

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

Committee or Working Group:	Senior Leadership Team (SLT)
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Date: October 9th & 10th 2024	Time: 3:00 -5:00pm /10:00-12:00	Location: Pres Conf. Rm.
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Members Present: President VPIA VPEMSS VPCRE/A/g VPAS The Comptroller	Members Absent: VPIEQA
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Additional Attendees:	ES II, EO, & IT Consultant Dhiraj
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Agenda/Major Topics of Discussion: 1. Welcome by President-Dr. Theresa 2. Prayer by VPIA

<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>

A/g VPAS:

- The budget guidelines need SLT to agree with the FY 2026 budget timeline completion. Starts from 14 August which is now past so it needs a new timeline. Expressed the urgency as there are only 2 more months before the December Board meeting.

VPEMSS: need to look at the previous budget guideline before proceeding with another timeline. Need to define the general and specific guidelines of the budget including the projections and assumptions.

President: Ask the VPs and the Comptroller to discuss when to have the meeting in the next 24 hours to start the process of the budget guidelines.

- The President added that VPIEQA's return from her personal leave due to a personal matter. Pointing out the unusual step of asking the IT Consultant to sit in for the VPIEQA.
- Able to source out washing machines for the dormitories - 2 sets. One for the male dormitory and one for the female dormitory (2 stacks of washers and dryers). Cost will be a bit higher to recover utility costs as well as replacement of machines.
- Recreational areas i.e. broken tvs and other entertainment items for the students.
- Sourcing out cost for mattresses gauging the costs to replace all the mattresses in both residences.
- Price Comparison Analysis is still required for PRs lodged in the Microix that are \$1,000 and over.
- Reviewing all the purchases especially for auxiliary services; OPEN POs at the Bookstore as the receipts itemizing items arrive AFTER the PO is closed out.
- Review Chapter 7 policies regarding fees setting up a small team to assist with the review.
- A/g VPAS asked the Comptroller if there are ways to assist the business office with payroll. The Comptroller proposed that the usual process is kept.
 - VPEMSS pointed out that there is a Board Policy covering payroll. If it is no longer irrelevant, the President has the power to make a change to the policy. The President will need to apprise the Board of the change.
 - A/g VPAS is asking SLT to endorse the filling of Julius Cecilio's position.
 - VPEMSS is asking if the documentation can be shared with the SLT to review. The President asked the AS and the Comptroller to share the document via email with SLT 2 weeks from now (23 October 2024). The VPEMSS made a motion that vacant positions undergo the same process to remain consistent and transparent. VPIA second. **CARRIED.**

VPCRE/ A/g VPAS Continued with his report

VPCRE/A/g VPAS asked for SLT's endorsement for the following vacant positions to be filled:

- Agriculture Agent 1 (CTEC)- Replacing Bryan Wichep
- Aquaculture Research Assistant (Yap)- New Position

- Aquaculture Extension Agent I (Yap)- Replacement for Viviancella Ken
- Agriculture Extension Agent I (Yap)- Replacement for Mark Googag
- Agriculture Extension Agent I (Kosrae)- Replacement for Soni Charley
- Aquaculture Extension Agent I (Kosrae)- Replacement for Annie Lee Joe
- Youth Extension Agent I (Kosrae)- Replacement for Paliknoa I. Sigrah
- Field Assistant (Kosrae)- New Position
- Health & Nutrition Ext. Agent I (Kosrae)- New position

All voted “Aye” and the motion was **Carried**

Comptroller Reporting:

- **Comptroller:** Actual expenses for 2024. Not the final one, as the College is slowly closing the “books”, but these are likely to be the amounts.
- Based on the Comptroller’s budget analysis, the vacant positions fund unused is \$1.39 million.
- Policy revisions/Actions & Directives: Need to be precise and accurate as possible particularly with these changes.
 - President, A/g VPAS, Comptroller and EO will need to meet to discuss further the wording of the policy so it aligns with the directives (which supersede the policy).
- VPEMSS defer all requests for reprogramming by a department, especially from the state campuses, equally shared with other VPs because the Deans report to all VPs, until such time the budget realignment is completed. Seconded by the A/g VPAS.
 - VPs to work with their departments
 - Blanket reprogramming will not work for CRE (therefore against the motion).
 - CRE’s funding is different because it only has 3 categories from the USDA (Salaries, Travel, Equip & Supplies or All others).
 - IA has already lined up activities under her department and programs, therefore has reservations for the motion by VPEMSS.
 - VPEMSS modified the modification:
 - A/g VPAS asked VPEMSS to modify again to say relevant departments go to the VP overlooking these specific departments.
- The President with the support of the A/g VPAS appointed VPEMSS as the Chairman of the Governance & Management Structure Secretariat. The IT Consultant and the EO are to assist the Chairman with the participatory structure and the secretariat for the policy.

-----Meeting cont’d 10 October 2024-----

VPIA: (refer to AI recording)

Department/budget assessment: “What are the outcomes of these activities? How much of that budget allocated is aligned with the objectives?”

VPIA made a recommendation to the President to re-advertise the KSA Dean’s position. In the process, to do a closer re-evaluation of the campus. While this is ongoing, the VPs (if all willing) that the mobile administrator move to KSA Campus to be the administrator while A/g Dean

George is relieved of his acting duties. A/g Dean George is also the IC with meticulous duties and being in this acting-ship position is impacting on his duty. VPEMSS agreed and added that this duly required hands-on intervention by the VPs.

VPEMSS motioned that the Secretary to the Dean of Kosrae State Campus be advertised subject to the individual possessing an AA or AS degree. VPCRE seconded the motion. **CARRIED.**

VPIEQA: SOP on staff access and account deactivation. (draft SOP was presented by the IT Consultant in the absence of the VPIEQA.

Record retention and disposal suggestion by the VPEMSS. VPCRE also recommended using the HRO's procedure of storing and retaining. VPEMSS also suggested an "all-in-one" file storage for both staff and students.

President strongly recommends

- a directive to provide an honest evaluation of the IT Team
- BP No. 6017 (Permanent Employees)

President:

- Constitution Days/Holidays:
- Tuition Increase: Setting up a calendar to meet with each member of Congress over a meal to secure their votes for the College. The President will meet with the Chair and discuss this further in Seattle at the interim of ACCT. One of the items discussed with the Attorney is Alumni Outreach (for donations). The President did not see this in the VPIEQA's update but would like to see this soon. VPEMSS suggested that the Alumni Coordinator (Amy Santiago at IAEA) work closely with the Admin & Records for a working database of COM-FSM graduates. The President tasked the IT Consultant to work with ED Mori to start the AC on operating procedures and establish working relationships (and to also sign the FERPA since she will be dealing with sensitive records).

Grant writings: The President suggested When we look at funding opportunities, look into grants for salary/wages and buildings.

The President also shared with SLT an idea of acquiring the Joy Hotel (for example) as a way to generate income. She is not saying it will happen, but just a thought as a way to help the College out. VPEMSS supports the idea, but is a bit hesitant because we are never sure about how much returns the College will get back from this investment and the stability of the economy is a huge "gamble". We may just exhaust the College's Endowment Fund and might not be able to build it up again.

President's report:

- Constitution days/Holidays: Employees to use their leave
- Tuition increase: refer to sheet put together by the Attorney
- Meeting results with NDOE Secretary Aisek: refer to email by the President
- HR Director's contract (to be now the Workforce Developer): to be kept under wraps until such time the College is apprised by the OTP.
 - Comment by the VPCRE: Workforce Development is a potential area for funding.

- Charging fees for workshops is also an area to be subsidized by outside grants/fundings.

Miscellaneous: BP No. 5301 (bullet point highlighting “Unique expertise”) raised by VPCRE/Acting VPAS.

Question by the President: Do you have a way forward?

Answer by A/g VPAS: This captures services rendered.

VPEMSS moved to table this so it is discussed with the appropriate committee(s).

The President asked the SLT to bring the policy back to the Procurement Office and discuss the policy as it is in need for review (last reviewed in 2017). VPCRE thanks the SLT and welcomes feedback from the team.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

College Website Link:

**Prepared by: ES II
& EO**

Date Distributed:

Approval of Minutes Process & Responses:

Submitted by:

Date Submitted:

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

1.

Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:			
Approved with conditions:			
Disapproved:			