

**College of Micronesia – FSM
Committee Minutes Reporting Form**

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| Committee or Working Group: | SENIOR LEADERSHIP TEAM (SLT) |
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| Date: 20 December 2023 | Time: 3pm | Location: Pres. Conf. Rm. |
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| Members Present: | | Members Absent: |
| <ul style="list-style-type: none"> ▪ President Dr. Theresa ▪ VPAS Habuchmai ▪ VPEMSS Oducado ▪ VPIA Ehmes | <ul style="list-style-type: none"> ▪ VPIEQA Helieisar ▪ VPCRE Steven (WhatsApp) ▪ A/g Comptroller | Comptroller Togonon on leave |

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| Additional Attendees: | EA to the OTP |
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| Agenda/Major Topics of Discussion: |
| <ol style="list-style-type: none"> 1. Welcome by President 2. Prayer by VPIA 3. Review and approval of meeting agenda: SLT reviewed and approved agenda 4. Review and approval of minutes: SLT adopted 7 December 2023 minutes |

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| Discussion of Agenda/Information Sharing: |
| <p>PRESIDENT</p> <ul style="list-style-type: none"> - Open the meeting with a question. <i>What kind of maintenance plans are put in place?</i> This is with regards to the damaged veranda at the Kosrae Campus, as reported by A/g Dean Tilfas during last week’s Board meeting. - VPAS responded by confirming that a plan will be put in place ASAP. Repairs will be temporarily hindered by the Christmas/Holiday Break. Also added that the infrastructure funding did not come through on time, but will address the issue no later than January 2024. - The President reiterated the question asked by Regent Dr. Wagus regarding the new generator installed at the Kosrae Campus. <ul style="list-style-type: none"> • Since it is on the State’s land, can it be shared with the public high school’s library? <ol style="list-style-type: none"> a. According to Director Mendiola, it is possible. Further assessment is needed to confirm. - The President informed the SLT that she has been working with Roselle on the appropriate and most viable percentage of salary increase including the Cost of Living Arrangement (COLA). The announcement will be disseminated tomorrow 21 December 2023. - The President will draft the PMS in the coming weeks and will do her best to make it available by the end of January 2024. - She also tasked the VPAS and Comptroller to provide a timeline for the Investment Policy Statement (IPS) Review. - The President also informed the SLT that she will arrange for leadership training for the SLT. - She also mentioned putting in place a Standard Operating Procedure (SOP) to expediate the hiring process. <ul style="list-style-type: none"> • With PeopleAdmin, the workflow and process will be put in place. - New area for the COM Land Grant office. It is possible the office might be somewhere nearby the National Campus here in Palikir. - The Board had a discussion with the President (and mentioned during the Board meeting) about the possibility of hiring a structural engineer based in Australia. The College’s buildings in all 4 states need to be assessed the proper way. “We need to take care of the College’s assets”. - The College needs a new Internal Auditor with the proper credentials and qualifications. This |

came as a recommendation by the Board.

- President's report also shared a recommendation by Prof. Gardner at CTEC. To put in place a position for an Internship Coordinator.
 - Will it be a sustainable position?
- The President re-emphasized the need to look into generating revenues for the College.
- Asked VPEMSS if he can assist with drafting SOPs for UXOS to align with the everchanging security issues.
- Also asked the VPEMSS to draft the "Sexual Harassment Policy" before the next Board meeting in March 2024.
- There needs to be a position review to align with the 21st Century learning and teaching in higher and CTE institutions.
- Placement and Pathways Projects (3 Ps) – VPIA to elaborate:
 - Validity of the COMFSM Entrance Test (COMET)
 - Lowering the COMET score or open enrolment
 - College will need to provide additional support (Math & English) to these students
 - Achieving College Excellence (ACE) as a module for support
 - Acknowledge challenges
 - a. VPIEQA needs to be involved to identify accreditation issues and how to avoid it
 - b. Constructive Alignment
 - i. Outcome
 - ii. Activities
 - iii. Assessment

Note: If the students are suffering, change the course(s).

VPCRE

- Biggest Loser Challenge Winners were announced and given their prizes.
- Reinstating the same challenge but to begin as early as Spring 2024.
- Spring 2024, a local farmer (not named) will be taking over the pepper farm located at the National Campus.

Meeting adjourned at 5pm

Comments/Upcoming Meeting Date & Time/Etc.: 10 January 2024

Handouts/Documents Referenced:

College Web Site Link:

A.

Prepared by:

Lisa N. Dereas

Date Distributed:

8 January 2024

Approval of Minutes Process & Responses: Approved by SLT.

Submitted by:

Date Submitted:

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

1.

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