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

Committee or Working Group:	Senior Leadership Team (SLT)

Date: 05 February 2025	Time: 8:30 - 2:30	Location: Fusion Conference

Members Present:	Members Absent:
President VPIS (via zoom) VPIA VPEMSS The Comptroller	VPIEQA

Additional Attendees:	ES II Senniesha, EO Lisa, & IT Consultant Dhiraj

Agenda/Major Topics of Discussion:

1. Welcome by President
2. Prayer by VPIA

Discussion of Agenda/Information Sharing:

1. **Budget Presentation for FSM Executive Leaders Preparation meeting**
2. **Adjournment**

The President opened the meeting by asking for the SLT members' input or update regarding any areas that they want to include in the budget presentation for the FSM National Executive leaders.

Budget Discussions

1. **Resource Constraints and Revenue Generation**:

   ○ Limited resources are creating significant pressure on administration and budget sustainability.

   ○ Rising fuel costs, political instability, and external threats to funding (e.g., grant reviews like the Trio program) are compounding financial challenges.

   ○ **Action**: There is an urgent need to establish independent revenue streams to reduce reliance on external funding sources, and efforts are underway to approach state governments with proposals. Plans to establish new revenue streams within the next few months are a priority.

2. **Program Prioritization and Alignment**:

   ○ Programs need to align with the institution's strategic plan and goals (SP) and Key Performance Indicators (KPIs). Resources may be misallocated to activities not aligned with strategic priorities.

   ○ The prioritization process should focus on measurable outcomes, such as graduation rates and student learning outcomes.

   ○ The term "audit" will not be used; instead, a "stock take" approach will be adopted for program evaluations.

3. **Instructional Program Efficiency**:

   ○ Consolidation of low-enrollment course sections is being considered to optimize resource use.

   ○ Concerns exist regarding the fairness and impact of instructor workload models (teaching hours, class sizes) on budget efficiency.

4. **Data-Driven Decision Making**:

   ○ A lack of robust data collection methods is a key concern; reliance on anecdotal data is problematic.

○ There's a need to secure accurate and reliable data ("red bug data") to inform institutional reviews and measure performance against KPIs. Specific data needs include graduation rates, transfer rates, and graduate employment rates.

Assigned Tasks or To-Dos

1. **Data Collection and Reporting**:

   ○ **Malintha** is tasked with institutionalizing semester-end student surveys for *all* students (not just those completing programs). These surveys should capture data on students' future plans (further education, employment).

      ■ **President recommended Malintha join future meetings or discussions to contribute his input for student data and anything related to his work.**

   ○ Establish a framework for data collection and reporting that supports KPIs and strategic priorities. The source of the data stream needs to be identified.

   ○ Engage the Office of Institutional Effectiveness (OIE) to improve data collection processes and ensure alignment with accreditation needs.
   ○ Send letters to the state leaders for support

2. **Meetings and Collaboration**:

   ○ Schedule a Senior Leadership Team (SLT) meeting to discuss data requirements and alignment with strategic goals.

3. **Program Review**:

   ○ Conduct a "stocktake" (review) of programs to evaluate their alignment with institutional goals and resource efficiency. Avoid using the term "audit" in communications.

4. **Communication Plan**:

   ○ The President's office will lead efforts to communicate changes related to budget management and program prioritization.

   ○ Vice Presidents will collaborate with faculty and directors to disseminate information effectively.

Meeting adjourned at 2:30pm

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:			