

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

Committee or Working Group:	Senior Leadership Team
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Date: 15 Feb 2023	Time: 3:11pm	Location: Board conf. room
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Members Present:		Members Absent:
<ul style="list-style-type: none"> ▪ Pres. Koroivulaono ▪ VPAS Habuchmai ▪ VPIA Ehmes ▪ LRC Dir./ALO Helieisar 	<ul style="list-style-type: none"> ▪ Comptroller Togonon 	<ul style="list-style-type: none"> ▪ A/g VPEMSS Daoas

Additional Attendees:	Lisa N. Dereas, EA to President/BOR
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Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> ▪ Introduction by President Dr. Koroivulaono ▪ Reports from each VP and Comptroller ▪ Accreditation update and activities ▪ Action items for each SLT member

Discussion of Agenda/Information Sharing:
<ul style="list-style-type: none"> ▪ Brief welcome remarks by the President who chaired the meeting. The President also welcomed the new VPIA, Mrs. Delihna Ehmes. ▪ The prayer was said by VPAS Habuchmai. ▪ The President suggested to the team to change the groups’ title from <i>Cabinet</i> to <i>Senior Leadership Team</i>. All approved. ▪ The President also shared with the SLT members the importance of keeping the flow of communication and information “open”, except where it is strictly and understandably confidential. ▪ Introductory reports from each department: <ol style="list-style-type: none"> 1. Comptroller: Provided a financial overview of the College. FY2022 budget was not fully consumed because “hiring” was low. This budget (\$11.3million) is being used for the FY 2023. Updated President on FSM Congress rejecting the College’s 2023 proposed budget. Although revenue was low, student enrollment was low because the College had money “in reserve”. The Comptroller feels positively towards this financial year. She also reported that she is looking into maximizing the utilization of Microix. <ul style="list-style-type: none"> • President interjected by saying that once her Work Plan is approved by the Board, she will start the <i>Workforce Planning</i> with a personnel audit. COMFSM underwent a personnel audit back in 2010, which is way overdue. The job descriptions do not match the positions, neither do the salaries. President also mentioned <i>Succession Planning</i> – looking at the College with a wholesome view and growing the “thinking outside the box” attitude. She also reiterated what she told IP Mori – that the Strategic Plan will be put together by employees of the College. The President will identify the people who can

help with the work. The RFP initiated by IP Mori will be cancelled with more local input. The Strategic Plan needs to be detailed and broken down; needs to have an integrated planning model and needs to be more focused on honest evaluations of employees.

2. **VPAS:** Reported/introduced to the President the departments under his office, i.e., Maintenance & Facility, Procurement Office, Business Office and the HR Office. VP Habuchmai went into detail on the functions of each office and the projects he is currently overseeing, such as the Student Services Center that is projected to be completed in December 2023. He also mentioned the building of a Nurses/Training Clinic funded by the HEERF grant. VPAS also acknowledged the numerous unfilled positions at the College (National and the sister campuses).
3. **VPIA:** Reported on the several grants under her office i.e., IQBE, DDFT, Green Climate Fund, RIIA (run by CRE), IOALSAMP, StepUp and the Teachers Program. Then there is also ISLET run by Glenda Welles.
 - President asked for a meeting next week to discuss the grants and also asked why the College chose Canvas and not Moodle.
 VPIA also touched on the Accreditation Carnival which is slated to take place on Friday, 3 March. In collaboration with the ALO, they have formed the teams and designed the games depending on each standard.

Meeting adjourned at 5:30pm

Comments/Upcoming Meeting Date & Time/Etc.:

- Wednesday, 22 February @ 3pm in the Board's Conference room.

Handouts/Documents Referenced:

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College Web Site Link:

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Prepared by:	Lisa N. Dereas	Date Distributed:	7 March 2023
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Approval of Minutes Process & Responses:

Submitted by:	Lisa N. Dereas	Date Submitted:	9 March 2023
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

1.

Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:	SLT members	7 March 2023	
Approved with conditions:			

Disapproved:			
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