

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

Committee or Working Group:	Senior Leadership Team (SLT)
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Date: 14 February 2024	3pm	Location: OTP conference room
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Members Present:	Members Absent:
President-Dr. Theresa Koroivulaono VPAS Joseph Habuchmai VPEMSS Joey Oducado VPIA Delihna Ehmes VPCRE Steven Young-Uhk(via zoom) VPIE@QA Jennifer Helieisar Comptroller Roselle Togonon	Full House. Quorum was met

Additional Attendees:	EA to the OTP
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Agenda/Major Topics of Discussion:
1. Welcome by President-Dr. Theresa 2. Prayer by VPIA Delihna Ehmes 3. Review and approval of meeting agenda: 4. Review and approval of minutes:

Discussion of Agenda/Information Sharing:
<ul style="list-style-type: none"> • Budget • Vacancies • SLT Task Tracker: Updates
REPORTS
<p>Comptroller: Reported under VPAS</p> <ul style="list-style-type: none"> - The College is \$1.16million in the hole. Asked if reprogramming can be held off since we are operating on a low budget. - VPCRE recommended that when the directive is sent out by the Comptroller, that she is specific because CRE operates on grants/funds from Land Grant. - The Comptroller also reported that the audit of compliance started today. <p>VPAS:</p> <ul style="list-style-type: none"> - Addressed the Kosrae veranda damage. He will be sending personnel from the Maintenance division to do the work (might take up a whole year). In this case, the personnel inquired the possibility of taking his family with him. Director Mendiola is looking into this. - A question was raised regarding “Acting Allowance” – is there a policy for the lower positions to get the 20%?

- VPIA was asked if she could ask A/g Dean Tilfas to find a carpenter on island who can do the work as opposed to sending someone from here. It saves money and it prevents ongoing work here at the N.C. from being disrupted.
- VPCRE proposed again a question he has asked in the past regarding the VPs holding their own departments' credit card for easier purchase online and when on duty travel for the College's needs, etc.
 - SLT endorsed the to-be-drafted-proposal. VPIEQA will draft it and also work closely with the Comptroller on this so it is ready to be presented to the Board in April.

VPEMSS:

- Reported the completion of his site visits to all the sister campuses. Reiterated the drastic decline in the number of high school seniors taking the COMET.
- VPEMSS is currently taking over the duties of the Registrar.
- He commented on the "bad state" of the Kosrae Campus.
- One of the instructors, Hiroki (Sp) is training the IT person who is currently on Special Contract.
- VPEMSS suggested to A/g Dean Tilfas to put him on Special Contract so he can provide quality work.

VPIA:

- Started out by thanking the OTP for the movement of position filling. 4 of the vacancies are now occupied. IA is waiting on a navigational instructor for the FSM-FMI Campus.
- Reported on the progress of the 3 Ps: VPIA is working with the respective deans to recommend POCs for the project – who to meet before the next implementation.
- CTEC is currently working on the Customer Service Module.
- VPIA further informed the SLT that she will be conducting her site visits commencing on 26 February 2024.

VPCRE:

- Asked if the SLT could review the revised Cabinet [SLT] Review Form and provide their individual feedback. This will help monitor the vacancies discussed during SLT meetings since some of the vacancies were not captured in one of the past meeting minutes.
 - VPEMSS moved to endorse the positions that were missed in the last meeting minutes. SLT seconded. **CARRIED.**
- VPCRE is currently working on the NIFA Guideline "Plan of Work". Once it is completed and aligned with the College plan with regard to the research and extension, it will be incorporated into the Strategic Plan.
- The CRE Coordinator, Kenye Killin, has been appointed by the Kosrae State Legislature as the Board member of the Small Business and Acting CRE Coordinator Calvin Assito was also appointed by the Chuuk State Legislature as a Board member of the Education Department.
- CRE and CFE are working closely on the merging of the two departments

VPIE&QA:

- Reported on the installation of the timekeepers at the Bookstore.
- Donations of the old smartboards to be made to the high schools in need.
- Re-hired Francis Keoni Alex on Special Contract to assist and train the new data person
 - VPIEQA and Francis meet twice a wee
- Migration of Nuventive in the next two weeks.
- VPIEQA serves as the point of contact for IPEDS
 - Thanked EMSS for their part n the completion of the IPEDS.
 - VPEMSS asked “Who put together the annual assessment of the TracDat?”
 - VPIA answered by saying that the campus deans are responsible for it.
 - VPEMSS encouraged IA to make sure the activities are reasonable enough to justify the money asked.
 - VPCRE also asked the VPIA if they can be given full and special attention when their department commenced the use of TracDat as he wants to align CRE more closely with the mainstream college programs.

PRESIDENT:

- The President did not report on much as she is focusing a lot of her time with the drafting of the Strategic Plan.
- Said she will amend the use of the word “in-house” and thanked the VPEMSS for bringing this to her attention.
- Informed SLT that she will be on duty travel with the Board of Regents next week until 4 March.

Comments/Upcoming Meeting Date & Time:

6 March 2024

Handouts/Documents Referenced:

College Website Link:

Prepared by: EA

Date Distributed:

EA

Approval of Minutes Process & Responses:

Submitted by:

Date Submitted:

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

1.

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