

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

<b>Committee or Working Group:</b>	Senior Leadership Team (SLT)
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<b>Date:</b> 19 June 2024	<b>Time:</b> 3:00 pm	<b>Location:</b> Pres Conf. Rm.
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<b>Members Present:</b>	<b>Members Absent:</b>
President VPAS VPIEQA VPIA VPCRE (via Zoom) VPEMSS Rep. (Ms. Penselynn Sam) Comptroller Rep. (Ms. Angelica)	Full House

<b>Additional Attendees:</b>	ES II & EO
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<p><b>Agenda/Major Topics of Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Welcome by President-Dr. Theresa</li> <li>2. Prayer by VPIA Delihna. Ehmes</li> </ol>
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<p>Discussion of Agenda/Information Sharing:</p> <p>REPORTS</p> <ul style="list-style-type: none"> <li>● President</li> <li>● VPAS</li> <li>● Comptroller</li> <li>● VPEMSS</li> <li>● VPIA</li> <li>● VPCRE</li> <li>● VPIEQA</li> </ul> <p>Old business            New Business</p> <p>a. August Board Meeting            -The Summit</p> <p>Miscellaneous            Adjournment</p>
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## **Discussions and Updates**

The SLT reviewed the minutes from the previous meeting and discussed the upcoming Strategic Plan Summit. They planned for the summit to compile the final part of consultations required in the strategic planning process, with feedback due by September for board endorsement and plan rollout at the start of the fiscal year. Concerns were raised about the time frame of the summit and the sharing of the strategic plan with external stakeholders. It was clarified that the first draft would be ready by the end of July, and feedback would be compiled and presented to the Board two to three weeks before the September meeting. Theresa acknowledged the need for the Board to closely review the plan.

The SLT discussed updates on the power and water backup plans, the status of the generator, and the inclusion of dual enrollment in future reports. They also discussed updates from the FACSSO meeting, including the budget and policy changes related to dual enrollment.

The SLT also reviewed various topics including updates regarding the 2 plus 2 programs with the University of Guam. Dr. Theresa emphasized the challenges faced in the education sector regarding data collection and analysis, and the urgency of using the remaining 2024 funding. The team also learned about CMI's decision to switch from Nuventive to Moodle, an open-source platform, which will save \$69,000 annually, and prompted discussions about the college's own learning management system. Additionally, it was revealed that the college's student information system, SIS, is due for an evaluation with cheaper alternatives being considered.

Dr. Theresa highlighted the need for improved data governance and the use of technology-supported learning platforms, especially in remote locations. A/g Comptroller reported on the ongoing financial audit for FY 2023 and confirmed the transfer of \$5,000 from the (need clarification here).

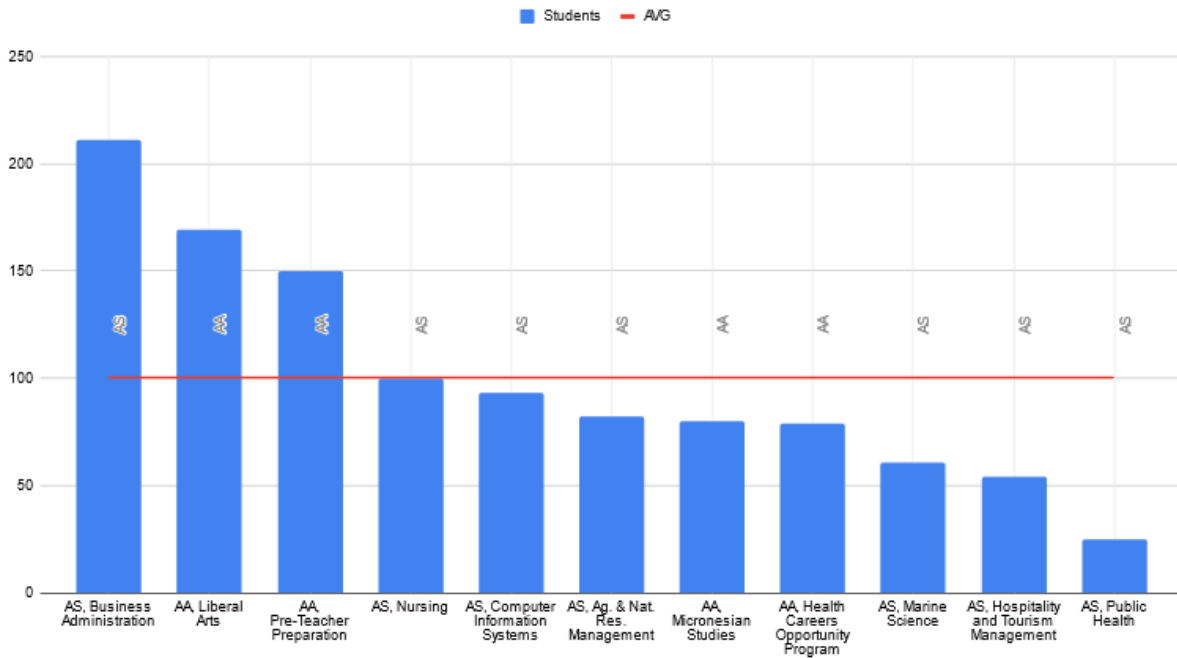
## **REPORTS**

### **VPIA**

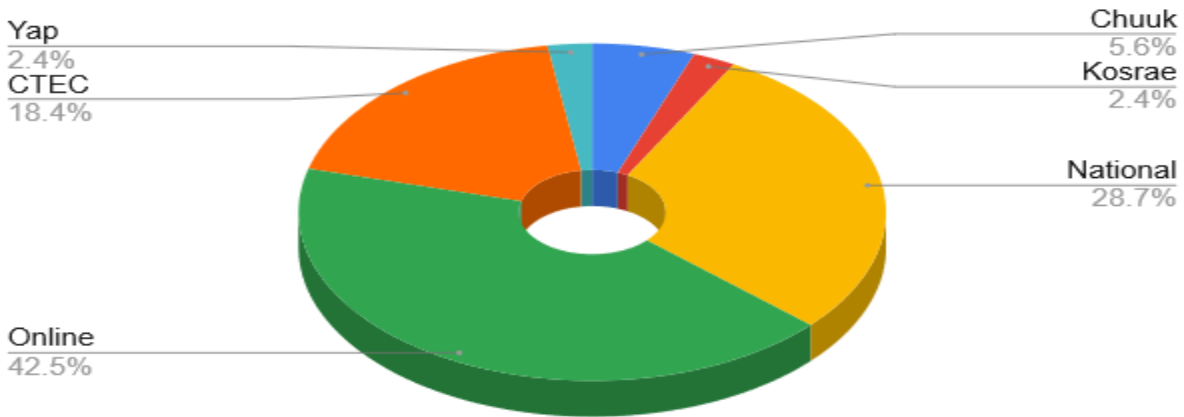
VP Delihna reviewed the enrollment figures, which showed a 2% increase in overall headcount, but a decline in cost per headcount and per credit. They observed that students were taking more courses per program despite a decrease in headcount. VPIA mentioned that she was still working on her report on the UOG and GCC trip. The team from COMFSM met with representatives from the University of Guam to discuss the 2 by 2 pathway program, which will allow COM FSM students to transfer to UOG as juniors after two years. They managed to match 100% of the courses between the two institutions, and agreed to collaborate in areas of faculty exchange and student opportunities. The signing of proposals was expected in September, with a meeting planned for the first week of the month. Challenges in course scheduling due to faculty shortages were discussed, but progress was made with the delivery of two separate schedules this summer, and a reprogramming request was submitted to the President's office for approval. Finally, they highlighted the addition of part-time faculty, the successful start of the P3 program [VD1], and potential scholarship funding from State DOEs to support Dual Enrollment. For Early Childhood

programs, COM-FSM has received requests to assist in developing the Curriculum framework. P3 programs funded by State DOEs, except Chuuk DOE awaiting their approval.

AA&AS Enrollment vs Average



Credits per campus



**President/ Actg. VPAS**

Dr. Theresa discussed the Indigenous Learning Project, aimed at integrating indigenous knowledge into the curriculum, which requires additional funding. VP Steven clarified that it's not the responsibility of CRE to provide this funding. Furthermore, VP Steven announced staff changes, including the appointment of new CRE Coordinator Viviancella Ken and the delay of the Green Climate Fund Project due to community requests. He also highlighted the need for

each department to provide a member for the newly approved Standing Committee related to grants and funding.

## **VPIEQA**

VP Jenni reported progress on the strategic plan and announced a reduction in Zoom licenses to cut costs, with a potential transition to Google Meet. The IT team successfully set up Starlink high-performance kits for the Colleges' network, with Steven agreeing to purchase necessary accessories. VP Jenni also shared IT system updates and upcoming training plans.

Two new researchers for Kosrae Campus were welcomed, with arrangements made for their housing and travel. The team also discussed the need for a stable internet connection, especially for remote workers, and agreed to revisit the credit card policy due to concerns about overuse.

## **\*\*ACTION ITEMS**

- VP Jenni to complete the report on Strategic Direction I by incorporating the final results from IA by next week.
- VP Jenni to revisit and correct the graduation rate numbers in the Strategic Direction report.
- VP Jenni to draft a revision to the credit card policy and share it with SLT for the next meeting.
- Acting Comptroller to consult with FSM National Government regarding the proposed revision to the travel policy for fixed allowance.
- Acting Comptroller to respond to VP Steven's email regarding the allotment advice issue from Land Grant.
- Acting Comptroller to copy the President on the response email to VP Steven about the allotment advice issue.
- VP Steven to take the necessary equipment and accessories to Kosrae when the researchers arrive.
- VP Steven to be present in Kosrae to welcome and orient the two new researchers.
- VP Delihna to provide an update on the 2+2 discussions with the University of Guam.
- VP Jenni to share the draft of the administrative procedure for the travel policy with the Finance Committee and Management Team for endorsement.
- IT team to work on transitioning from Zoom to Google Meet for video conferencing.
- VP Jenni to meet with the College of Marshall Islands' Institutional Researcher for training on institutional data and Power BI.
- SLT to discuss and decide on the credit card policy amendment for the next meeting.

## **VPCRE**

VP Steven proposed a revision to the travel policy to expedite purchases and accommodate the costs of travels, particularly outside the continental US. He suggested the introduction of a fixed allowance for travelers beyond the continental US, comparing it to the allowances of other

organizations. He also highlighted potential inconsistencies in the current policy regarding meal and personal expenses, proposing revisions to make it fair and adequate for all travelers. A/g Comptroller agreed to share the proposal with the Finance and Management teams for review and suggested incorporating the clarification into the administrative procedure for the board policy, which was agreed upon by SLT without objections.

VP Steven proposed a motion to incorporate a fixed allowance statement into the administrative procedure, which was passed without objections. The team also discussed the progress of the 2018-2023 strategic plan, with the College's performance in meeting its stretch targets. The results indicated that the College was not meeting several targets, leading to a discussion on the need to rethink the expected percentage of students to pursue further studies. It was suggested this figure could be as high as 50%, contrary to the college's previous target of 8%.

Actg. VPEMSS:

Enrollment status shared by Dr. Theresa

Actg. Comptroller:

No report

Meeting adjourned 5:20 pm

**Comments/Upcoming Meeting Date & Time/Etc.:**

**Handouts/Documents Referenced:**

**College Website Link:**

<b>Prepared by: ES II &amp; EO</b>	<b>Date Distributed:</b>	July 3, 2024
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**Approval of Minutes Process & Responses:**

<b>Submitted by:</b>	<b>Date Submitted:</b>	
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

1.			
<b>Action by President:</b>	<b>Item numbers:</b>	<b>Date:</b>	<b>Comments/Conditions:</b>
<b>Approved:</b>			
<b>Approved with conditions:</b>			
<b>Disapproved:</b>			