

**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> 28 July 2023	<b>Time:</b> 3pm	<b>Location:</b> OP Conf. Rm.
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<b>Members Present:</b> PRESIDENT Dr. Theresa VPEMSS Oducado (sent in notes) VPIA Ehmes A/g VPIEQA Helieisar VPCRE Young-Uhk COMPTROLLER Togonon	<b>Members Absent:</b> VPAS Habuchmai (Leave)
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<b>Additional Attendees:</b>	
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<b>Agenda/Major Topics of Discussion:</b> Continuation of meeting held on July 26. Points of discussion in the items listed below by President Dr. Theresa.
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<b>Discussion of Agenda/Information Sharing:</b>
<ul style="list-style-type: none"> <li>▪ Brief welcome remark by President.</li> <li>▪ VPIA Ehmes opened the meeting with a prayer.</li> </ul> <p><b>PRESIDENT’S REPORT:</b></p> <ul style="list-style-type: none"> <li>● <b>CREDIT CARD SIGNATORIES:</b> Minutes and Directives on changing of credit card signatories from VPAS Habuchmai to President Dr. Theresa. Follow up with EA Dereas on the status.</li> <li>● <b>ADMINISTRATIVE ASSISTANTS AND SECRETARIES:</b> Need a program or initiative that keeps them trained in their profession; Structure here needs to be amended; Upgrade EA position to writing policies, liaise on behalf of the President with other offices, and address difficult issues with each other.</li> <li>● <b>WORK PLANS:</b> President to send to SLT work plan template; VPs to start using work plans as part of the roles in leading change across the college; Work plan should be a 12-month plan and should include Function, Performance Goal, KPI, Completion Date, Agreed Evidence; VPs are encouraged to use Asana to populate Work Plans.</li> <li>● <b>LAND DISPUTE PROGRESS:</b> President met with Director Mendiola to get a traditional perspective on how to handle the land issue concerning a house built on college land. Legal and traditional perspectives differ on how to handle the matter. The President is deferring the matter to the Board for their input.</li> <li>● <b>DUTY TRAVEL:</b> When on duty travel, employees are to file leave if going on personal leave during travel on duty.</li> <li>● <b>POLICIES:</b></li> </ul>

**INDIRECT COST**

Usually used for training; Need a formal guideline and policy; Work on the language shared by CFE Director Mamangon; take out whatever's outdated; Need to determine how much are kept for e.g. faculty professional development, fund faculty to go to conferences and share successful projects, making waves out there; Form collaborative partnerships with others; learning and teaching profiled through our faculty;

SLT to review VPEMSS revisions on Honoraria policy and provide comments at the next SLT meeting.

**MENTAL HEALTH & WELL BEING POLICY**

Form one for our students; maybe not include employees; serve as a helpline for our students to supplement our services provided by counselors.

- **RECOGNITION OF PRESIDENT MORI'S LEADERSHIP AND FORMER PRESIDENTS**

Came about from emails received from the community; Distinguish between helpful and constructive feedback from the community and send them to relevant departments for review and action, if needed.

Former presidents to receive lifelong access to available office space, computer and Internet facilities at COM-FSM; Can do videos of each one and honor them at a dinner; May include plaque or handicraft, certificate and some monetary gift.

Susan Moses is Regents Professor and John Haglelgam Emeritus Professor.

Next meeting, bring recommendations for Regents & Emeritus Professors and ideas for honoring them.

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

Thursday, 9 August 2023 @ 3pm

**Handouts/Documents Referenced:**

PRESIDENT REPORT is attached as supporting document to the Minutes.

**College Website Link:**

**Prepared by:**

Jennifer Helieisar

**Date Distributed:**

**Approval of Minutes Process & Responses:**

**Submitted by:**

Jennifer Helieisar

**Date Submitted:**

22 August 2023

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

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>			