

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

Committee or Working Group:	Senior Leadership Team (SLT)
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Date: August 19, 2024	Time: 3:00 pm	Location: Pres Conf. Rm.
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Members Present:	Members Absent:
President VPIEQA	

Additional Attendees:	ES II & EO
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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 (Not recorded)

<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> <ol style="list-style-type: none"> a) Board Summit <p>Miscellaneous Adjournment</p> <p>Discussion and updates</p>
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SP Summit 2024 Preparations

- The President shared that feedback is really important, so there should be people assigned to each table to take notes and facilitate the discussions. When people ask questions, then the facilitators should ask the questions right away to get the answers during the summit, from either the VPs, the President, or the Chair or whoever can answer will answer.
- She also asked if people will know that registration will start at 9
- She then asked VPIEQA to remind the MC to introduce herself and provide some background of her education and background.
- She asked that audio tracks and presentations be checked and prepped.
- Draft Strategic plan, IEMP, and worksheet to be laid on the tables and shared with the other states.
- 2 ISS reports to be placed on each table
- 5 people or more at each table
- Every table must have table numbers
- She also asked how the tables are arranged and how they will make sure that each table has a good mix of people at the tables.
- President also asked that they also prepare a printer at the summit, in case people will need to print something.

VPIEQA noted

- She mentioned that she will meet with the committee and assign facilitators and note takers for each table.
- She then answered that for the people to know that the registration will start at 9, Paulo has shared on Facebook the registration time.
- VPIEQA then said that she will meet with the MC and inform her of what has been discussed.
- She also commented that Dhiraj and the IT team are currently working on the audio and other presentation equipment at the gym and after the meeting she will go down to also make sure that they are good.
- VPIEQA also responded that she will print all the documents that the President had asked for.
- The tables will be numbered and they have planned that they've planned for the seating to be by the number they registered for and that they also shuffled the questions or focus areas for each table.
- President then shared that she will also go to the gym and test her presentation.

Meeting adjourned

Reports

No reports were made, only updates and discussions.

Meeting adjourned at 5:15

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:			