



MEETING REPORTS

Background

(Summarize the pertinent information for the matters or issues in the report to provide context; for each matter or issue, provide a new paragraph; recommend that these are kept ‘to the point’).

OFFICE OF THE PRESIDENT
March 13 – April 12, 2023

Summary

Matter/Issue	Relevant date(s)	Outcome/Expected outcome	Supporting documents (include as appendices and itemize clearly in this column)
Meetings	March 13 – April 12, 2023	<ul style="list-style-type: none"> • Introductions and Courtesy Calls: FSM President & Vice President; COM-FSM operations; Faculty; MPS, MIF, Land Grant Board; FACSSO¹; SEEP²; PPEC 	See Appendix 1
Decisions	March 13 – 31, 2023	<ul style="list-style-type: none"> • Accreditation Carnival: include as an annual event on the COM-FSM Calendar • Reinstated the Vice President position in the Land Grant. The current director’s position is being replaced 	See Appendix 2

¹ FSM Association of Chief State School Officers

² Skills and Employability Enhancement Project (World Bank funded)

		<p>by the reinstated VP-CRE; the current Director is promoted to VP.</p> <ul style="list-style-type: none"> ● Appointed Jennifer Helieisar as the Acting VPIEQA. ● COLA one-off payment; the Comptroller was requested to work on a few projections and submitted 3 options. These have been submitted to the Board through the Chair and we are awaiting approval for the payout before Easter. 	
Accreditation Site Visit March 13 – 17, 2023		<ul style="list-style-type: none"> ● Edited the Core Issues Response; inserted my Work Plan as evidence to demonstrate COM-FSM’s resolute commitment to resolve problem areas especially performance evaluation and talent management. 	
Works in progress	March 13 – April 12, 2023	<ul style="list-style-type: none"> ● Mentor contract for VPIA & VPIEQA; ● Contract for Board training; ● Personnel Audit RFP ● IEMP³ revision ● Strategic Plan development ● Strategy for the Board & the President to request that the Government subsidy is increased by at least \$1m in anticipation of the Personnel Audit findings especially in relation to salaries and benefits. ● Secure PeopleAdmin as the online platform for talent acquisition, talent management & onboarding; also includes a performance evaluation module. Price: Based on 300 employees: \$43k/annum. 	

³ Integrated Education Master Plan

APPENDIX 1

Calendar: February 13 – 28, 2023

The screenshot shows a Google Calendar interface for February 2023. The main view is a weekly grid. The left sidebar contains several sections: 'Create' with a dropdown arrow; a monthly calendar view for February 2023 with the 1st highlighted; 'Meet with...' with a search for people; 'Time Insights' for the period Feb 1 - 28, 2023, showing 28.8 hours in meetings; 'My calendars' with checkboxes for Theresa Koroivulaono, Birthdays, Reminders, and Tasks; and 'Other calendars' with a checkbox for Holidays in Micronesia. The main calendar grid shows events for each day from Sunday, Feb 29 to Saturday, Feb 4. Key events include 'Office' on most days, '11am COM-FSM BOARD' on Feb 1, '9am SEEP MEETING' on Feb 2, '3pm Walk-thru w/ the Landlord' on Feb 3, '9am Budget Mtg w/ VPAS & Compr' on Feb 16, and '8:30am FACSSO Discussion w/ COM' on Feb 24. The interface also shows a search bar, navigation arrows, and a 'COM-FSM' logo in the top right corner.

Calendar March 1 – 31, 2023

The screenshot shows a Google Calendar interface for February 2023. The calendar is displayed in a grid format with columns for each day of the week (SUN to SAT) and rows for each week. The left sidebar contains navigation and settings options, including a 'Create' button, a monthly calendar view, 'Meet with...' search, 'Time Insights' showing 20.0 hours in meetings, and 'My calendars' with checked items like 'Theresa Koroluaono', 'Birthdays', 'Reminders', 'Tasks', and 'Holidays in Micronesia'.

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	Feb 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	Mar 1	2	3	4

Key events from the calendar include:

- Feb 1:** 11am COM FSM BOARD
- Feb 2:** 9am SEEP MEETING, 2:30pm COURTESY CALL TO THE PS
- Feb 3:** 3pm Walk thru w/ the Landlord
- Feb 12:** Office
- Feb 13:** Office
- Feb 14:** 1pm Meeting w/ Benton Isaac, 2pm SEND RACHEL INDICATION AB
- Feb 15:** 1pm VP's updates, 4pm LIBRARY DIRECTOR/A/O, 5:30pm MIF DINNER
- Feb 16:** 9am Budget Mtg w/ VPAS & Comptroller, 11am Meeting w/ Dr. James Vlamas, 1:30pm I AND GRANT MEETING AT 1, 5:30pm SPC
- Feb 17:** 11:00am Filming of Dr. Theresa's intr, 2pm HR Briefing w/ HRD Director, 3pm Meeting w/ VPIA & I RC Director
- Feb 20:** Office
- Feb 21:** 8:30am Grievance Hearing update w, 10am Job Descriptions meeting w/E, 1pm HRO briefing w HR Director (cor
- Feb 22:** 11am Grants Discussion, 2pm Monthly PPEC zoom meeting, 3pm SLT MEETING, 5:30pm ASH WEDNESDAY MASS
- Feb 23:** 9am MEETING WITH RENTON: SALA, 10:30am Contract & PA Briefing w/HI, 2:30pm SLT MINUTES WITH LISA, 2 more
- Feb 24:** 8:30am FACSSO Discussion w/ COM, 10am SEEP Meeting w COM-FSM sts, 4pm POTENTIAL STANDARD IV MEE, 6pm DINNER at the Western & Cenb
- Feb 25:** 8:30am Breakfast Mtg w Raymond &
- Feb 27:** Office
- Feb 28:** 1pm CTEC visit, 1pm STANDARD IV MEETING
- Mar 1:** 9am FACSSO MEETING, 1pm Ask VPIA to attend
- Mar 2:** 9am FACSSO MEETING, 1pm POTENTIAL CTEC Visit, 1pm Ask VPIA to attend, 4pm Meeting w Lois Founders of Mu
- Mar 3:** 9am FACSSO MEETING: ask VPIA to, 10am TNT: Meeting w Aja VPEMSS I, 11:00am Emily's Doctor's appt, 2 more

APPENDIX 2



COLLEGE OF MICRONESIA – FSM

OFFICE OF THE PRESIDENT



MEMO

TO: Director, Human Resources
FROM: President, Dr. Koroivulaono
CC: Lisa Dereas
SUBJECT: Reinstatement of the position, VPCRE
DATE: February 28, 2023.

Following my email to you yesterday and our discussions this morning, could you please reinstate the VPCRE position? I have copied and pasted below the other recommendations I included in my email.

- Reinstatement of the Land Grant Vice President position.
- Recommendation that the current Director's position is replaced by the VP Land Grant position.
- Recommendation that Steven Young-Uhk is promoted to become the VP Land Grant and his salary should be adjusted accordingly.
- Submission that the yellow highlighted section on page 5 of the Appendix is endorsed by the Board.

Thank you.

COLLEGE OF MICRONESIA – FSM

OFFICE OF THE PRESIDENT



MEMO

TO: All Personnel

FROM: President, Dr. Koroivulaono

CC: Vice Presidents, Management Team, LRC Director, and HRO

SUBJECT: Appointment of Acting Vice President for Institutional Effectiveness & Quality Assurance

DATE: February 24, 2023.

I am appointing Ms. Jennifer Helleisar, Director of the Learning Resource Center, as the Acting Vice President for Institutional Effectiveness & Quality Assurance effective immediately.

This is an essential leadership position and it is needed to oversee institutional planning, assessment, research, and quality assurance. This decision is made after discussions with the Senior Leadership Team (formerly known as Cabinet). Therefore, the VPIEQA position shall be re-advertised immediately.

Thank you.

Proposed One Time Cost of Living Assistance				#	Option 1	
Employees maxed out/ reached the salary grade ceiling				110	1000	110,000.00
Employees still within the salary grade level				222	400	88,800.00
Special Contracts				80	200	16,000.00
Total # of employees				412		214,800.00
				#	Option 2	
Employees maxed out/ reached the salary grade ceiling				110	1000	110,000.00
Employees still within the salary grade level				222	500	111,000.00
Special Contracts				80	200	16,000.00
Total # of employees				412		237,000.00
				#	Option 3	
Employees maxed out/ reached the salary grade ceiling				110	1000	110,000.00
Employees still within the salary grade level				222	500	111,000.00
Special Contracts				80	300	24,000.00
Total # of employees				412		245,000.00