

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

Committee or Working Group:	Senior Leadership Team (SLT)
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Date: 24 May 2023	Time: 3pm	Location: OP Conf. Rm.

Members Present:	Members Absent:
PRESIDENT VPAS Habuchmai VPEMSS Oducado VPIA Ehmes VPIEQA Helieisar VPCRE Young-Uhk COMPTROLLER Togonon	

Additional Attendees:	EA to President
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Agenda/Major Topics of Discussion:
Points of discussion in each of the reports below by the respective SLT members.

Discussion of Agenda/Information Sharing:
<ul style="list-style-type: none"> ▪ Brief welcome remark by President. ▪ VPAS Habuchmai opened the meeting with a prayer. <p>VPCRE REPORT:</p> <p>a) Poultry and egg production</p> <p>b) Chuuk Project: CTE Boot Camp. The narrative is being drafted in order for funding to be justified.</p> <p>c) Personnel: 63 vacant positions - half of this still needs to be filled. Suggested the hiring of COMFSM graduates on special contracts until the evaluation process.</p> <p>VPIEQA REPORT:</p> <p>As ALO –</p> <p>a) Prepared the PPEC report for January to June 2023</p> <p>b) Agriculture and Food Technology Program – approved in 2000 and uploaded to the College’s website</p> <p>c) ACCJC annual report: currently working on it</p> <p>d) CMC Grant reports</p> <p>e) Starlink: communication has already begun. The purchase of the business license of this service is required.</p> <p>f) Power BI: An “Office 365” feature. Francis Alex will get started on this program</p> <p>g) IT Director: Establishment of the screening committee</p>

- h) Printer: Working on the possibility of installing a centralized printer for the whole Admin Office department. Considering a colored printer for the SLT members
- i) OIE: Updated assessment of SD 2018-2023
 - Working with Francis Alex on this one
 - VPEMSS Oducado expressed concern re: OIE2 (Francis Alex). He has been off-island for a few months assisting his spouse with her medical treatment in the U.S.

VPEMSS REPORT:

- a) Requested that all ACCJC approved programs are handled as item #2 (A&FT program)
 - the President also requested to compile all MOAs and MOUs and upload it to the College's website
- b) Graduation: set a record for the number of graduates
- c) Financial Aid (SEOG Work-study and Scholarships)
- d) End of Spring academic term: 81% of students completed with good academic standing
- e) Summer early registration: 563 as of now
- f) Students actively involved in activities on and off campus.

VPAS REPORT:

- a) Will submit his report along with Comptroller's finance report at 5pm today
 - This report will also include the revised FY 2024 Budget
 - b) PPMO: in the process of procuring needed vehicles for the N.C.
 - c) HRO: Emphasized the need to procure the PeopleAdmin platform to help identify ways to control the rapid numbers of resignation; and to address other important HR related matters.
 - d) Touched upon the \$93.4million in infrastructure money from the Compact, with regards to the ongoing infrastructure projects across the campuses
- Question raised during VPAS reporting: On the subject of vehicles, will Chuuk Campus be getting a boat soon? The answer provided was that this will be conveyed to the Procurement Office to start the process of "looking" for a boat for the Chuuk Campus.*

VPIA REPORT:

- a) Collaborating with MCT on the Boot Camp project at CTEC
- b) Collaborating with NDOE on SEEP
- c) Developing a 3rd year program in Agriculture, creating a smoother transition for COMFSM students from "certificate to bachelor" degree
- d) Updates: IA is "aggressively" recruiting off/on campus positions. Responses are favorable, so far
- e) Yap reported that 285 participants showed up at the College Fair
 - opening of the hydroponics farm is postponed to 29 May 2023

Question raised regarding the hydro farm: How are you going to use the money? (Minute Recorder was not sure if an answer was provided, but recorded this instead – "Restrictions. Instructions only. No construction. No research."
- f) And as usual, but unequivocally important, is the heavy demand of Staff Development.

COMPTROLLER REPORT:

- a) The endowment fund is dated as of 28 April
 - Will follow this up with the Board during their Finance Session at the next Board meeting

b) HEERF: No-cost extension has been granted for the \$1million leftover. Suggested to use \$900,000+ to cover student balance for years 2020-21 and lost revenue, as long as it is justified
 c) 36% increase in the budget to cover salary maintenance and supplies.

PRESIDENT REPORT:

- Please refer to the PowerPoint Presentation in the MAY 2023 folder in Google Drive.

Comments/Upcoming Meeting Date & Time/Etc.:

Thursday, 13 July 2023 @ 3pm

Handouts/Documents Referenced:

College Web Site Link:

Prepared by:	Lisa N. Dereas	Date Distributed:	12 July 2023
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Approval of Minutes Process & Responses:

Submitted by:	Lisa N. Dereas	Date Submitted:	4 October 2023
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

1.

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