

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

Committee or Working Group:	Senior Leadership Team
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Date: 7 March 2023 Cont'd on 10 March 2023	Time: 3:12pm/3:05pm	Location: OP Conf. Rm.

Members Present:		Members Absent:
<ul style="list-style-type: none"> ▪ President Koroivulaono ▪ VPIA Ehmes ▪ A/g VPIEQA Helieisar ▪ A/g VPEMSS Daoas 	<ul style="list-style-type: none"> ▪ Comptroller Togonon ▪ VPAS Habuchmai ▪ A/g VPCRE ▪ 	<ul style="list-style-type: none"> ▪ VPAS Habuchmai (7 March)

Additional Attendees:	Lisa N. Dereas, EA to the President/BOR
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Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> ▪ Reports from each department/VP ▪ Old Business (Accreditation, Strategic Plan & Personnel Audit) ▪ Board Meeting in April 2023

Discussion of Agenda/Information Sharing:
<ul style="list-style-type: none"> ▪ Reports □ President reported that she recently had a Zoom meeting with Dr. Rosevonne Pato, Chairperson of the Accreditation Team due to visit the College soon. She reiterated how important it is for everyone, especially those SLT members who will be interviewed, to be ready and to answer accordingly and truthfully. Preparation needs to be in place i.e. working area, WiFi, evidence boxes, etc. These are professionals, hence act and be professional. President also emphasized the need for the announcement enclosed board downstairs to be cleaned and cleared, having only relevant announcements neatly posted. She also asked A/g VPEMSS to take off the papers affixed to the entry glass doors and windows downstairs. The area where there is a bench and a table, to the side in front of the Admin. Building needs to be tidied up ASAP. President also touched on the recent project she and Roselle have been working closely together on, which is the one-off COLA payment to all the employees who have been working for the College for 10 years

and over (esp. those on frozen salaries) before Easter. She will update the SLT on the progress.

- **VPIA** began by saying that she will move the Student Services to VPEMSS. She continued by saying that program reviews are done 2 years for certificate programs and 4 years for degree programs. SLOs assessments are done each semester and yearly. Currently, the College houses 14 degree programs, 18 certificate programs and 2 BA programs. VPIA also answered the question posed at the last meeting “Why Canvas and not Moodle?” saying although both are open source learning mgmt. systems (LMS), through much research, the former proved to be more efficient. Although the latter is free, the cost to set it up and to obtain all the plugins necessary for it to fully function will cost more than Canvas. VPIA also mentioned the automated systems and repositories used at the LRC. Follet is currently used, however, the LRC is also piloting KOHA, an open-source integrated library system, used world-wide by public schools and special libraries. She also mentioned how and when the course outlines are updated. For existing courses, course outlines are updated every 5 years. The IC is responsible for updating these course outlines, as well as identifying which ones are up for updating, etc. Furthermore, VPIA explained how courses can be published online for the Chuuk Campus. It can be done through virtually setting up their courses on Canvas; through gathering more information to access e-books – something that the faculty members have already begun by meeting recently with Cengage, exploring this opportunity. Lastly, VPIA brought to the attention of the SLT the draft *ISLET* staffing proposals – there are 5 vacancies for CRE (4 new positions, 1 existing) and 1 vacancy for the VPIA office.
- **VPAS** sent his apologies but issues, such as the backup generator for the Chuuk Campus were discussed with the Comptroller officiating for the VPAS. The SLT moved to approve the purchase of the generator. **CARRIED.** There is also the need to replace the Admin. Building’s generator, here at the National Campus; install a water filtration system for the Kosrae Campus and come up with a maintenance plan for each campus. The College needs to revisit its Emergency Plan since the current one is mainly tailored towards the pandemic.
- **A/g VPEMSS** reported on his recent trip to Chuuk where he administered the COMET exam to students enrolled in some of the high schools in-state. Weipat HS in the Nomwunuito Atolls and Moch High School in the Mortlocks have yet to take the entrance exam. Same was said for 2 high schools in Yap (NICHS & Yap SDA) due to the pandemic. According to the graph in the report, the number of students who took the exam this year was less than in 2022.
The *Program Participation Agreement* is due to expire in June 2023. The draft for reapplication was completed by the Director of the Financial Aid Office and will soon be uploaded online with the FY 2023 catalog as supporting document.
As far as student activities go, Mr. Daoas reported that while in Chuuk, the Campus Student Center held an event named *Education Awareness and Prevention on Family Planning*. On 3 March, the National Campus held a Cleanup Day and enjoyed a movie night in the gym on the evening of the 4th. A/g VPEMSS further reported on the vacant positions under the EMSS Office. 8 positions in total, most of which are awaiting interviews and screenings by the ad hoc committee.

- **Comptroller** expanded on the President's brief mention of the COLA by adding that if 4% is added to all employees' salary has been frozen, it will cost the College around \$12K; and if the COLA/employee is \$400, the College will be spending \$80K. The Comptroller mentioned again that she is still exploring the ways for the College to utilize Microix to its fullest potential.

-----Meeting adjourned at 5pm. TBC on 10 March @3pm-----

10 March: Cont'd

- **Comptroller** picked up her reporting advising the SLT that the CARES Act ends in June 2023. The remaining balance of \$1.9million needs to be spent right away. Requested that the SLT read the provisions of the CARES Act funding to share ideas on how to properly spend the balance. It has to be COVID-19/pandemic related. Comptroller asked the SLT to consider alleviating students with debts using this grant. VPIA motioned to adopt. *CARRIED*.
- **A/g VPCRE** reported that there are many positions, but there is a great need to create new ones due to the level/statuses of these new positions. For the KSA and PNI campuses, need to open 2 new research positions for the CRE projects. These projects are under the Green Climate Fund (GCF) initiated by the Micronesia Conservation Trust (MCT), where food security is addressed at the household level, with the potential to assist 60% of the FSM's population. There is an upcoming conference in June, which targets farmers and families on food security.
 - The USDA grant will provide additional spaces for the CRE
 - Italian Food/Water Security Grant – Headed by Dr. Muru in Yap (campus).
- **A/g VPIE&QA** began by addressing an IT question asking the ratio for students per computer. The answer was 1 computer/10 students; yes laptops are provided for students with Zoom capability; not ALL instructors have WiFi connectivity at home, but the laptops assigned to them also have Zoom capability.

Miscellaneous:

VPIA's personnel requisitions for the 5 Aquaculture Agent II positions at all the campuses was motioned for approval. *CARRIED*.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced: Reports which are uploaded in a Google Drive folder shared by the SLT.

College Web Site Link:

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Prepared by:	Lisa N. Dereas	Date Distributed:	21 March 2023
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Approval of Minutes Process & Responses:

Minutes from the last Cabinet meeting held on 15 February 2023, were approved by the SLT members present at today’s meeting. It was uploaded to the College’s website.

Submitted by:	Lisa N. Dereas	Date Submitted:	24 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	22 March 2023	
Approved with conditions:			
Disapproved:			