

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

<b>Committee or Working Group:</b>	Senior Leadership Team (SLT)
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<b>Date:</b> 7 December 2023	<b>Time:</b> 3pm	<b>Location:</b> Zoom
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<b>Members Present:</b>	<b>Members Absent:</b>
PRESIDENT Dr. Theresa VPAS Habuchmai VPEMSS Oducado VPIA Ehmes VPCRE Young-Uhk A/g VPIEQA Helieisar Comptroller Togonon	

<b>Additional Attendees:</b>	EA to the OTP
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<b>Agenda/Major Topics of Discussion:</b>

<b>Discussion of Agenda/Information Sharing:</b>
Zoom: <a href="https://comfsm.zoom.us/j/3061339702?pwd=dnM3UmJKWW83V0JFdjhCNDNMbmVsUT09&amp;omn=93928433605">https://comfsm.zoom.us/j/3061339702?pwd=dnM3UmJKWW83V0JFdjhCNDNMbmVsUT09&amp;omn=93928433605</a> Meeting ID: 306 133 9702/Passcode: 133187
<ul style="list-style-type: none"> <li>● Brief welcome remark by President.</li> <li>● VPAS opened the meeting with a prayer.</li> </ul>
<p><b>President</b> informed the SLT that her report will be presented to the Board in two major ways:</p> <ol style="list-style-type: none"> <li>1) present the 5 areas in her workplan from 2023-25 (accreditation, strategic plan, personnel audit, performance management system and the campus facilities master plan).</li> <li>2) Liz Bare to present her findings to the Board in the Personnel Audit Report.</li> </ol>
<p><b>VPIA</b> updated the SLT that VPIA had a prep meeting with the deans, going through the report on the final touch up for the Board meeting. The newsletter depicts the bachelor’s program, assessment report, progress and recommendation for improvement esp. at the program level assessment for both certs and degreed programs, report on what the IA is doing to strengthening the faculty by providing gadgets (iPads). Another highlight – LRC, especially the training that took place in KSA and some of the areas of improvements given the challenges at the LRC at all sites, including NC.</p>
<p><b>VPAS</b> reported SWOT Analysis are complete. FY2025 budget guidelines; revenues from FSM subsidies were discussed by the SLT, followed by the EC – no report on the fund level under the new compact. Reported on his and Comptroller’s attendance at APAFS 2023 in Manila; Personnel Audit; 3 Denyo</p>

generators for Chuuk, NC & CTEC have arrived and will be installed soon; new PA system purchased for the Choir and College (IT consultant in Guam and will bring the new system). The Teaching Clinic is also progressing, and according to the contractor, it will be completed around the time promised. Three new vans for the Education students were purchased and the generator house in Kosrae and the bookstore were completed.

Progress report on the CTEC multi-purpose tech building. It is moving along slowly and “beginning to take great shape” with the eventual putting up of the roof and partitioning the interior of the structure.

*Question by VPCRE:* Do the vans have to be specifically for Education students? (The 3 vans are supposed to help the IA, in terms of services). VPIA clarified by addressing discussions at another SLT meeting regarding the vans – is available for all students of the College.

**VPEMSS** reported that 2024 registration is around 40%, the normal trend. The early SP 2024 registration surpassed Spring’s registration. Predominantly female enrollment. Mostly continuing students. Spring 2022 yielded the most students than any spring semester in 4 years. This forecast provided is based on baseline prediction, but may change due to various factors, which only a “sophisticated analysis” may be able to accurately predict. Challenges in enrollment from G7-G12 all across the nation. Chuuk experienced the most drastic drop or decrease. Yap maintained its numbers throughout the to academic years, however, all states are experiencing the same, just some more apparent than others. Mid-term shows a positive trend where 40% are in good standing with 60% are listed on the deficiency list (which is a decrease from previous years – 7% and 3% drops).

*Comment from VPCRE:* Better layout, design and presentation of VPEMSS’ PowerPoint.

*Content comment from the President:* Corresponding trend between the college and the high schools – capturing these high school students for a dual enrollment program. Continue to introduce and normalize the CTE type programs that have the highest demands.

**VPCRE** reported on the Biggest Loser Challenge, the citrus, water and expanded food programs (491 adults participated in the latter program). Presented two research projects: USDA research project in Chuuk and Yap (Hatch Project). In the month of December there are a total of 66 positions – this includes a Yap CRE extension assistant (27 permanent staff, 19 under special contracts and 19 vacant including new positions).

VPCRE impressed upon the SLT the urgency to fast-track applications submitted for his department (especially researchers) as the numbers are quickly dwindling (when Dr. Ragus leaves, it will only be Dr. Muru left). President recommended a meeting with HRO Director her assistance to expedite the application process, especially where it is most needed.

**VPIEQA** shared highlights of the Board report that included accreditation updates with the resignation of Dr. Catherine Webb and the appointment of Interim VP Ginni May as staff liaison to the college; compiled PPEC report for submission; IPEDS fall survey closed in October, and spring and winter surveys opened December 6 and internal deadlines set for January 15, 2024 and March 11, 2024 respectively. Offices involved have been contacted for access and data entry; Award Action Request will be submitted to Connecting Minority Communities (CMC) Grant for change of scope and revision of budget to include purchase of Starlink dishes for the college; IT report will be presented by IT Consultant, Dhiraj Bhartu; The President requested that the IT report be reviewed prior to sharing on the Board agenda.


<b>Comments/Upcoming Meeting Date &amp; Time/Etc.:</b>
Wednesday, 20 December 2023

<b>Handouts/Documents Referenced:</b>

<b>College Website Link:</b>

<b>Prepared by:</b>	EA to OTP	<b>Date Distributed:</b>	
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<b>Approval of Minutes Process &amp; Responses:</b>

<b>Submitted by:</b>	EA to OTP	<b>Date Submitted:</b>	
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<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>			
1.			
<b>Action by President:</b>	<b>Item numbers:</b>	<b>Date:</b>	<b>Comments/Conditions:</b>
<b>Approved:</b>			
<b>Approved with conditions:</b>			
<b>Disapproved:</b>			