

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

Committee or Working Group:	Senior Leadership Team (SLT)
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Date: 28 & 31 August 2023	Time: 3pm	Location: OP Conf. Rm.
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Members Present: PRESIDENT Dr. Theresa VPEMSS Oducado VPIA Ehmes VPCRE Young-Uhk Comptroller Togonon	Members Absent: A/g VPIEQA (leave)
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Additional Attendees:	EA to the OTP
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Agenda/Major Topics of Discussion: Vacancies, Yap Campus Lease, Board meeting in Yap & transferring of the HRO to OTP

<p>Discussion of Agenda/Information Sharing:</p> <ul style="list-style-type: none"> ▪ Brief welcome remark by President. ▪ VPAS opened the meeting with a prayer. <p>PRESIDENT’S REPORT:</p> <p>COM FSM Land Grant Board Meeting in Palau (PowerPoint Presentation)</p> <ul style="list-style-type: none"> - 21 & 22 August 2023 in Palau - Enrollment (fluctuations, decrease, etc. due to various factors, esp. out-migration) - CFE projects <ul style="list-style-type: none"> ● Economic impacts in the FSM ● 18 f/t jobs and managed to retain them ● \$1.4 capital injection ● \$52.9 million in sales impact ● Training provided - SEEP: WB Funded <ul style="list-style-type: none"> ● Includes those from the outer islands ● Gender equality (50% of women) ● Improved training for pathways for skilled workforce ● Core components of registered apprenticeship ● Questions from COMFSM have yet to be answered by WB & NDOE - The HRO <ul style="list-style-type: none"> ● Recommend reassignment to the OTP ● Refer to the document entitled “Resources for Humans Virtual Conference” ● BP6017 - Performance Evaluation (Step Increments) Keyword “IF”

VPIA: 16 items

- Presentation by Professor Gardner and Dir. Mendiola
 - Further strengthen the apprenticeship program
- 3-6 August: faculty meetings on site
- Boot camp graduation in Chuuk
- 7-8 August: Faculty Workshops for CTEC & National Campus
- 11 August: VPIA met with CTEC re: low enrolment (cross-teaching, reviving the “school to work” program).
- 8 part-time instructors (all across the campuses).
- Student exchange visit: Ritsumeikan University - would like to meet with the President. They leave on the 10th of September.
- 19-23 November: Student-exchange from Tokyo Metropolitan University (TMU)
- FSM President will be visiting FSM-FMI in Yap on Sunday, 3 September
 - The campus will hold a lunch for the visit
- Dr. Lee Ling presented an online learning platform and software to Dr. Theresa
- Instructional Design position - go back to the drawing board since only 1 application was submitted
- Pig Feed & China Farm: Chinese scolded him for not mowing the lawn.
 - SLT recommended to terminate this program
- Under-loaded faculty
- HR issues: Math and English positions are not offered yet (CTEC).
- VPIA recommends to SLT is for the DDFT program to be moved back to VPIA for instructional support of the health related programs
- Presentation of PPRs: (1) IC at the FMI campus (2) Computer Lab Monitor at the NC
 - Delegate the IC function to the Dean
 - SLT’s recommendation: postpone the IC at the FMI campus, proceed with the CLM at the NC.

SLT meeting continued on 31 August at 3pm

Opening Prayer: VPIA Delihna

-----Reports continue-----

VPAS:

Reported on the visit to CMI. Working on implementing the use of softwares, such as reinstating MIP HR Module.

Business Office/Comptroller:

- Justifications to increasing students’ tuition.
- Sustainability is the key to the presentation
- 5-year plan (no increases)

VPEMSS:

- working on compiling their SWOT analysis results and developing goals, outcomes, strategies and tactics to inform the bigger strategic planning initiative for the College.
- Revisited IEMP and see how it can work with this upcoming Strategic Plan.

Final and updated summer enrollment. Summer is always used as the buffer to cover the gaps for the regular semesters. Summer enrollment was exceeded by 28%. Biggest challenges come from the other campuses, with the National campus subsidizing the losses incurred.

- Concerns mainly focused on the FSM-FMI Campus as highlighted in his report.

VPCRE:

- Shared that the narrative for former COMFSM President Gallen has been drafted. HR will send additional info to be incorporated.
- GCF/MCT Project Training - 87 participants across the College.
- BP 6010 (Annual Leave) has been drafted and sent out for review.
- CTE Training in Chuuk
- Aquaculture facility in Kosrae
- COM Land Grant meeting in Palau 21-22 August
- Vacancies
 - a. Chuuk CRE Coordinator
 - b. Yap CRE Coordinator
 - c. CTEC CRE Health and Nutrition Extension Agent
- VPCR also shared his movements (travel-wise) with the SLT.

New Business:

1. Yap State Campus
2. Lady Sharks 50/50 Raffle - reactivate to help the Endowment fund
3. SLT Updates: At the start of the Faculty start-of-semester forums. 1hr & 15min. 10 mins for each VP & the Comptroller and 15 mins for the President.

Miscellaneous:

- Increasing the HRO efficiency
 - Move it from VPAS to OTP: approved by the SLT. Will be shared with the Board in September.

Comments/Upcoming Meeting Date & Time/Etc.:

Thursday, 14 Sept 2023 @ 3pm

Handouts/Documents Referenced:

College Website Link:

Prepared by:	Lisa N Dereas	Date Distributed:	4 Oct 2023
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Approval of Minutes Process & Responses:

Submitted by:	Lisa N Dereas	Date Submitted:	4 Oct 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:			