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

Committee or Working Group:	Senior Leadership Team (SLT)

Date: 24 July 2025	**Time: 3:00 -5:00pm**	**Location: Pres Conf. Rm.**

Members Present:	**Members Absent:**
President/ A/g VPIEQA VPIS The Comptroller VPEMSS VPIA	

Additional Attendees:	ES II, EO, & IT Consultant

Agenda/Major Topics of Discussion:

1. Welcome by President Theresa
2. Prayer by VPIA Delihna

Discussion of Agenda/Information Sharing:

Miscellaneous

Adjournment

1. Welcome and Opening Prayer
   - The meeting was called to order by President Dr. Theresa. A prayer was led by VPIA Delihna to open the session.

2. Review and Approval of Previous Meeting Minutes
   - Minutes from meetings held on May 5-14, May 8, June 4-18, and July 9-10, 2025, were reviewed.
   - Minor corrections were noted, including copy editing issues and acronym spelling corrections.
   - The minutes were approved as amended.
   - Discussions included student council establishment and initiatives around grants for solar A/C installation.

Outcome: Minutes from prior meetings officially approved with corrections.

3. Marshall Islands Students Arrival Planning
   - The President updated the team on arrangements for three students from the Marshall Islands traveling from Kwajalein to attend COMFSM.
   - Logistics discussed included airport pickups, dormitory accommodations (students to stay in residential halls), and meal plans.
   - A proposal to waive dormitory fees with support from the Vice President for Instructional Services (VPIS Steven Young-Uhk) was presented; students will cover meal costs.
   - Challenges in communication with students from Ebeye due to poor phone reception were noted.
   - Admission applications and language support needs were briefly considered.
   - **Directive:** VPIS Steven Young-Uhk to support the dorm fee waiver and assist with language support evaluation.

4. Mental Health Procedures and Budget Planning
   - Dr. Theresa presented standard operating procedures (SOPs) and release forms related to mental health awareness nd suicide prevention initiatives.
   - These documents require review and endorsement by the management team before implementation.
   - A grant application for establishing a Helpline was discussed as part of the mental health support framework.
   - Budget planning flagged the need for cautious spending given government funding constraints, emphasizing IT expenses transitioning from grant support to a monthly budget item ($31,000 for internet services).
   - **Outcome:** Mental health documents slated for endorsement pending review; IT service budgeting acknowledged as critical.

5. Teaching Clinic Funding Updates
   - VPIS Steven Young-Uhk reported on funding sources for the teaching clinic, including:
     - A $250,000 allocation from the FSM Congress for public health programs that could fund salaries and supplies.
   - The importance of diligent documentation and reporting of funds use was emphasized to ensure future funding support.

- Support for internet, utilities, and cleaning staff was considered within clinic operations.
- **Directive:** VPIS Steven Young-Uhk to coordinate documentation and grant reporting for public health funding.

6. Student Budget and Activity Fee Planning

- Dhiraj presented a new recurring expense of $300,000 annually. College-wide solutions are needed to address this cost.
- Tech fees will be split 70% to reserve funds and 30% toward operations, earmarked to replace lab equipment and maintain daily functions.
- Student activity fees proposed to be allocated 30% for operations and 70% for student activities.
- Upcoming sports tournaments to begin with intramural games rather than interstate competitions, as proposed by the President.
- **Outcome:** Budget splits presented and approved; sports activities to start with smaller scale intramurals.

7. Budget Management and Resource Allocation

- The President discussed reallocating funds from non-essential to crucial expenses, focusing on internet and generator maintenance costs.
- Proposed a detailed breakdown of the $4 million instructional affairs allocation.
- Suggested empowering the Business Office to handle detailed budget calculations and translations.
- Recommended creating a dedicated position to assist with budget compliance and questions.
- **Directive:** Business office to lead budget management enhancements; proposal for new budget compliance position to be developed.

8. Master Pay Scale Reform Discussion

- The group revisited the master pay scale structure, addressing limitations of the current system.
- Emphasis placed on reviewing with President and Gee to align salaries with market standards and departmental budgets.
- Proposals included removal of salary ceilings, performance-based increments, use of bonuses for advancement limitations, and potential reclassification of some positions.
- **Outcome:** Consensus to review and reform pay scale collaboratively with President; to incorporate performance metrics.

9. Salary Adjustments and Organizational Restructuring

- Proposal to formalize a salary review process where department heads draft budgets overseen by senior leaders.
- Discussed renaming the HR Director position to Executive Director to reduce confusion and standardize titles.
- Concerns regarding the use of "Manager" titles and their alignment within the organizational hierarchy were addressed.
- **Directive:** HR to initiate title restructuring and salary adjustment protocols guided by Vice Presidents and senior leadership.

10. Budget Optimization and Staffing
    - Recommended review and reassessment of vacant positions and possible role consolidations to optimize personnel costs.
    - Advocated for a collaborative "family fund" approach to using budgeted funds encouraging interdepartmental flexibility.
    - Discussed challenges with non-performing staff and the use of performance development plans for improvement.
    - Considered reassessing the Institutional Advancement and External Affairs (IAEA) office efficiency and its effect on endowment growth, contemplating alternative operational models.

11. Fundraising Model Restructuring
    - Expressed concerns over the current fundraising model's dependence on government subsidies and lack of sustainability.
    - Suggested restructuring towards an entrepreneurial crowdfunding approach with a 40-60 funding split between college and office.
    - Noted absence of alumni engagement tracking and emphasized need for a grant writer.
    - The President intends to further discuss improvement strategies with the board.

12. Operational and Administrative Updates
    - Reviewed SLT vacancy form for 2024 and gym usage policies.
    - Plan to develop a new dashboard for internal monitoring and data flow highlighted by the President.
    - Discussed compliance and budget issues, particularly related to PPMO succession planning.
    - Addressed a $150 quote for gym services and the need to reschedule the December 26 budget hearing regarding a $16 million allocation.

13. Financial Strategy and Resource Management
    - Emphasized improved coordination and strategic use of funds, including building a general fund through backfilling salaries and supplies.
    - Highlighted importance of ensuring classes break even financially and reallocating instructors to profitable areas.
    - Promote a business-minded operational approach across departments.
    - Planned adjustments to the reception due to political tensions, shifting focus to students and involving SBA for hosting efforts.

14. Other Business
    - Follow-ups discussed, including generator maintenance contract (VPEMSS Joey), faculty teaching load discussions prior to Dr. Brad Rentz's start as the Curriculum Review consultant (President); student-focused dinner during the Chuuk visit coordinated by Lisa and SBA, and budget synchronization efforts led by Gee with Vice Presidents.

15. Summary of Action Items
    - CFE: Develop a detailed project timeline for the new product launch by next Friday.

- Comptroller: Prepare a revised budget proposal incorporating new cost estimates by next Wednesday.
- Marketing Team: Develop initial concepts for product branding and packaging by the end of the month.
- Legal Team: Review and finalize contracts with potential distributors within three weeks.
- Quality Assurance Team: Develop a comprehensive testing plan for the new product by the end of next month.
- HR Department: Begin the hiring process for additional production staff.
- VPIA: Schedule a follow-up meeting with the engineering team to discuss technical specifications.
- Dhiraj: Coordinate with the IT department to ensure necessary software systems for production tracking.
- Malintha: Create a presentation summarizing the project status (Power PI) for the next board meeting in two weeks.
- Vice Presidents (under President's oversight): Review department budgets and propose salary adjustments for their staff.
- Gee (under President's oversight): Work with Vice Presidents to review and synchronize proposed salary adjustments across departments.
- Comptroller: Send budget data to Lisa for OTP.
- VPIA Delihna (Vice President for Instructional Affairs): Break down the $4 million allocation for instructional affairs.
- Comptroller: Provide a summary of facilities collection fee and usage.
- VPIS Steven (Vice President of Innovation & Sustainability): Follow up on the generator maintenance contract.
- President: Discuss restructuring of the Institutional Advancement and External Affairs office.
- Director of Student Life: Focus on providing diverse sports activities at state campuses.
- VPEMSS Joey: Work with VPIA Delihna on budget allocation and management.
- President/VPIA: Discuss faculty teaching load and class sizes with faculty before Brad starts.
- Lisa: Coordinate with SBA for a student-focused dinner during the Chuuk visit.

The meeting adjourned at 5:00 PM.

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:			