

**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> 20 Nov 2023	<b>Time:</b> 3pm	<b>Location:</b> OP Conf. Rm.
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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	<ul style="list-style-type: none"> <li>●</li> </ul>

<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>
<ul style="list-style-type: none"> <li>● Brief welcome remark by President.</li> <li>● VPIA opened the meeting with a prayer.</li> </ul> <p><b>President</b></p> <p>Informed the SLT that her presentation is the two-part report presented by Liz Bare last week Thursday and Friday (16 &amp; 17 Nov).</p> <ul style="list-style-type: none"> <li>- <u>Updates:</u> <ol style="list-style-type: none"> <li>a. Next week, the Musical Director, Dan Fox, will be arriving. He has already begun working with Dr. Muller on the graduation choir.</li> <li>b. Board meeting is in the week of graduation (11-14 December). Liz Bare will be in-country during the Board meeting to present her report.</li> </ol> </li> <li>- <u>Personnel Audit concerns:</u> Big changes will need to be made, especially in relation to funding. Funding will need to be sought from somewhere. Waiting on the government to give us money is taking too much time. We cannot move forward with the PA because we do not have the funding to do so.</li> <li>- <u>Fees &amp; Tuition fees:</u> Needs to be done. It has to be done.</li> </ul> <p><i>Comment by VPAS:</i> We can do it, but we need a real connection with the “stakeholders” (students). Fears that if a community hearing to give people heads up is not have. It might be rejected. President assured VPAS that she is more than happy to help with the “awareness raising” and address questions that might arise i.e. “With the increase of tuition and service fees, what more can you do for us?”.            First phase: Bring up the fees for the services. Second Phase: Bring up the Tuition fees in the Fall.</p>

## **VPIA**

FY2025 Budget: Has completed and submitted budget to the Comptroller with the following changes:

- Re-allocation of \$50K to VPIEQA for accreditation
- Request to keep CRE \$50K to support short-term training (CTEC is already working on the short-term training modules currently reviewed by the Dean, lead instructors and VPIA).
- Re-align goals and objectives for SMARTER approaches for whatever the upcoming improvements for the IA department.

Assessment: Begin work with VPIEQA on the new assessment cycle – reviewing the current assessment handbook; and identifying people who will be able to assist with TracDat training.

- TracDat Update: IA dept. configured for SMARTER assessment and standard reports. On-going TracDat training with Deans, a/g LRC Director and new DAP. The VPIA is mandating these deans to run their reports and submit their reports in PDF format.
  - Course Scheduling: Residential Total: 267; Online: 100; Sections/Campus: 367. 39 courses have closed due to maximum cap.
  - Campus updates: 14 November VPIA visited CTEC to work on immediate repairs needing to be done before the Board meeting in mid-December. 16 November – Advise of legal counsel for FMI.

*Comments by VPAS:* with regards to FMI. He's seen progress on the work. Next week Tuesday, Director Mendiola to depart Yap and inspect the progress. He is to meet with the custodians on how to properly clean and maintain the facilities. (Not really a question).

*Comments by the President:* Legal counsel sent a succinct report of the meeting. "Learn from this experience" is the advice from the President. Look very closely and do some visioning to try and assist the kind of decision making in this case, the president looked at how much the College has spent to fix this problem. Also looked at the impact it has on the faculty & staff. There is no morale there, people are suspicious of each other; and people continue to complain. And who suffers the most? Our students. In the reports provided to the President, not once did the Dean take any responsibility of what went wrong and continue to go wrong. Second option: A 6-month development plan to improve his performance. In January, he will be given his notice not to renew his contract. At all. The best thing, if the President is protecting this institution, it is unfortunate, but to let the person in question "go".

## **VPAS**

Reported on the FY2024 Budget.

- Timekeeping (VPAS, Dhiraj, Gee, Roselle and Angelica met to discuss this issue) to be at the Bookstore, Dining Hall and Campus Security – testers. All other departments will be included after monitoring.

*Question by VPCRE:* Is this only for classified staff? Or when they work overtime, how can this be addressed if they are not allowed to be paid OT?

*Answer by VPEMSS:* Provisions on OT, per policy, need to be fed into the system to be considered OT.

- MIP Module: In the same meeting on Monday, 13 November, the group recommend that Gee will be the lead to help move the population of the module along. The payroll section will be quick because it is already available. The rest is all employees' information tracker.

- Teaching Clinic: The construction project is picking up again. The College asked FSM PMU to help move the project along. The Student Services is actually moving along faster than the Teaching Clinic. \$1.2million was disbursed for the Teaching Clinic. (Refer to his presentation).

**VPEMSS**

Asked to report right after the President as he will be busy with graduation preparations on Thursday. Recommended to the SLT for the VP narratives/reports (Board meeting) to be linked to the agenda, given that the agenda is a public document. Keynote speaker: Nicole Yamase (PhD) 1<sup>st</sup> choice. Back up. Sen. Abello.  
Theme: #4: “New Horizons: Embrace the Future”

**VPCRE**

Miscellaneous: DocuSign (OTP); Bookstore prices; Petty Cash in Kosrae, HR delays – routing of PPR; RI Fund; CRE support funds (VPAS & VPIA); VPCRE office support at the College; upgrade and reassignment of CRE positions (CTEC CRE Clerk Typist to Admin. Asst. II; Chuuk CRE Admin. Asst. I to II; switch Yap CRE EFNEP Extension Agent/Health and Extension Agent staff due to funding ceiling; VPCRE office: Secretary to Executive Secretary).

**VPIEQA**

IT consultant undertook a site visit in Kosrae. Develop an implementation plan with Katchugo Joe and IT staff. He was able to give us the information that MCS Pohnpei is actually a re-seller of Starlink. Since he’s been here, he has met with the IT Staff, former IT Director and will soon meet the SIS Developer (Ken Gerard). Urgent and pending issues: domain registration for the PeopleAdmin which has been pending for the past 3 months

Meeting adjourned at 5pm.

**Comments/Upcoming Meeting Date & Time/Etc.:**

Thursday, 7 December 2023

**Handouts/Documents Referenced:**

**College Website Link:**

<b>Prepared by:</b>	EA to OTP	<b>Date Distributed:</b>	7 December 2023
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**Approval of Minutes Process & Responses:**

<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>			