to cover 2024-2030, with 2024 designated as a development stage.
- Need to revise strategic plan goals related to student achievements and enrollment targets; concerns about current goals being too ambitious.
- Suggested basing goals on conservative estimates and past trends, with an emphasis on presenting a comprehensive strategic plan to the board.

Budget Development and Resource Allocation:

- Discussed different approaches to budget development due to anticipated low revenue; emphasized prioritizing resource allocation.
- Proposed using KPIs in the ISS section and editing plans based on recommendations.

Next Steps:

- SLT to revise strategic plan goals based on discussions.
- Incorporate ISS figures into the strategic plan's KPI section.
- Vice Presidents to prioritize resource allocation for the 2026 budget based on strategic plan priorities.
- SLT to consider a prioritization matrix for budget development.
- Update strategic plan timeline to cover 2025-2030, with 2024 as development year.
- Extend current strategic plan (2018-2023) through 2024.
- Finalize and prepare the strategic plan document for online publication.
- All offices to await official adoption of the new strategic plan before developing their assessment plans for 2024-2025.

Meeting adjourned @12:01

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

College Website Link:

Prepared by: ES II & EO	Date Distributed:	
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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:			