

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

Committee or Working Group:	Senior Leadership Team (SLT)
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Date: 22 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:	ES II & EO
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<p>Agenda/Major Topics of Discussion:</p> <ol style="list-style-type: none"> Welcome by President-Dr. Theresa Prayer by VPAS Joseph Habuchmai
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<p>Discussion of Agenda/Information Sharing:</p> <p>Old business</p> <ol style="list-style-type: none"> SLT Tasks Tracker <p>New Business</p> <ol style="list-style-type: none"> The COMFSM Budget 2024 & 2025 The Strategic Plan Summit: Kosrae with live zoom links for all campuses and on the website <ul style="list-style-type: none"> Update: To be held in Pohnpei in August virtually following the Board meetings (tentative dates are 12-14 August). The Summit is tentatively scheduled to take place on Friday, 16 August. Leading up to the Summit: What is the plan for sharing the Strategic Plan (SP) and IEMP with the College first (students and employees)? <ul style="list-style-type: none"> Scans for the measures of success, or KPIs, to be shared by the VPIEQA IEMP to be shared by the College’s governance processes with the SLT

Question by VPCRE: Are we sharing the SP with the committee (community?) before the Summit? Stakeholders will have a month to review the SP and provide contributions, feedback or comments prior to the summit.

- Clarification: VPIEQA - given worksheet and draft on site, break out in sessions and provide feedback at the summit; VPIA - the summit has always been scheduled during the week that the Faculty report to work in order to be part of the sessions.

5. Reconceptualizing student recruitment strategies and practices:

a. e.g. cohort approach for targeted students and programs like government department workers in accounting and finance, customer service, etc.

b. CTE areas also need to have focused programs to train, retrain and upskill workers in the construction and mechanical trades, small boat engine repairs, solar installation and maintenance, etc.

c. Meet with State DOE Directors to institute Dual Enrolment programs with each of the State departments of education; request that the SDOE pays for the dual enrollment fees.

6. What do we need to do to ensure that student services for their educational needs and well-being are uninterrupted despite power and internet outages and failures.

7. Consider the following supplies:

a. Electricity (generators, diesel, preventative maintenance, contingency plans)

b. Water (alternative water supplies, catchments, wells, pumps, etc.)

c. What are our departmental plans for 'first responses' when we have outages? Are our team members trained to respond asap (and know exactly what to do) when we have outages, disasters, etc.? If not, what do we need to do now to ensure that they will know what to do and who to work with?

Miscellaneous
Adjournment

REPORTS

President:

- President informed the SLT that the 2025 budget hearing will be happening tomorrow May 23, 2024 and she asked that each member sent her information to share at the meeting. Budget 2024-2025, informed budget that we received was half of what we were given in 2023 budget. Apart from the statements, there are no other comments or explanations given to COMFSM of why we were given this amount.
- Due to short notice, presentation is not yet prepared but the chair suggested that because of the budget cuts, chair suggested that Lisa, President, and Director of Maintenance to go to Kosrae for the virtual meeting. President suggested that they stay here and join the virtual meeting.

- VPCRE requested the presence of the President and chairwoman at their meeting in Kosrae, President will discuss with chair and let VPCRE know of her response.
- In terms of summit,
 - President asked who organizes the summit, she suggested that the notices be posted next month for the summit.
 - For the results of the summit, she asked someone to manage the comments for feedback from the participants.
 - President asked if we can have some guests from outside the college for the summit.
 - VPEMSS commented that, before, the college used to send in people to join but because of the budget cuts, this is why we are not doing this anymore. He also added that we need to collect data and suggested that they do it this summer to share in the summit.
 - President tasked IEQA to gather the data so they can have more information for their KPIs. IEQA shared that the strategic plan data is almost complete and will be shared soon.
 - EMSS shared an approach that we also assess our mission statement and that it is included in the assessment of the strategic plan. He asked if it is included in the strategic plan assessment, and IEQA answered that it is included.
- President shared her discussion with Chair about the forums that she has been attending till now, and she shared that respect was never part of the core values.
- President shared that in terms of recruitment is that we need to dig into, Director of DOE from Yap requested if we can do dual enrollment and his office will fund it.
- President shared with VPCRE that we need to be looking into grants or funds since we only have 2 million to operate on for 2024 fiscal year.
- VPEMSS shared his comments for the dual enrollment and he said that dual enrollment has two approaches, he recommended that they do not do dual enrollment but that they do dual credits instead so their courses can be funded. VPEMSS shared that they will not be starting this year with the open enrollment but it might be starting in the year 2025 because it is already late in the year. VPCRE commented that the college need to be looking into who can help with the financial resources, not only the DOE but also the scholarship office, and he asked that we see why the National Government is funding the students for PPC and the other colleges but not our students. He asked that we look into this, because they may be able to fund the students in the dual enrollments. President suggested that we reach out to departments and ask if they need services that we can offer and if they have funding for it.
- President shared some images and shared the discussions that she had with the Chairwoman. She shared the response from the board regarding the unmaintained facilities in COM and President asked the VPs if they can share or comment on why this is happening.
- VPEMSS shared that because the college is so obese that it is starting to move slower. VPCRE shared that since the college is run by different departments, and if the Deans for the campuses are to be involved in this matter, then what are we the VPs doing at the National campus, because we are also having these matters at the National Campus. The President asked that the VPs give them a deadline to clean and to give them a schedule and she shared a suggestion, which is to make a sort of competition to reward campuses that keep the cleanliness of their

campus. President repeated what VP Joey shared, which is that if people are not performing well, then we must do something about it. IEQA shared that she recalled that they proposed a day for the campuses to clean and President mentioned that they need to come up with the day and report to their teams of how it will be done.

President discussed some comments and images shared by the board members.

VPAS:

- VPAS started his reporting with responding to the Boards comments.
 - He mentioned that the maintenance cleaning plan was shared by Director Mendiola, they will do a weekly inspection which is in the plan that they have discussed. VPAS shared that in the past they used to maintain the buildings regularly but after the pandemic they seemed to cease and he also shared that he also agrees to the Presidents suggestion to reward the campus with the most cleanliness.
- VPAS shared the second item that he wanted to share;
 - He shared that he has been the VPAS for 16 years and as the longest working VP for this college, he has discussed with the President that he will not be renewing his contract to focus more on his health. He also shared that the president asked that he take a very unique and important role, that role is a Tradition and Navigation and canoe making teaching course.
 - He shared his gratitude with the SLT committee and he shared that he is also hopeful that his new position that will start on August 25, that it would not be stressful.
 - President shared that it is a very important role and that it is very important that all of these traditions be kept under the umbrella of the college.
 - VPIEQA also shared her gratitude and farewell remarks to VPAS Habuchmai.

Comptroller Reporting:

- The comptroller shared the breakdowns of the 2 million that we received, but an error with the amounts occurred and she shared that she will share it again after she fixed the problem. She also shared that about 4 million of funding support was requested on January 15, 2023. Additional funding was also requested on May 23, 2023. She also shared that from the compact funding they only released \$341,500. President responded that she will share it in the meeting tomorrow at the hearing with the congress.
- VPSEMSS shared that we might be barking up the wrong tree because it is the Executive that is not approving of our funding request. The congress will approve but it will still not be approved from the Executive.
- Comptroller also shared that a comment was made by the faculty regarding their summer lump sums, she has shared with a faculty that they might not be getting their summer pays and the faculty shared a hurtful comment. As it is the first time that VPIA is hearing about this, she asked that comptroller share future similar situations with her beforehand so she can discuss it with the faculty or the supervisors. VPCRE suggested to comptroller to stop communicating with the faculty and forward them to the VP to deal with them, so she can focus more on their work.

VPEMSS:

- VPEMSS shared an update on the summer enrollments and based on registration, they have registered 50% of the students expected and they are targeting 100% registration for the 400 some new students that are expected to enroll.
- Currently we are working on closing the 2023 Nuventive. Our target is July 14 when the budget will kick in in August, making sure he is also scheduled for his long overdue medical checkup. He is still working on the paperwork.
- VPCRE suggested that VPEMSS go to Kosrae to help them out with the enrollment since Kosrae is in a very urgent need of our help. VPIA shared that recently her and the two deans are proposing to have a promotional booth camp in Kosrae and to also offer carpentry courses have the Instructors at CTEC go and teach the courses.
- President shared the COMFSM BUDGET Presentation and asked that the members make time to look at the presentation and send their corrections or updates.

-----SLT meeting re-adjourned on Friday, 31st of May at 4:54pm-----

REPORTS cont'd

VPIA Reported:

General Report on the summer courses

- Regular registration has been extended due to the technical difficulties caused by the power outages.
- Currently working with the ICs at the National campus to ensure that all ESL courses are scheduled for the second session of summer
- P3 programs are getting ready to start and their starting date will be on June 17. Reports were received this morning from the Campus Deans that they are getting the support from the DOE Directors, so far funding is being received. Kosrae campus has received funding from the Kosrae DOE and VPIA also received verbal approval from both Yap and Chuuk. Positive feedback is being received.
- MTEC
 - Is coming up in Yap in July, the second week of July (MTEC in Yap was canceled due to El Nino).
 - The plan for Instruction is that they will be sending two faculty members and the IT team will also be there to update the state DOE directors on our academic training. The proposal that was made, funding is also secured for the President to attend the MTEC in Yap.
- Currently working on our consultant for the course designs to arrive on time. The team working on the course designs are currently working on training modules, one will be towards key to Elementary Levels Post and will be towards our online learning platforms.
- VPIA has been tasked to develop or create another position which will be a program development for what we know as the indigenous courses.

- In addition to the updates that she shared, she will be sharing two vacancies with SLT. The vacancies are:
 - Student Services Coordinator II for UB in Yap
 - Librarian Technician II Position (which was reclassified) in Yap
- VPAS requested that VPIA include the Fiscal Officer position for FMI, which based on Dean Lourdes' recommendation is that she is requesting to have two fiscal officers, one for Yap and one for FMI.
- VPIA explained that they reclassified the Librarian Technician position because it has been vacant for a long time and no one was applying for it.
- VPEMSS responded and he asked if the Position was advertised and re-advertised?
- VPIA explained that according to their communication, she said that it was advertised.
- VPEMSS added that he needs a confirmation if the position was advertised and re-advertised.
- VPIEQA added that as far as she could recall, when she was still acting VPIA, was that she did not see it from Yap.
- VPEMSS added his second concern for the inconsistency of the Librarian positions, because the National campus is currently advertising Librarian vacancies with a certificate in Library studies and or High School Graduate and yet Yap Campus is proposing that their Librarian Technician II would be with an AA degree. He added that HR should know that because she defines and classifies the positions from professional to classified. He also shares his concerns with a High School graduate carrying out the duties or functions of the Librarian Technician.
- The President made some clarifications on the concern or comment that VPEMSS was referring to and she shared some information about a librarian back at the College of the Marshall Islands, which was very well experienced, but her certification or Diploma was equivalent to an AA Degree. Then after their discussions she asked VPIA to check with HR or Dean Lourdes if the Librarian Position was indeed advertised, and to also find out the particulars or at what level was in the advertisement.
- VPCRE Questioned; If what was shared by VPIA was motion? If so, then he asked if they will second the motion and disapprove the request and then put the remarks in the SLT review section and send it back to VPIA and Dean Lourdes?
- The President shared that there were other positions shared by VPIA and she asked that she separates them and redo the motion. She also mentioned that there was word motion appeared which is why she figured that it was a discussion and then she reminded SLT to

be careful and that they need to say that they are making a motion or if they are for discussions. She also mentioned that motions need to be made before discussions were made. Then she asked VPIA to reword the motion that she originally puts to SLT.

- VPIA: “I would like to make a motion that the vacancy for the Library Technician to be taken back to Yap campus with the recommendations that were made by SLT.”
- VPAS seconded
- VPCRE kindly requested a discontinuation of the motion that was made and he mentioned that the motion was incorrect and that the motion that was proposed in VPIA’s email reads as “For SLT to review and endorse the Library Technician Position.”
- President clarified that what VPCRE is suggesting is for VPIA to redo her motion.
- VPEMSS suggested that the process is that VPIA will present a motion stating, “I move that we fill in the Librarian position at Yap.” Then someone will second the motion and then they open up for discussions.

- President then said now, we vote for whether or not we will approve the motion for the Librarian Technician Position.
- President asked “Those in favor say, Aye and those against say Nay”
- Majority voted Nay
- President then said to VPIA “The recommendation is for you to take the matter back and discuss it with the requests also that we’ve made for the particular items, whether or not if it was ever advertised, and if it was advertised regularly or at repeated times with no suitable candidates. I would also like to look at the language of the advertisement and the level at which it was advertised in terms of the salary and all of the other recommendations made the other members of SLT.”
- The President then asked VPIA to continue with her second motion.
- VPIA “I would like to make the second motion, which is the fiscal officer for the FMI campus.”
- President then asked “Those in favor say, Aye and those against say Nay”
- Majority voted Aye
- The second motion for SLT to review and endorse the Fiscal Officer Position for FMI has been moved and was put up for discussion.

- VPCRE asked “What accountant level is it at, if it is an accountant 1 with an AS Degree or an Accountant II with a Bachelor’s Degree? His continued with his reasoning which is that we need to hire qualified people to look after our money.

- VPAS answered that they prefer one in the Bachelor's level but if there is one experienced AS level, that would be sufficient, too.
- VPIA also responded with a recommendation from Dean Lourdes, which is that she upgrades **Rose Mary Manna** which is the Accountant III to be the General fiscal officer since she will be overseeing the finances for both of the campuses.
- VPCRE mentioned that the reclassification request has yet been brought up to SLT.
- VPEMSS clarified that reclassifications do not go to SLT, the process is among the departments and President to approve.
- VPCRE acknowledged the clarification from VPEMSS.
- VPIA continued that because of the reclassification request from Dean Lourdes, she is requesting a Fiscal officer position while **Manna** manages the accounts.
- President clarified that the Fiscal officer will be an Accountant I and it will be under the supervision of **Manna**.
- The President then asked if that is the motion, and then she asked "That those in favor of the motion say Aye and those against say Nay."
- Motion was carried as majority voted Aye.
- VPIA then presented her third motion which she says "The third vacancy for review and approval is the Student services specialist II at Yap Campus for UB."
- President opened up the floor for discussion and no comments were made.
- President then closed it up for discussion and asked "Those in favor say Aye and those against say Nay"
- Motion was carried as majority voted Aye.

VPIEQA Reported:

Update on her attendance at the ACCJC conference earlier in May.

- Participating in the Nuventive assessment
- George participated in a faculty forum for the ACCJC
- VPIEQA participated in the ALO forum.
- They attended some conference sessions that they provided and one that was provided was critical for us to keep in mind was the current politics that is going on in the United states and how it might or might not affect our accreditations governing board at ACCJC. She mentioned that this was shared by Matt Thao, President of ACCJC with the

representative from the capital. They shared these to also let us keep in mind that the current changes in the pell requirements and also the fafsa online forms and also stressing the changes that they've implemented for the ACCJC standards and where they are stream lining everything online and not requiring a lot of package for evidence and everything will be posted online instead of having us the ALOs provide consistent data or evidence to support our midterm reports.

- Our midterm report, the next one is due in 2027 and they have shared the template for that and it is basically a short narrative with links. It is going to be a very big change between the previous reports that we've provided in the past, from 400 pages down to less than 100 pages.
- She met with our Staff liaison and she was very supportive, she also reminded VPIEQA at that time that our audit report has not yet been submitted and by the time IEQA left, she received the audit report from comptroller. VP Jennifer then went ahead and forwarded the report to the staff liaison Gene May and she responded that it has been received. That was the 2022.
- As of yesterday, VPIEQA and Comptroller spoke and they are expecting that the 2023 audit report will be done in July and as soon as that report is complete, VPIEQA will then share it with the staff liaison.
- She also shared that they have been able to procure one Starlink and high-performance speed is already here and they were able to get that in Honolulu when she was there and this one will be set up in Kosrae. In June the guys will be going to Kosrae to set up everything. They were able to purchase two more today for National campus and Chuuk. Yap already has theirs, and one has been donated by TC&I and VPIEQA will be asking them, if we will be taking it as our own so that we can transfer it to the college so the college can transfer it into our accounts, so that the college will be paying for it instead of TC&I. Then this one will be taken to CTEC.
- She also reported that they also purchased the mobile today, and they will be sending them out to the state campuses.
- She also reported her meeting with HR and Comptroller last week regarding the MIP HR module, with the inconsistencies of the staff and faculty information campus wide, so their initial step has been making sure that whatever is with payroll is also reflected in the HR module. So, their main goal for this is to transfer all employee information, make sure that everything has to do with employment data, such as personnel actions and special contracts will be returned to HR because they will be the ones updating and inputting this information. Then payroll will just generate the pays, so there will be no more inconsistencies. Gee and Dhiraj will be working on this, and the one that will be finalized making sure that HR and Payroll will be receiving the same information.

VPCRE asked, why were the special contracts taken away from HR?

VPEMSS answered that it was not taken away from HR but it's HR that refused to do them anymore. The reason why HR refused, is because she has no part to approve in the form.

VPCRE requested if something can done do this matter, so it doesn't happen again.

President responded that she was surprised when she came to the college and find out that special are not being handled by HR and being handled by the different departments and the Vice President. She also mentioned that she had a chat with the HR Director and one reason that she mentioned was that the HR department does not have many people and which is why they cannot be handling special contracts. The President also mentioned that she has told the HR director that it is not a good reason, and if there are not enough people, then she should be hiring other people because any contracts of employment needs to be handled by HR. The HR positions are currently being advertised and they are waiting for the result of the recruitment process, and President also mentioned that she will also be having a chat with the Director regarding the work that she should be doing, because as the director she should not be doing some other stuffs that she is doing right now.

VPCRE shared his concern with the work that they are giving the director, he mentioned that they should hold off until the staff positions are filled, since she is alone now, that it might be not good to be giving her more work.

President acknowledged and noted VPCRE's concern and answered that yes, this is why they have not yet moved it.

VPEMSS shared that the reality of the reason why HR refused to do the special contracts was because she was offended that campus did not comply with the hiring process and committed a special contract to an employee.

The President assured the SLT members that, that way of handling HR matters is slowly and very quickly will be a thing of the past. She also mentioned that it is difficult sometimes to change someone's work habit and how they operate, but they meet biweekly about updates, and they are in contact every day about other urgent matters. She also mentioned that things that had happened will not be happening anymore and that they all need to be looking forward in terms of tidying things up.

VPCRE also shared a reminder that he still has funding if the President still needs funding to hire a special contract right away to assist HR and it can also be for creating a new position specifically focusing on processing CRE documents.

The President thanked VPCRE and also said that she will discuss that with HR as well.

VPCRE asked to clarify with VPIEQA if their request for the purchasing of two Star links for CRE Kosrae is approved or disapproved.

VPIEQA answered that it has been approved and that Dhiraj is already working on that.

VPCRE added that he had sent in a reimbursement request to the President's office because he is planning to buy the Starlink with his own money and then send it to Kosrae and he asked if it would be ok.

VPIEQA responded that it is actually better and faster, she also said that if it can arrive on time to Kosrae when the guys are still in Kosrae then they can set it up for him.

VPCRE thanked VPIEQA.

VPCRE Reporting:

VPCRE started his reporting by making a motion “For SLT to endorse filling up a new position at the Yap CRE office for an administrative assistant to support the researchers in the AES building, the reason is that we have moved to a new building including the administrative assistant so, the researchers will be left alone in the current building without an administrative assistant to provide support to Dr. Muru and as well as the new researchers and their staff at the other building. So, this is a new position but it is already an established position for administrative assistant, funding for it is not an issue, so, I request and ask SLT for an endorsement. Thank you”.

The President asked if there is a second.

VPIEQA seconded.

The President opened the floor for discussion and no comments were made, then she closed it.

The President then asked “For those in favor say Aye and for those against say Nay”.

Motion was carried as majority voted “Aye.”

VPCRE continued with his reporting by sharing his updates from his trip in Kosrae as a representative to the President. Because he was representing the President and not only because of CRE, but also because Dean George requested that he have a look around the campus.

Updates on his findings:

- Air conditions needs to be looked at
- Moldy sides on the buildings facing the Governor’s building
- The land
- And some maintenance issue that will be shared via email

Per his attendance at the graduation, he mentioned that it went really well, and they had the presence of the Governor, the Lieutenant Governor, and several Senators at the Ceremony.

VPCRE also mentioned that he already that he wanted to set up a zoom room for his office in Yap as well as one at the tissue Culture, a laboratory at the other side of the government compound, and which is why he is asking for a Star link internet connectivity.

Reporting on their activity:

- Reported that they were successful in bringing and reintroducing two species of giant clams back to Yap from Palau, they were able to charter the PNA plane to fly from Yap to Palau with their staff and their PCC counterpart their helped them out to arrange the purchase and arrange the packaging, and making sure the necessary permits and requirements were met.
- There were challenges that they've encountered, but they were able to bring those to Yap and as of today, they are able to put them in the ocean and hopefully they will survive for spawning later and for CRE's research and extension programs.
- Reported that they are able to ship 400 male chickens from Hawai'i to Chuuk and it has been two weeks now and the chicks are surviving now and they are trying to arrange breeding programs for Chuuk and same as Yap.
- In continuation with the Article, they did a workshop in Yap last week and that is for breeding program in Yap and Chuuk and it will be followed by Pohnpei and Kosrae for developing a poultry program across the FSM.
- CRE is also planning in June a conference in Yap for farmer focus training and a mental health first aid training.

VPCRE also mentioned that he has invited VPEMSS to the training or any of his staff in Yap, as there will be people coming from the US and as well as people from the University of Guam and they will be providing certifications in first aid mental health training.

VPCRE also reported that he is currently in Kansas City, Missouri to attend the project directors meeting including a project with VPIA for the USDA resident instruction for auxiliary areas, and tomorrow will be conclusion of the three-day meeting.

VPCRE was able to present VPIA's progress report on the first day and he will be presenting the completion of the CRE office building in Yap tomorrow at the last meeting and besides the presentations, they had some very good presentations from NIFA, they were able to present information on awards management, reporting on accountability, public engagement, and they will also have another one the next day.

The Information that was very useful, especially was how to manage awards, including project initiation, progress reports, and draw down of funds.

Yesterday, VPCRE shared that he heard from the award management specialist that we can actually do an advanced draw down, it was a first time to hear. There are some limitations so, if people are short of cash they may allow a draw down instead of a reimbursable basis. He also added that those were really good presentations by NIFA, the officiare was surprised that that was the NIVA headquarters but there were no one in the building, because everyone is still on remote work, so there are like three or four people in the four or five story building. Interestingly, remote work is still going on at NIVA.

Other that, VPCRE reported that he will be stopping by next week in Kosrae and Honolulu to meet with the UH Cooperative Extension on collaboration for our extension programs and to engage with UH regarding our agriculture educational programs. VPCRE also reported that the University of Hawai'i is planning to do a four-year online program in Agriculture. He also added that he indicated the college's interest to the UH folks that also attended the meeting, that COM is also interested for our students to also pursue and enroll in the online program if they ever offer.

VPCRE also included that he will be having meetings in Hawai'i regarding his programs as well as the 2+2 with UH, similar to University of Guam. Then next week, VPIA and UOG have asked VPCRE to remain in Guam for another week to be involved in the discussion of the 2+2 program with UOG for our graduates. He also added that he is very interested in those programs especially in the articulation and the transfer agreement. It will really help recruit students and retain them at the college. He also mentioned that we can take this information, go out into the community, and go to the schools, especially the ones that don't really send students to COM-FSM and tell them and the parents that they can save money by sending their children to COM-FSM and then have them get their bachelor's degree at COM-FSM and then they can move off island.

VPCRE then reported that he has an issue and it is for comptroller. He shared that he did not really pay attention to his per diem that it was revised, he thought that the per diem rate that was revised was a hotel plus, but apparently it was not. He then made a request to review the per diem rates, especially for people that travel to mainland. He then reported that his per diem at that moment was \$245 for the hotel but the per diem for the hotel is at \$299 and it means there will be \$50 for meal but at Kansas City, it is about \$20 for a meal. So, he mentioned that he had to find other ways to get his meals, which is very unfair for the travelers that are traveling for the benefit of the college. Then VPCRE requested again for the per diem to be reviewed and to change it to a hotel plus rate for the people who have to travel to attend these conferences as a requirement and they have to stay beside the meeting venue and stay in hotel with a high rate because this would be less expensive and more convenient for the traveler. VPCRE again requested for a review for the per diem rates.

He also shared an issue he has with an off-island vendor and this is an issue from the comptroller, which he found out from business office that there were some previous off island vendors who did not meet their obligation but off island vendors were paid in advance, now our process is delayed because the vendor did not meet their obligation. VPCRE also added, that one way to make that this does not happened again with off-island vendors is to not make advance payments because it is a lot of money that we lose because of these island vendors and this needs to be looked into.

VPCRE then asked if there are any comments or questions as this is all that he is reporting.

President then answered that she does have a question. Her question is that, she thought that they've already approved the hotel plus?

VPCRE responded that, No, what was approved was not Hotel plus and that it was per diem plus.

The President then got confirmation from Lisa, and it is indeed a hotel plus that was approved by the President.

The President then shared her experiences that she had when she also traveled to the main lands and she confirmed that people cannot survive with the per diem alone in the cold weather. The president also asked VPAS to look into it, because if an amendment needs to done, then they need to amend the TA to hotel plus and not per diem plus.

VPCRE responded that he has it in writing, and if they do confirm that it is a hotel plus, then he will be filing a complaint against the comptroller and her staff for not following board directives and interpreting the directive the way they want to interpret it, because he had his TA done with hotel plus, and they said no. VPCRE then repeated that if it is indeed a hotel plus, then he will file a complaint about how they are treating the staff.

VPEMSS also responded that VPCRE can make a complaint if he requested for Hotel plus and they did not give it to him, since he requested.

VPCRE said, he requested hotel plus, and he made the calculations, but they changed it to per diem plus 40% which is a lower amount.

The President said she has asked VPAS to look into it, and she asked VPCRE to send in document and to include all of the SLT members in it, since he had shared the matter in the SLT meeting. She also stated that his complaint is a conflict of interest because the complaint is being made against the comptroller and she is part of the SLT. She also mentioned that even though she is part of SLT, she will need to be left out of the communication so, they can considerate it. Since at the moment, apart from the administrative assistants, she also reminded the administrative assistants that this is a confidential matter, at this moment, because this is now an issue that is pointing towards performance and the decision making of a certain department. So, the President asked VPCRE to send it to them (The president and the VPs), so they can have a look at it, and at the same time VPAS will also go to the business office to look into it.

The President then asked her second question regarding the 2+2 program. She said that she assumed that VPCRE will find out exactly what will be needed or what are the requirements and then bring it back for discussion.

VPIA then responded that the dialogue has already started, and the first meeting was held in Yap and that they are already looking at the courses and the application process has started, course outlines have been exchanged.

The President then asked about the agreement.

VPIA responded that this is what they will be meeting about in Guam.

VPCRE also added that he is hoping that the meeting in Guam, since they are spending a lot of time and money, he hoped that they can get the articulation or the transfer agreement, including the draft of the meeting. He also said that it could be brought up in September when UOG comes to Pohnpei to meet with the Administration and hopefully, by the end of this year the President will be able to sign off on an agreement, and also, hopefully by the next semester in Spring we will have something to offer our students and graduates, for them to remain for two years. VPCRE also mentioned that they will be going after the government for money to fund the students to stay with the college for two more years. Also, he would be asking the government to also help encourage students to stay with the college for two more years before they go to UOG, so they can first get used to the college life and then go on and study

at UOG, which would also make them earn their bachelor's degree in a timely manner. VPCRE also mentioned that he is pushing UOG to start the program quickly, and he would also be letting them know that he will also engage with the University of Hawai'i, since they already have an articulation with the Hilo, to engage in another articulation for 2+2.

President:

The President shared two items that she asked to be included in the meeting agenda and they are items 6 and 7. The reason that she is sharing it, is because she feels like they are playing catch up games, then what are we expecting students to do.

The President shared the struggle that the residence students faced the night before when they did not have water to shower and they had to look for a place to shower, while the boys had no problem because their water was filled. She reminded the members that if we face these problems while in the comfort of our homes, the students do not have the same luxury as we are their home. She then reminded the VPs to meet with their teams and make improvements.

Solution for the water problems:

- Install water catchments because Pohnpei rains a lot.
- Requested by VPCRE: That buckets of water be filled and provided for every lady's bathroom, never mind the males now since the women need them more.
- The line must be connected again, the line which was disconnected for the construction.
- VPEMSS shared the issues he believed is the problem and it is not because things are not been provided or installed, it is because the people who are supposed to maintain it cannot maintain it.
- President responded to VPEMSS and she mentioned that these issues should be indicated in the employee performance evaluations as one way to deal with these types of employee performances. Supervisors need to also be careful with the leaves that they are approving, because leave forms also make an impact on the performances.

VPCRE questioned the acting delegation for VPAS. Since VPAS will be going on leave, he asked if he can delegate another person, other than comptroller because comptroller already has a lot on her hands.

VPAS responded that the person he wanted to delegate is on sick leave, so he is delegating Roselle temporarily.

President responded that she can do VPAS's work or he can delegate her while they wait for the recruitment or hiring of the new VPAS.

VPEMSS suggested that he can take some of the duties, everything regarding emergency, since it also aligns with the responsibilities of the security department. He also asked the President to give him everything in item 6 and 7 and he will take care of it.

Meeting adjourned

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:			