

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

Committee or Working Group:	Senior Leadership Team (SLT)
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Date: 21-25 February 2025	Time: 3am-5pm-9:30am-2:30	Location: President Conf. Rm.
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Members Present:	Members Absent:
President VPIS VPEMSS VPIA (present on the second day) Comptroller	VPIEQA VPIA (1st day, apology)

Additional Attendees:	ES II, EO, and IT Consultant
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Agenda/Major Topics of Discussion:
1. Welcome by President-Dr. Theresa 2. Prayer by ES II Senniesha Santos Feb 21st, 2025- VPIA Feb 25th, 2025

Discussion of Agenda/Information Sharing: Old business New Business a. Reports Miscellaneous Adjournment
1. Call to Order The SLT meeting was called to order by President Theresa. 3. Approval of Minutes The minutes from the previous SLT meeting were approved except for the meeting minutes from February 05, 2025- The SLT retreat as it still needs more time to work on. 4. Reports

VPIS Reporting

FY25 Housing Allowance Implementation

- Proposal to implement the approved housing allowance increase (from \$600 to \$750-\$1100) within the current FY25 budget.
- Departments shift funds internally to meet this need.
- Long-term sustainability plan: increase student fees for FY26.

FY25 Budget Adjustment

- College did not receive the expected \$3 million for FY25.
- Proposal to restrict FY25 spending based on FY26 budget limit of \$11.6 million.
- Request for SLT approval to send budget adjustments to campus deans and other offices.
- Action Item: All departments to review and reprioritize their FY25 budgets based on the FY26 budget ceiling of \$11.6 million by next week.
- Action Item: Vice Presidents to schedule budget meetings to discuss priorities and potential reallocation of resources across departments.
- Action Item: Comptroller to send out revised FY25 budget information to all departments and campus deans for adjustment.
- Staff Housing Proposal
- Proposal for staff housing at national campus using repurposed containers.
- Design includes single-hub family housing units (one-person, couple, two-bedroom, and three-bedroom options).
- Location proposed near debt maintenance office.
- Next steps: cost out design, project revenue, explore funding options (including potential loan from endowment fund).

Facilities Fees

- Working on a facilities fee structure to recover costs for use of college facilities.
- Fees to apply to various spaces including rooms, computer labs, and cafeteria.

Kosrae Campus Issues

- No acting dean and fiscal officer at Kosrae campus.
- Fiscal officer left without approval, causing issues with check signing and fund management.

- Exploring options for a second signatory (faculty member or CRE coordinator).
- Concerns about temporary fiscal management by bookstore clerks on special contracts.

Water Tank Project

- Working on installing a water tank for campus restrooms.

VPIEQA Reporting

IT Department Updates

- Upgraded core switch and wireless network at national campus.
- Added a new web conferencing tool integrated with Moodle.
- Plans to deploy Starlink to state campuses.
- Action Item: IT team to move the backup server to Yap campus as soon as possible.
- Action Item: IT team to develop a comprehensive disaster recovery plan for IT infrastructure.
- Action Item: IT team to create and distribute information sheets about phishing emails and cybersecurity threats to all staff and students.
- Action Item: IT team to review the contractual agreement with FSMTC and seek legal advice regarding potential switch to Starlink for primary connections to state campuses.

Institutional Research

- Created student enrollment dashboard comparing data from 2015-2024.
- Dashboard shows 47,000 student accounts and 488,000 total credits (duplicated counts).
- Action Item: Institutional Research team to create more data dashboards based on department requirements.
- Alumni Platform and Email System
- Alumni data being integrated into a platform, launch planned in two weeks.
- Discussion on allowing alumni to retain college email after graduation.
- Action Item: IT team to implement alumni email accounts that don't expire after graduation.
- Action Item: VPIEQA to plan and execute a launch event for the new alumni platform.

Other Reports

Workforce Development

- Action Item: Workforce Development team to meet next week and set tangible goals and work plans.
- Publications and Communications
- Action Item: Publications and Communications team to create and release monthly electronic newsletters highlighting college activities.
- Website Transition
- Action Item: All departments to review and confirm information on the old website for transition to the new website.
- Student Requests
- Action Item: VPEMSS to process student requests for cultural hut renovations.
- Action Item: Maintenance team to purchase materials for cultural hut renovations.
- Action Item: Professor Joe to supervise the cultural hut renovation project as a student learning activity.

5. Other Business

- Concerns raised about FMI funding and the need to demonstrate outcomes and increase enrollments to justify the investment.

6. Next Meeting

- The team plans to reconvene on Tuesday for further discussions and decisions.

...Meeting reconvened on Tuesday, February 25 2025...

Opening/Welcome: President Theresa

Prayer: VP Delihna

Before the reporting started, President Theresa welcomed back VP Joey on campus.

VPEMSS reporting:

Policy Approval Process Update:

- Collaboration between the RAR committee in reviewing and amending policies for students.
- Four policies were presented and endorsed, with implications for the curriculum committee.
- Policies were reviewed in meetings on February 22nd, February 26th, and March 12th, before submission.

Policy Amendment Review and Submission

- Review of four policies (4001, OO2, 200, and others in Chapter 4) is underway.
- Proposed amendments aim for open admissions, impacting multiple policies.
- Eight policy proposals will be submitted to ensure consistency and address superseded policies

by April 1-4.

Policy Amendment Rationale

- The policy amendment aims to strengthen a strategic plan focused on granting student access.
- The amendment acknowledges the need for an inclusive approach, considering students with special needs.
- Provisions are included to address students with physical and mental disabilities, ensuring access to specialized facilities.

Resource Allocation and Student Disciplinary Actions

- A sequential approach to resource allocation and revocation will be implemented, starting with addressing painting-related policies.
- Following policy approval, resource allocation will address needs related to gang-related issues.
- Two students will receive suspension notices, and one student will receive a formal warning for failing to report an incident.

Policy Amendment and Ticket Copying

- A ticket was offered for a photo opportunity.
- A request was made to copy more tickets of a song.
- Policy changes, including deletion and addition of policies, were discussed, focusing on open enrollment and student benefits.

Admissions Policy Amendment

- The current admissions policy is selective.
- A proposed amendment will shift to an open admissions approach.
- Policy 4300 will be amended for consistency with the new approach.

Policy Updates: Superseding Admission Procedures

- Policies 4202 and 4206 will be replaced by amendments to policy 4000.
- Policy 4000 will be titled 'evident admissions 4 Degree developmental and certificate programs'.
- Certificate program admissions will fall under 42306, and degree programs under 4202.

Admission Criteria Recommendation

- A recommendation to modify the current comment or adopt a new placement instrument for admissions is proposed.
- The current comment can serve as a placement tool until August, but the curriculum committee recommends changes to the admission criteria.
- The current comment, adopted in 210, originated from instructional affairs, not emss, but is administered by the institution.

Policy Amendment and Implementation

- Clarification needed on some policies for open enrollment and potential amendments.
- Need to assess the impact of amendments on existing policies across all chapters.
- Ensuring consistent policy application across all chapters is crucial.

Policy Framework and its Importance

- Policies are crucial frameworks for operations.
- Implementing policies requires significant effort.
- Giving proper attention to policies is critical for success.

Thorough and Expeditious Investigations

- Investigations have yielded significant discoveries.
- Timely attention to detail prevented the issue from escalating.
- Recommendations from the investigation are welcomed and will send a strong message.

Institutional Responsibility and Trust

- Careful consideration was given to recommendations, especially regarding terminations.
- Emphasis on upholding the institution's mission and fostering a trustworthy environment.
- Disciplined approach to responsibilities, reflecting expectations of a high-calibre institution.

Community Message and Process Improvement

- Acceptance of past events and implementation of preventative measures.
- Focus on community-wide communication and continuous improvement practices.
- Challenges faced during an investigation, emphasizing a non-violent approach.

Forensic Investigation Training Needs

- A forensic investigation revealed a need for improved questioning techniques.
- The current approach limits responses, hindering comprehensive information gathering.
- Training is required to teach security personnel how to ask open-ended questions for thorough investigations.

Template Effectiveness in Report Writing

- Observed effective template usage despite challenges.
- Template's long-term development and use highlighted.
- Positive feedback on template's comprehensiveness in report generation noted.

Enhancing Training Programs with Explanatory Feedback

- SLT discusses the value of incorporating a specific entry method into training programs.
- This method facilitates more detailed and explanatory feedback.
- Such feedback is considered essential for improving the effectiveness of training.

Maintaining Organizational Discipline and Consistency

- The text discusses the importance of consistent disciplinary actions within an organization.
- A policy of leniency is preferred, but strict measures are sometimes necessary to prevent chaos.
- An example of termination due to misuse of a college vehicle is given to illustrate the consequences of misconduct.

Knowledge Property Security and Protocol

- Consistent communication with traveling employees regarding knowledge property.
- Security protocols were updated in 2013, transferring responsibility.
- An unusual situation occurred, requiring immediate action to prevent recurrence.

Action Items and Policy Processing Timeline

- Upcoming meeting requires timely policy processing before April.

Cadet Handbook and Catalog Updates for FMI

- A handbook is in progress, along with the cadet handbook.
- The catalog is a key issue, serving as a source for past information.

- A transcript is mentioned as a payment-related document.

Immediate Action Plan for FMI Operation by President Theresa

- Despite lacking WASC accreditation, FMI needs to be operated as if it is accredited.
- Senators consistently raise concerns about the 8,900,000 for unaccredited students.

VPIA Recruitment and FMI Enrollment Directive by President Theresa

- Initial goal was to reach 60 enrollments in a program.
- Concerns raised about low recruitment numbers; a target of 45-50 is suggested.
- Historical data shows significantly lower enrollment in the past (e.g., 22 in 2000).

Cost Analysis and Recruitment Strategy

- A cost analysis was conducted, showing the per-student cost of a \$1 million initiative.
- Collaboration with Vice President Delihna and EMSS need to improve recruitment efforts.
- Recruitment efforts need to expand to all four states to increase the number of trainees.

Class 4 Program Plan

- The Class 4 program is planned to repeat the leader program.
- The target launch date is tentatively set for August 2025, although construction may not be complete.
- The program's budget will be discussed in January and February presentations.

Enhancing FMI's Promotional Strategy

- A radical approach is needed to increase student enrollment in FMI.
- Increased promotional efforts, including a stronger online presence, are crucial.
- The campus's active Facebook presence is noted, but a more proactive information dissemination strategy is recommended.

Philippine Merchant Marine Academy Scholarship

- An update was shared regarding a scholarship opportunity.
- A \$20,000 scholarship will fund two cadets attending the Philippine Merchant Marine Academy.
- Graduates of this academy automatically become officers in the merchant marine.

School Admission Challenges and System Integration

- Difficulty in admitting students due to missing transcripts and lack of catalog.
- Students' records are absent from the school's system, hindering report generation.
- Uncertainty about the external school's system and grading methods, impacting integration efforts.

Review of Two Draft Versions and Next Steps

- Two versions of documents exist, one created by JICA Partners.
- Delays in the project are noted, requiring prioritization and discussion.
- Further action involves contacting Dean Lourdes to make it a priority, so the catalog can go on the system before fall 2025.
- Dhiraj needs to find out if FMI is using the College internet system then payment discussions need to be made.

Cost Allocation Discrepancy in Service Delivery

- Inconsistency observed in cost allocation for a service, possibly due to lack of credit debt.
- The service, though lacking accreditation for loss, possesses an industrial standard certification.
- A request has been made to investigate creating a separate record for the service within the existing system.

Systemic Record-Keeping and Cost Allocation

- A connection needs to be established between COM-FSM and FMI, with a record of this connection.
- A catalog of services needs to be created and advertised on the website.
- Cost allocation for administrative responsibilities of FMI needs to be addressed, potentially by taking costs from the FMI budget.

Budget Allocation and Resource Management

- Concerns raised regarding internet service costs and equipment allocation from a central budget.
- Discussion on the ideal budget structure for future fiscal years, particularly for 2026.
- Analysis of current budget limitations and the need for a more effective allocation system.

Unforeseen Costs and Project Integration Issues

- Unidentified associated costs were not included in the initial budget.
- A project initially intended for integration became standalone.
- Concerns were raised regarding communication and representation of the project.

Urgent Issue Resolution and Budget Allocation

- A critical issue requires immediate attention and resolution.
- VP Delihna is tasked with overseeing the process, coordinating with relevant personnel.
- Departments utilize independent budgets for jet operations, resulting in significant profits.

Reviewing Project Progress and Future Plans

- A project review was conducted, focusing on control and air aspects.
- Previous year's transition to a new system was discussed, highlighting challenges.
- Concerns about document expiration and printing were addressed, along with potential solutions.

VPIA Reporting:

Policy Report and Recommendations

- Before she started her report, she explained that all the recommendations and directives from the previous reports had been noted.
- Three policies will be presented to the executive committee according to the master calendar.
- Additional policies relevant to current projects in curriculum development and delivery will also be shared.

Educational Program Updates

- Modifications were made to education programs, especially the Associate of Arts program and

the third-year program.

- The Bachelor of Science program included two additional courses: language arts course and a science methods course.
- IA provided updated materials and resources, with the moodle system utilizing 80% completed 16 weeks uploads, encompassing activities and learning materials to support student outcomes.

Faculty Training and Online Course Access

- A significant portion of faculty (18% then 20%) are working to protect their work and ensure online accessibility.
- Faculty are required to maintain an online presence for student access to course materials, potentially including updates on platforms like Instagram.
- Ongoing training schedules are impacting resource allocation, with increased requests for campus visits based on a recent survey.

System Evaluation and User Feedback

- Initial system design received concerns regarding video quality.
- A further setup evaluation is underway, incorporating user feedback.
- Student and faculty surveys are planned to inform training material development, particularly focusing on feedback from new faculty during the first four weeks of the semester.

Improving Student Performance Through Face-to-Face Sessions

- We are currently working to send Fiji to the state campuses to conduct face-face training for both students and faculty.
- Last semester's student performance was unsatisfactory, particularly in the week leading up to the current semester.
- Face-to-face sessions will commence the first week of March to address performance issues.
- These sessions aim to assist both faculty and students, addressing struggles beyond mood-related concerns and incorporating existing programs.
- Proposed schedule: The face-face training will start in Yap, then in Chuuk, back to Kosrae, and then CTEC and National Campus will go last.

Technical Accounting Program Rollout

- Implementation of a technical accounting program is underway.
- Training commenced yesterday, delivered via an online platform.
- Scheduled training sessions will occur Tuesdays and Thursdays, with additional schedules planned for other students. Dean Phyllis is working with the other Deans, so the students from the other campuses can join these sessions.

Campus Program Updates: Student Participation and Early Childhood Training

- The assisted students in a program with lower than expected participation.
- An early childhood short-term training module is underway for in-service teachers.
- This training module is a collaboration between NDOE and the COMFSM institution. funding coming from Unicef.
- Project focuses on COM development, involving training modules for master trainers.
- Master trainers will subsequently train ECE teachers, with evaluation to assess the training modules' impact.

- The project has a proposed funding of \$165,000, and involves 4 faculty enrolled in PhD programs.

Teacher Training Conference Summary

- A week-long conference addressed developing cultural resources for educators.
- Key discussion points included training methods and curriculum adjustments using culturally relevant approaches.
- Teacher certification and potential funding from UNICEF were also discussed.

Research Proposal and Training Module Development

- Collaboration with Prof. Joel on a research project focusing on resource compilation and training module creation for future educators.
- A proposal will be developed outlining strategies for cultivating cultured teaching practices.
- Recruitment process update: Three applicants were considered, with two from Pushai and one from Point B; the applications are under review.

Bushai Administration Transition Plan

- A shift from virtual to on-site administration for Bushai is proposed.
- GPI's current role as acting theme for children will transition to IC George.
- The proposal includes collaboration with the committee and temporary campus presence until a permanent replacement is found.

Summer Training Facility Request

- A request was made to use the training facility for basic safety training.
- Instructors will conduct the training for both normal and observer groups.
- Training is tentatively scheduled for summer, after the May 24th graduation.

FMI's Class 4 Recruitment Drive

- FMI is initiating a recruitment drive for Class 4, commencing March 12th.
- Part-time instructors will conduct community outreach and engage with shipping agencies, offices, and other relevant companies.
- The recruitment strategy involves collaboration with high schools and coordination among instructors, instructional coordinators, and student service counterparts.

Improving Instructor Workload Management

- Concerns exist regarding excessive workload and teaching hours for instructors.
- Strategies being explored include reviewing current workload distribution and unionizing part-time instructors.
- A key goal is to reduce excessive workload and ensure a sustainable teaching environment.

Challenges in Staffing Educational Programs

- A current proposal faces challenges due to staffing shortages.
- Difficulties exist in finding instructors for courses, particularly in STEM programs.
- The search continues for part-time instructors and additional faculty in various disciplines, including nursing and marine science.

Concerns Regarding Overloaded Educators

- Concerns raised about educators working excessive extra hours (3:00 hours).
- Doubt expressed about maintaining quality education under such workload.
- Request for instruction coordinator and Dean to address administrative capacity issues.

Recruitment Gaps and Staffing Solutions

- A recruitment gap resulted in unfilled positions last year.
- A new science consultant is available but only after 5 PM.
- Administrative coordinators and academic program staff should actively recruit.

Capacity Increase and Contractual Concerns

- Concerns were raised regarding insufficient capacity for teaching programs.
- Emphasis on preventing future contract signings due to capacity issues.
- A request for updates on mitigation efforts before the semester begins to address risks to education quality.

Intellectual Rest and Lab Activities

- The need for intellectual rest is highlighted, emphasizing the demanding nature of academic work.
- Significant time commitment is involved in science subjects, including extensive lab hours and related activities.
- A request is made for clarification on program implementation, specifically regarding the role of a certain note.

Program Modification and Implementation

- A program modification is planned for approval in April by the border region.
- The changes will not be effective until summer, and there are limitations to the modifications.
- Concerns exist regarding the lack of clear documentation and potential challenges for students.

Prior Learning Assessment and Survey Implementation

- Discussion on using prior learning for credit equivalency in academic programs, referencing policy 31004.
- Challenges in implementing prior learning assessment due to scheduling conflicts.
- Planned survey to address Moodle and other platform-related issues; details on implementation timing and method are pending.

Administering Curriculum Changes: A Progress Report

- A proposal was administered last week, sharing updates with the curriculum community.
- The next meeting is scheduled for tomorrow to discuss the progress of electronic and face-to-face administration.
- Concerns were raised regarding student struggles using Moodle, impacting success rates and retention.

Student Access Challenges in Online Course Registration

- Students reported difficulties accessing online courses, particularly during peak registration periods.

- Issues included inability to access course materials and policies due to system delays in registering students.
- The system's failure to update student registration status promptly prevented access to online course content.

Addressing Student Feedback in Online Courses

- A method to communicate student additions and drops from online courses was implemented.
- Immediate reflection of student changes is crucial for accurate data, similar to cannabis data handling.
- Survey adjustments are needed, focusing on feedback after the fourth week of instruction to avoid initial enrollment challenges.

Addressing Training Challenges and Policy Compliance

- Challenges remain regarding training effectiveness, necessitating a revised training module based on student feedback.
- Prior incidents of non-compliance with campus policy, particularly alcohol use, require pre-training policy clarification for administrators.
- Documentation of policy compliance is crucial before launching the training program to avoid future issues.

Optimizing Class Scheduling

- Current class scheduling leads to 15-20% cancellations due to insufficient enrollment.
- A solution involves using student data from Sis and idp completion to identify needed sections.
- Existing recommendations include using student course completion reports and adjusting the class catalog.

Semester Scheduling Constraints

- Scheduling exceptions were made only for graduating students needing one or two courses.
- A recommended course pathway exists in the catalog.
- Academic advisors lack consistency in utilizing the catalog's recommended pathway.

Academic Pathway Implementation Challenges

- The academic pathway's effectiveness is limited, benefiting only 15-50% of students.
- Implementation is hampered by students taking classes outside the recommended pathway.
- An ongoing challenge involves students not meeting with advisors, leading to inappropriate course selections.

Course Selection Challenges and Advising Improvements

- Students sometimes enroll in inappropriate courses, creating scheduling conflicts.
- This issue is observed later in academic programs, impacting course selection.
- The need for enhanced academic advising to address this problem is highlighted.

Improving Academic Advising Program

- A survey revealed that some students have not met with an academic advisor.
- The college is working to enhance its academic advising program.

- Instructors serve as academic advisors for all students.

Enhancing Student Success Through Timely Support

- Collaborative efforts will continue to improve practices for student retention and success.
- Timely and accurate advice is crucial for student success.
- Student workshops and training sessions are recommended for improved awareness and preparedness.

Analyzing Online Course Quality Control

- The text discusses the relationship between students, enrollment systems, and faculty workflow in online courses.
- A key concern is maintaining consistent academic quality across different instructors teaching the same course.
- Inconsistent course materials and teaching methods from various instructors negatively impact the overall quality.

Inconsistent Course Delivery in Education

- Concern exists regarding inconsistent quality of education due to multiple teachers using varying methods.
- Issue arises from students being assigned to courses with different teachers and course pages, leading to inequitable access to resources.
- Proposed solutions include improved student training sessions and readily available online training materials before the semester begins.

Seamless System Transition Training

- The design team is developing training sessions to ensure a smooth transition between systems.
- The focus is on mitigating risks and addressing potential service disruptions.
- Survey results will be used to improve the training and address student needs.

Urgent Annual Performance Report Submission

- An urgent request for instructional materials necessitates the submission of an annual performance report to the national government.
- This report, based on the FY24 budget, was due last Friday but submitted yesterday.
- The delay is concerning due to its relation to the budget and represents a first-time omission.

Online Form Completion Process

- An online form requires specific achievements and data input.
- The process involves data copying to another sheet for assistance in filling out the form.
- The completed form will then be submitted online.

Urgent Data Request and Processing

- A request for student data was received yesterday, requiring immediate processing.
- The data relates to instructional studies and funding, necessitating quick action.
- The data is being reviewed under the I RTO appeals process to avoid further delays.

Data Analysis Report Review

- A data analysis report is being reviewed, focusing on a place-by-place scoring system.
- The report includes data presented as screenshots and covers objectives, with a focus on ISS data (70% direct).
- Discussion includes reported periods, data sources, and the identification of objectives (five total, with objective 4 being discussed).

Data Report and Strategic Plan Assessment

- A data report or object will provide data, but additional questions require clarification.
- Positive events that accelerate outcomes need to be described.
- Information may come from the report and a 5-year strategic plan assessment.

Urgent Issue Resolution and Data Submission

- A problem requiring immediate attention was identified.
- Necessary information was located and shared via online resources and screenshots.
- Data was transferred and submitted to meet a deadline, addressing concerns about potential consequences of non-submission.

Budget Presentation Updates

- Two budget presentations were delivered within six to seven weeks.
- The first presentation was on January 27th to the congressional committee on education.
- The second presentation, on February 10th, was given to the Vice President and a team.

FSN Korea Strategic Plan Mapping

- A presentation showcased a comparison between a chair and the first kitchen.
- A mapping exercise was conducted between FSN Korea's strategic development plan (2024-2043) and its thematic areas.
- The focus was on the 'patient and human capital' area within the strategic plan.

Mapping Development Outcomes and Activities

- A visual representation mapped areas, outcomes, and activities.
- The mapping showed alignment between activities and development priorities.
- This demonstration aimed to secure funding by highlighting the alignment with governmental KPIs.

Strategic Plan Implementation Analysis

- Feedback analysis necessitated grouping under broad categories like innovation and resilience.
- These categories align well with the strategic development plan.
- Implementation will be observed across various thematic areas beyond education.

Pacific Island Education Summit

- A presentation on Pacific Island education systems was given two weeks prior.
- The presentation resulted in an article being posted online and on Facebook.
- Eleven out of fourteen Pacific Island countries were represented at the important meeting, signifying progress within the Pacific education framework.

Pacific Island Partnership Funding Update

- Eleven out of fifteen Pacific island countries participated in a recent update.
- The HR manager position has been filled, and a screening committee appointed.
- Funding for McREL International and REL Pacific has been stopped, impacting future collaborations.

Workforce Needs Assessment and Funding

- A needs assessment is underway to address workforce requirements.
- Research involves utilizing existing resources like World Bank studies and adapting them for college-specific needs.
- Funding proposals are being developed for non-credit programs and a staff council, with a presentation scheduled for this Friday.

Project Delay and Interim Solution

- A temporary solution is implemented due to a delay in infrastructure development.
- The delay impacts housing plans, causing a postponement of approximately 4-5 years.
- Collaboration with the garage and its Vice President is underway to address the situation.

Streamlining College Marketing and Communications

- A new marketing and communications department will be formed to improve efficiency in multimedia and marketing services.
- The chair is eager for a marketing plan to enhance the college's image and utilize social media more effectively.
- The plan includes generating revenue streams for the college.

Multimedia Services Expansion and Operational Review

- Multimedia services, including video and audio setups, are needed across the island and states.
- These services present a potential revenue stream for the college.
- A three-year operational review highlights challenges and exciting developments within the college.

Forward-Looking Team Collaboration

- Acknowledgement of team efforts and sustained collaboration.
- Emphasis on teamwork and future-oriented planning.
- Use of video learning resources as an example of forward-thinking practices.

Evolution of Instructional Design

- A video from 10 years prior (2002) is referenced, highlighting its relevance to instructional design.
- The video showcases 18th or 19th-century classroom practices, still prevalent in modern classrooms.
- Curriculum interrogation is discussed as a method to analyze existing curricula.

Innovative Student Engagement and Future-Ready Education

- A 10-year and a 5-year plan are in place to prepare students for future careers.
- Traditional careers still exist, but many new jobs and technologies are emerging.

- Flexible learning spaces are being piloted to enhance student engagement.

Classroom Environment and Attention

- A study explores the link between an active learning environment and student focus.
- The research is being conducted across various districts in America.
- Concerns are raised about the prevalence of traditional lecture-style teaching in classrooms.

Flexible Classroom Observation

- An observation study of flexible classroom spaces is underway.
- The study involves tracking teaching methods, student interactions, and classroom furniture arrangement.
- The research aims to explore teaching methods beyond traditional lectures.

Flexible Classroom Design

- The classroom utilizes a flat, non-tiered structure.
- Modular furniture allows for adaptable seating configurations.
- The design's flexibility is also used by other faculty for various purposes.

Evolving Educational Landscape

- Discussion about the outdated appearance of a classroom, possibly from the 18th or 19th century.
- Ongoing conversations regarding improvements and future preparations for students.
- Questions raised about the structure and integration of marketing, advertising, communication, and business departments.

MITC Functional Remodel

- A remodeling project is underway, potentially impacting MITC's functionality.
- Concerns exist about the integration of different aspects of MITC, potentially leading to the removal of certain functions.
- The project involves reviewing structures and statistics, addressing two distinct elements with some overlap.

Budgetary Concerns and Resource Allocation

- Concerns raised regarding the financial implications of establishing a new office due to limited funding.
- Observations of redundant tasks performed by different departments within the organization.
- Exploration of alternative solutions, such as utilizing existing space or equipment, to mitigate costs.

Remote Course Structure and Faculty Involvement

- Concerns raised about a course's structure and lack of faculty interaction.
- The course is delivered remotely with weekly lectures, assignments, and quizzes.
- The course operates with automated grading and student self-pacing, lacking direct faculty oversight.

Online Course Structure and Cost Analysis

- An entomology course, utilizing Integrated Pest Management (IPM) principles, is described.
- The course structure involves five overloaded courses, initially designed for independent student study.
- A discussion on faculty workload and the potential cost savings of an online format is included.

Faculty Training and Technological Adoption

- Faculty members maintain a face-to-face teaching approach despite access to online learning technologies.
- Online training was offered from 2020-2022, notably excluding COM-FSM.
- A lack of COM-FSM participation in training was observed in subsequent course reviews.

Optimizing Learning Management System Usage

- Underutilization of learning management system features was observed, with only 25% functionality used.
- High fees were paid despite low usage, prompting exploration of alternative approaches.
- Bridging the gap through training and leveraging the learning management system for quality are key priorities.

Ongoing Project Updates and Vacancy Announcement

- A work-in-progress project is utilizing available resources and incorporating feedback.
- The project aligns with strategic plans and focuses on continuous improvement.
- A vacancy for an IT director position, open since 2022, is announced.

Job Description Review and Update

- A discussion occurred regarding modifications to a job description.
- The specific job in question is the Director of Information Technology position.
- Access to the job description document was required for review and updates.

IT Management Position at National Campus

- Funds have been certified for a secret management position in information technology.
- The role requires a Bachelor's degree in IT, Computer Science, or Engineering, and 7+ years of experience.
- Key responsibilities include leadership, IT governance, planning, cybersecurity, and risk management of infrastructure and facilities.

Strategic Financial Management Position

- The position requires corner management and strategic financial management expertise.
- The certified salary range is 51311 to 261989, with benefits including transportation and housing.
- The position is crucial for infrastructure needs and is presented on behalf of etiep world.

Financial Analysis: VP Compensation and Growth

- A significant increase in the Vice Presidents' compensation from 40K to 0K is questioned.
- Concerns are raised about the impact of increased compensation on income, especially considering a smaller starting salary for new faculty.

- The justification for a premium rate and a potential increase from 15K to 60K is debated.

Three-Year Position and Compensation Offer

- A three-year tenure in a position is described.
- A compensation offer of \$45,000 was made, but it was declined.
- Technological disparity between the current workplace and other institutions is noted.

Decision: College Restructuring

- Significant workload coupled with high risk involved in the decision-making process.
- Consultants are assessing the duration of the current strategy.
- A choice between reverting to previous salary scales or progressing with market-competitive adjustments is under consideration.

Staffing Dilemma

- Concerns exist regarding staffing, with suggestions for different approaches in hiring.
- A previous salary of \$45,000 with benefits was mentioned, raising questions about compensation.
- The job description has been revised to align with strategic plans, but the timing of hiring remains a concern due to ongoing consultation and the rapidly evolving technological landscape.

Inconsistencies in Staffing and Compensation

- Difficulties in filling certain roles due to inconsistent advertising.
- Concerns raised about salary discrepancies between roles and responsibilities.
- Discussion regarding a director's compensation after a role change.

Questions for the Difference in the VP's Compensation and the New Hires

- A Vice President's salary nears \$80,000 per island, earned over five years.
- New hires' starting rates are being discussed, considering experience and contributions.
- Addressing community perception regarding a potential consultant's application is necessary.

Interim IT Director Role and Perception

- Concerns raised regarding the perception of an individual taking over an IT director position.
- Discussion about the individual's removal from the system if applying for the position.
- Confirmation that the individual is currently functioning as the IT director, despite not holding the official title.

Overload Contracts and Perception Issues

- A conflict exists between perceived needs and the actual criticality of a position.
- Two overload contracts were signed, resulting in a significantly higher salary than a typical instructional faculty position.
- The root cause is attributed to initial misjudgment of needs, necessitating corrective actions.

IT Director Concerns and Recruitment Process

- Concerns were raised regarding the IT director role and the recruitment process.
- The current situation has shown significant progress since an IT consultant's involvement.
- Concerns exist about potential conflicts if bringing someone in to do the IT director's work

might prevent the current IT director from applying for a new position.

College Technological Assessment

- The college faced significant technological and infrastructural challenges.
- A consulting team was brought in to address these issues.
- The college has been actively recruiting and mentoring staff for improvement.

Salary Package Negotiation for Director Role

- Concerns raised regarding a suitable salary package for a director position.
- Discussion on the offered salary of \$31,000 and its competitiveness within the college and sector.
- Exploration of possibilities for increasing the offered salary and navigating internal budgetary constraints.

Compensation Adjustments and Career Progression

- Current positions offer significant opportunities for advancement, including to VP level.
- A salary increase to 30K was implemented, exceeding previous compensation levels.
- Historical salary data indicates a substantial increase from previous years.

Internal Compensation Review

- Long-term employees, including VPs and directors, have high salaries.
- Salaries haven't been adjusted in a considerable time.
- Ignoring existing employees' compensation may negatively impact morale.

Strategic Talent Acquisition and Goal Setting

- Evaluation of current progress against a 10-year vision.
- A proposal to recruit individuals capable of accelerating progress towards established objectives.
- Emphasis on internal development to enhance existing capabilities.

Optimizing Personnel Costs

- A cost-optimization exercise involved reviewing staffing levels.
- The goal is to redistribute existing salaries to improve compensation for current employees.
- The process includes identifying and eliminating unnecessary vacant positions.

Improving Workplace Efficiency and Retention

- Creating efficiencies and providing deserved compensation improves workplace morale.
- Higher salaries could have retained long-term, knowledgeable employees.
- Lack of support and validation contributed to employee dissatisfaction.

Performance Evaluation and Compensation

- Assessment of critical positions and their current performance levels.
- Observation of both inadequate and exceptional performances, highlighting the need for improvement in many areas.
- Emphasis on performance-based salary increases rather than tenure-based increments.

Performance Evaluation and Job Description Overhaul

- Performance evaluation is crucial for promotion decisions.
- A significant revision of the job description has been implemented.
- The updated description addresses current challenges and sets higher expectations for the successful candidate.

The President Reported:

Discussions with Chair from their previous meeting:

- Rent Adjustments and Tuition Fees:
 - Rent for tenants currently paying \$600 will be increased to \$750 starting May 2025, with the first raise funded by the Contingency Fund.
 - From Fall 2025, tuition fees will be raised to ensure long-term financial sustainability.
- College Housing Project and World Bank Funding:
 - Loan secured through the World Bank's Central Implementation Unit (CIU) and Project Implementation Unit (PIU).
 - Pros: Availability of funding; Cons: Project ratings impact CIU performance.
 - A \$7.2 million project over five years will fund training in Environmental & Social Safeguards, M&E, and Project Management using a blended learning model.
- Trust Fund Purpose and Financial Targets:
 - Agreed to drop the initial purpose of operations funding for the college.
 - Revised target: Achieve \$20 million in seven years based on current investment returns.
- Curriculum Development and CTE Focus:
 - Upscaling Career and Technical Education (CTE) is prioritized but not yet reflected in the curriculum.
 - IT integration is now high across all courses.
 - Proposed partnerships with the military to certify CTE-skilled workers and secure higher hourly rates for graduates.
- Marketing and Recruitment Strategies:
 - Weekly Facebook campaigns for each campus highlighting student activities and college achievements.
 - Billboard advertisements featuring alumni starting mid-March.
 - School visits targeting juniors and seniors at the end of every Spring semester.
- Strategic Partnerships and Funding:
 - Efforts to approach Australia, US, Japan, and China for additional funding support.
 - Chair to discuss workforce needs with FSM President's Chief of Staff to align SDP with COMFSM SP 2025–2030 goals.
 - Plan to partner with the US Air Force for CTE certification programs.
- Infrastructure Development:
 - High-priority focus on infrastructure development, including a new building for CTE programs.
 - A runoff channel is needed for the parking lot behind Mori's office to prevent erosion during heavy rains.

- Strategic Alignment with FSM SDP & COMFSM SP:
 - The President shared insights from the College's Strategic Alignment with FSM SDP & COMFSM SP priorities.
 - Concluded by sharing a video titled *"What is 21st Century Education?"* available on YouTube.

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:			