

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

Committee or Working Group:	Senior Leadership Team (SLT) – Continued
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Date: 27 October 2023	Time: 11am	Location: OP Conf. Rm.
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Members Present: PRESIDENT Dr. Theresa VPEMSS Oducado VPIA Ehmes VPCRE Young-Uhk (via Zoom) A/g VPIEQA Helieisar	Members Absent: VPAS Habuchmai (ill): VPAS was present on 25 Oct (1 st session of the meeting) Comptroller (on duty travel (YAP)
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Additional Attendees:	EA to the OTP
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Agenda/Major Topics of Discussion:
President’s report

Discussion of Agenda/Information Sharing:
<ul style="list-style-type: none"> Brief welcome remark by President. Explained that this is an extension of the last SLT meeting on Wednesday, 25 October since time ran out before her turn to present. <p>President</p> <ul style="list-style-type: none"> Began with a recommendation to VPIA regarding the FMI report: emphasized the need for a decisive move <ul style="list-style-type: none"> To be more careful not to put the College in a position where legal actions will be taken against it. Dean Tioti may want to step down from his current position but the College will <u>not accept it just yet</u> until a final decision is shared by the President with the SLT. Reasons will be shared soon. The President reported on the following: <ul style="list-style-type: none"> A. ABE (Adult Basic Education) <ul style="list-style-type: none"> Replaced GED or <i>General Educational Development</i> Gives the student a high school certificate (same as GED) While in the RMI, she found this to be highly effective in the state campuses May also be good for the state campuses in the FSM (college campuses) Suggest that the VPEMSS and VPIA take it further and discuss the possibility.

B. Strategic Plan Modification

- Trimmed down the structure of the plan to three Key Performance Indicators: *ACCESS*, *INNOVATION* and *RESILIENCE* (how durable, sustainable and relevant things are at the College?)
- Acknowledged that one of the reasons behind this modification was VPEMSS' questions regarding the KPIs shared in the prior SP structure

C. College Choir

- Introduction of Music Director Dan Fox via his resume. Mr. Fox is the Music Director at the Assumption School in Majuro
- Need someone to help show case our students' musical talents
- Dan may need the assistance of EMSS
- VPEMSS mentioned that there is already a music instructor (Dr. Muller) on campus. Maybe seek out his assistance before the SLT outsource the task. President asked if VPIA could connect Dr. Muller and Mr. Fox to collaborate on this project. It needs to be done now as the timeframe she gave the SLT to address this issue (in May) has passed.

D. Learning Designer Position

- Position has been advertised since July 2023. Recruitment is difficult because the country does not have many in this pool of work
- Need a person to design, implement and evaluate flexible learning practices. This will help with the College's low enrollment level
- President has someone in mind to recruit. May take time as this person is in another country, hence filling this position depends on this person's willingness to move country.

E. Legal Issues

- President shared a letter to Jerry Booth. An employee of the College whose family property is now encroaching onto the College land.
- Under the direction and advise of the College's legal counsel, this letter informed Mr. Booth that he has 90 days to the day of this letter to remove his properties from the College land – boundaries were clearly drawn and shown in the maps.

F. Curriculum Development

- President introduced the current model of learning in Finland. The said country is "always rated in the top ten of the world's education system". Finland is also the first country to remove all school subjects in the classrooms
- Something for the faculty to consider – piloting a model of learning that is completely moved away from the 1900s model. A challenge for the "faculty and the rest of us to endeavor".

G. Visit by Family Search

- Latter Day Saints (LDS) Church driven project. Their goal is to retain a thousand years' worth of information/data
- The visiting party expressed their willingness to take on College interns to help with collecting data [here in the FSM]
- Might be a good idea since records, especially pertaining to ownership of land in Chuuk, are not always reliable. It could be beneficial to the College in this regard.

H. IAEA Relocation

- Executive Director Manny Mori's office is going to be relocated at the end of this month. CRE will be housing this office temporarily since the MOU between the College and the State ends on 31 October 2023. State R&D is taking over the entire area where the IAEA office- their current space at the State Gov't. building will be undergoing renovations soon.
- State R&D Director Hubert Yamada is amicable to a 6-month extension at which time the College will have identified a spot and built a new office for the IAEAO
- The importance of this office necessitates its own space to welcome and host donors. VPAS has been informed of this plan. President will set aside a time to speak with Director Mendiola about her plans
- VPCRE interjected with a suggestion. For the next MOU renewal, to opt for a lease agreement instead because it is more legally binding than an MOU. VPCRE would also like the new lease to identify COM Land Grant (CRE) as the owner of the 1st floor (or basement as often referred to), not the State.

I. Christmas Break (25 December 2023 – 3 January 2024)

- President proposed a week off for all College employees and students to enjoy the holidays with their family and friends
- This will have a positive psychological effect on everyone knowing they will have more time to plan and spend on their family activities during this break
- VPEMSS informed the SLT that the 3rd of January is the beginning of Spring registration and the 2nd is Faculty Workshop. Work may need to commence on the 2nd. After much discussion, especially on the basis of giving employees and students to "wrap up" the holidays without rushing, SLT agreed to the work and school commencing on 3 January 2024
- VPEMSS proposed that this will be considered a "Christmas Break" for the entire College, not an administrative leave so that everyone, even those on Special Contracts (a concern posed by VPCRE) can take this leave with pay.
- Essential services will still be carried out with the proper payment procedure for the essential workers
- SLT endorsed the proposal, the College's very first Christmas Break
- The President will present it to the Board and inform the SLT of their decision.

Miscellaneous:

Revisiting and clarifying VPIA's request for IA vehicles.

- A new motion was introduced and worded by VPEMSS as such (taken from VPEMSS' email sent this afternoon to the President and the SLT):

Dear Madam President:

MOTION

Allocate and utilize \$189,030 from the FY 2024 appropriated Supplemental Education Grant (SEG) totaling \$878,976 for the following designated purposes:

- *The purchase of two vans for use by the Teacher Corps at the National Campus. These vans are intended to address the specific needs of the Teacher Corps program as informed by its program review and assessment.*
- *The acquisition of one van for each of the state campuses (Kosrae, Chuuk, and Yap). These vans will be utilized by students for their internships, field trips, and off-campus co- and curricular activities, and the like.*

- SLT endorsed the proposed MOTION as laid out above vial email communication. EA may add the email thread if necessary.

First Session: 25 October 2023, 3pm

Minutes Taker: VPIEQA

Absent: EA

VPIA

- Provided an update on the investigations at FMI campus with Comptroller validating fiscal matters
- Accounting Technician Program - short term training courses; module of three tiers focusing on behavioral, technical, and leadership competencies depending on competency; pilot beginning with 30 students; conduct survey to determine what the needs are to develop the modules; start date will be determined after three contact persons are identified and survey is completed
- From assessment findings in 2022-2023 and Instructional Program Review for Teacher Prep program, there is a need for transportation for IA department; Two vans for Education division for practicum courses and marine science programs; Additional vehicle for VPIA office use due to the nature of her work with participating in multiple meetings off campus; If vehicles are purchased, VPIA requests that oversight be turned over to IA; Need for additional computer lab space due to increase in courses that rely on the use of computers; Training on TracDat still needed for instructors, ICs, and Deans.
- SLT moved to endorse the vehicles request by VPIA
- There needs to be marked improvement in maintenance of vehicles; do regular checks on vehicles; not aware of a maintenance cycle on vehicles

- TracDat continues to be an issue for IA; Need for faculty to input assessment summary; Not sure about navigating TracDat; Inconsistencies in how it is used in IA to document data; Host ongoing trainings with Marlene
- Evaluate faculty's TracDat assessment as part of their evaluation in the performance management system

COMPTROLLER

- Reported campus was in worse condition than in September when the board meeting was held
- Findings of bounced checks; worked with vendors to reconcile transactions and to submit receipts; worked with fiscal officer on how to handle business affairs; student work study checks bounced; inventory of items on campus including washers and dryers; found dryer, but not washer
- Staff and faculty claim cannot access their budget or don't know what their budget is
- One staff volunteered to bring in gas tank for cooking in the mess hall because they ran out; Mess hall serving one slice of fish and rice; no vegetables or fruits or cold water
- Lorenzo teaching mess hall staff how to purchase food, how to plan for the meals, and prep the food for cooking

VPAS

- Shared strategies for recruitment to increase revenues for FY2025; aggressive academic advising and aggressive student recruitment
- Timeline for FY2025 budget preparation

VPIEQA

- IPEDS fall component closed on October 18; complete the survey in time; received notification today for clarification on a few areas of the survey; to work on and submit as soon as possible;
- IT consultant arrived on Thursday October 19th and hit the ground running the next day; have met with some of the VPs and IT at National campus; will set up meetings with other campus Its
- President Request - IT Consultant to KSA campus by next week to fix Starlink setup

VPEMSS

- BOR requested high school enrollment data; Joey worked with campus deans to secure data; state of Chuuk - highest population high school enrollment is down by 22% compared to 2022-2023 academic year; high school enrollment down by 34%; Kosrae - down by 7%; Pohnpei - 1% positive; Yap - increased by 21%

VPCRE

- Reported that locating researchers for Kosrae is a priority; Meeting with government - meet with governor request; talk to R&D; Shipments to RMI - Export program; very slow; waiting for import permit from RMI with the farmers here
- Have upcoming expert to visit Kosrae for one week to assess banana and tangerine problems; Honorarium or Consultancy Policies to consider for compensation

Meeting adjourned at 12:40pm.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

College Website Link:

Prepared by:	Lisa N Dereas	Date Distributed:	29 November 2023
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Approval of Minutes Process & Responses:

Submitted by:	Lisa N Dereas	Date Submitted:	6 December 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:			