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

Committee or Working Group:	Senior Leadership Team (SLT)

Date: 15 September 2025	**Time: 10:00-12:00**	**Location: Pres Conf. Rm.**

Members Present:	**Members Absent:**
President VPIS VPIA VPEMSS (Via Zoom) A/g VPIEQA Gee Bing The Comptroller	

Additional Attendees:	ES II Senniesha, & EO Lisa

Agenda/Major Topics of Discussion:

1. Welcome: President
2. Prayer: VP Delihna
3. Minutes from the previous SLT Meetings to be reviewed: Deferred to next meeting for more time to review by the SLT members
   - Approved:
   - Disapproved:
4. REPORTS:
   - President
5.
   - VPIS
     - COMPTROLLER:
   - VPEMSS
   - VPIA

- A/g VPIEQA

6. Old business
7. New Business

a. Status of IT Director Position
b. HR Director/ Executive Director and IT Director/ Chief Technology Officer (Title change)
c. VPIEQA Position status
d. Bereavement Donation
e.

8. Miscellaneous:

9. Adjournment:

1. Condolences and Updates on Losses

- Updates on Senator Joseph Urusemal's health and travel to Palau.
- Ongoing communication with Professor Habuchmai's family.
- Plans for funeral arrangements for Professor Habuchmai: novena, viewing, burial; college delegation to attend.
- Choir coordination for potential performance at viewing (Dr. Michael Muller is responsible as the Music Teacher and main Choir Advisor).
- Transportation and food contributions for Habuchmai's funeral will be organized by the VPIA.

2. Board Membership Challenges

- The passing of Regent Cornelius from Kosrae.
- Regent Arnold's term expires in October, 2025 and he is not considering a renewal for his term.
- Chair Gallen's term ends in April next year (2026), with plans for transition out of the Board.
- Congress is considering amendments to add a student regent and private sector regent to the board.
- Dr. Theresa will work with the Board Chair on recommendations for new members.

3. Fee Allocations and Budget Discussions

- Proposal for 30% contribution from tech fees to operations; 70% to student activities VP Joey will reconsider the following student activity fees based on the IT committee's feedback on the IT fees 70-30 split:
    - Student activity fees and medical supplies fees split under review by VPEMSS Joey.

- All committees must provide feedback on the tech fee proposals within two weeks.
- All offices and deans need to factor in the FY26 10% pay scale increase into their budgets.
- Departments instructed to adjust FY26 budgets to reflect the 15% salary adjustment (10% increase and the annual 5% performance-based increment allocations).

4. Salary Adjustments and Part-Time Faculty Rate Review

- Current part-time faculty rate formula includes a 20% addition to current salary: this is the VPIA's response to mitigating some of the challenges when recruiting external instructors due to low rates.
- This is a temporary measure, but a policy review and potential revision are needed.
- Plan for a 10% base salary increase for FY26 and a 5% performance-based increment for non-teaching personnel at the ceiling.
- HR to monitor implementation of pay scale adjustments.
- Finalization of part-time faculty rate review (OCB responsible for external part-time instructor rates).

5. Budget Approval and Planning

- Budget request approval of $5.018 million is pending written confirmation;
- Preparation for the upcoming budget hearing is critical.
- For FY26: the proposed budget of $12.5 million (previously $11.5 million plus $1 million increase) is lower than the board-approved $16 million, to allow 10% salary increase.
- $100,000 allocated from the $1 million increase for student activities; remainder to follow FY26 operating budget allocation.
- Student activity funds to be allocated under specific line items, not miscellaneous.
- Senniesha will send the agreed budget allocations to VPs for further planning.

6. Facility Maintenance and Utility Costs

- Concerns over Kosrae Campus utility bills increasing to $15,000/month due to KUA correcting the past undercharging mistake.
- Temporary departmental contributions to cover costs until an energy audit is conducted.
- Plan to engage an independent evaluator for a comprehensive energy audit.
- Need to improve gym facilities discussed.

7. FMI Operations and Legal Status

- Cadet Handbook is completed; to be published next week.
- Catalog 95% complete; aimed for early submission to the Curriculum Committee.
- FMI legal status under MOU; need to revisit and consider accreditation to access Pell Grants.
- Funding cuts require attention; ensure alignment with College standards.
- Lack of academic records from 2000-2013 noted; digitization from 2013 onward prioritized.
- SLT proposed to address FMI issues with FSM TC&I.

8. Staffing Approvals for VPIA

- Motion approved to endorse the PPR to hire a nursing instructor at Chuuk Campus due to staffing needs. Motion was carried with no objections
- Motion approved to endorse the PPR to hire an English instructor at Kosrae Campus. Motion was carried with no objections.

9. 2025-2026 Catalog and Website Updates

- Delay in publishing the General Catalog noted, critical for accreditation compliance.
- The President stated that the next draft Catalog 2026-2027 MUST BE ready by the beginning of the spring semester 2026 for review and publication before the end of the spring semester.
- Working committee reassigned; draft expected in two weeks for next SLT meeting confirmation.
- Broken links and website content migration urgent before transition on October 1.
- Coordination needed for Financial Aid and Student Handbooks inclusion of the relevant information.

10. Overtime Policy Decision

- Overtime eligibility remains exclusive to classified employees.
- Professional staff overtime concerns noted; salary adjustments considered as alternatives.
- Discretionary approval powers for overtime should be used sparingly.

11. IT and HR Titles and Salary Decisions

- IT Director title retained, no change as suggested to Executive Director IT.
- IT Director position to be advertised on the current salary scale plus 25% premium, adjustable by qualifications and experience.
- HR Manager will be changed to HR Director to maintain alignment across positions with similar levels of responsibility.
- Clear bereavement donation policy needed; currently lacks formal guidelines.

12. Action Items and Directives

- SLT to send instructions to all committees for feedback on tech fees proposal.
- Committee chairs to discuss and provide feedback within two weeks.
- VPEMSS Joey to reconsider and review fee splits (student activity and medical supplies).
- All offices/Deans to integrate 10% pay scale increase KPI in budgets.
- Adjust FY26 budgets to reflect 15% salary adjustment. (10% increase and the annual 5% performance-based increment allocations).
- Dr. Theresa will collaborate with the board chair on board member replacements.
- SLT to finalize part-time faculty rate review.
- HR to monitor pay scale implementation across departments.
- VPIA to coordinate funeral arrangements and college contributions.
- Dr. Michael Muller will coordinate the choir performance at Professor Habuchmai's funeral.

13. Meeting Adjournment

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

College Website Link:

Prepared by: ES II & EO	**Date Distributed:**	

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:			