

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

Committee or Working Group:	Senior Leadership Team (SLT)
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Date: 23 January 2025	Time: 3:00 -5:00/ 11:00- 1:00	Location: Pres Conf. Rm.
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Members Present:	Members Absent:
President VPIS (via zoom) VPIA VPEMSS VPIEQA The Comptroller	

Additional Attendees:	ES II Senniesha, EO Lisa
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Agenda/Major Topics of Discussion: 1. Welcome by President 2. Prayer by VPIA Ehmes

Discussion of Agenda/Information Sharing: 3. Review of backlogged SLT meeting minutes 4. Updates/Reports 5. Old Business 6. New Business a) Revision of COM-FSM curriculum models; b) Creation of an Innovations Incubation Working Group; c) COMET: Is this still necessary? d) Bus transport for Pohnpei State students e) Boat transport for Chuuk State's commuting students f) College Budget FY2025 g) Generator power at the Pohnpei campuses during the scheduled outages in January 2025.

7. **Miscellaneous**
8. **Adjournment**

Review and Approval of deferred Meeting Minutes from the previous (December) SLT Meeting

- EA Senni informed the SLT that there are other backlogged meeting minutes from previous meetings. She urges SLT members to please review the minutes.
- VP Steven reminded the SLT, especially the minute takers to ensure important items are captured in the meeting minutes i.e., vacant positions, so that these positions can be processed in a timely manner.
- EA Senni informed the SLT that the meeting minutes were amended to include the missing vacant positions proposed by VP Steven's department (CRE). VPEMSS also shared a concern regarding the Japan purchased by the PPMO. He is concerned that the purchase was made before informing the EMSS and will not accept it. He suggests that the van be donated to the other departments as VPEMSS prefers the same quality vehicles for his department.
- SLT glimpsed at the 4 backlogged meeting minutes and moved to approve all.

CARRIED.

Motion to pass the minute with the amendment recommendation from VP Joey for December 20th, 2024's meeting minutes.

VPIEQA moved

VPIA seconded

All were in favor and motion was carried

Motion to move for approval of the minutes from the 4 previous SLT meetings

VPEMSS moved

Second by VPIEQA

All were in favor and the motion was carried.

Concerns and Endorsements in Meeting

The President led the meeting, ensuring all participants had a chance to voice their concerns and suggestions.

VPIS Steven Reporting:

- VP Steven asked for clarification from VP Joey regarding the 15-seater Nissan van that just arrived yesterday and completed registration. VP Joey clarified that the 3 vans that just arrived are for Kosrae and Yap Campus. He also mentioned that the Japanese- made van that was procured for the EMSS department can be donated to any department that needs it as they will not be claiming it. VP Steven wanted to ensure that these two vehicles are part of the 3 vehicles that were recently ordered.
- VP Steven would like SLT to assist with the improvement of Microix making sure that justification of purposes is properly documented; and to assist with expeditious reviews, especially on the VPs and President's side. This will also help PPMO with expedient procurement.
- Next month, AS will start reviewing the policies so they are submitted on time before the next Board meeting, especially the Facilities and Maintenance and one from ED Mori.
- Comptroller: Audit will be extended for another 3 months due to questions surrounding CRE's affiliation with the College. Land Grant is assisting the Comptroller to comply with the auditor's requirements. All documents have been submitted from both the College and COMLG. BOG informed the Comptroller that the College needs to resubmit the proposal for the ATM. Financial Literacy for the COMFSM Students. BOFSM is willing to provide this service.
- VP Steven chimed in saying that Land Grant will pay for their (CRE's) auditor's fees. Accountant IV position will be deferred as it was missing the job descriptions.
- This matter will be taken up through email so it does not have to wait until the next SLT.

Quality Over Quantity in Hiring

- The President emphasized the importance of quality over quantity in hiring, urging the team to consider the long-term benefits of hiring individuals who can handle multiple responsibilities. She also stressed the need for performance management and the implementation of a performance management system.
- VP Steven agreed, noting the need for competitive salaries and the importance of matching salaries to the position's requirements.
- VP Joey raised a concern about the HR Manager position not being reviewed by the SLT before being advertised, which Dr. Theresa acknowledged it was her responsibility.

Advertising Process and Project Updates

- Dr. Theresa acknowledged an oversight in the advertising process for a position, promising to follow the appropriate procedures in the future.

VP IEQA Reporting:

- VP IEQA introduced the new institutional researcher as he had arrived and started work and discussed ongoing projects, including the website transition and the Starlink installations.
- VP IEQA concluded her report, informing SLT that she will be going on travel on Saturday and that she may be delegating Dhiraj the IT Consultant, to be acting in her stead while she is away.
- VP Steven shared that CFE is now fully incorporated with CRE and they are now under CRE.

- VPIS also shared the receipt of funding for various projects, and the challenges with the Green Climate Fund Project.
 - Dr. Theresa expressed concern about the risks associated with the Green Climate Fund Project and requested updates on its progress.
- SLT also discussed the progress of the Moodle transition and the potential for a student exchange program.

Moodle Course Access and Compliance

- VP Joey raises concerns about student names not appearing in the Moodle course lists, preventing them from accessing the course materials. VPIEQA acknowledges there are systemic issues with the online learning process, such as students being assigned to different instructors' mid-course.

Kosrae's Enrollment Success and Challenges

VP Joey reported:

- For College wide: A 5% increase in spring 2025 enrollment compared to spring 2024, with 1,479 students registered, a 32 headcount higher than the previous year.
- National campuses saw a 5% decrease, while CTEC at 0.4% and Chuuk experienced increases of 3%.
- Kosrae saw a significant 49% increase in enrollment.
- The enrollment trend usually shows a decline in spring compared to fall, but Kosrae achieved a 20% increase.
- Dr. Theresa attributed the significant increase in Kosrae's enrollment to proactive efforts and leadership by example.

Enrollment Shifts and MOU Discussion

- VP Joey continued his report and presented a report on the enrollment composition of the campus, noting a significant shift from spring 2024 to spring 2025. The campus is predominantly part-time, with a 72% part-time student enrollment in spring 2024, decreasing to 55% in spring 2025. The full-time student enrollment increased from 28% to 45%.
- He also discussed the dual enrollment program, which enrolled 9 seniors, and suggested working on a Memorandum of Understanding (MOU) with Kosrae High School and the Department of Education.
- VPEMSS compared the current Spring 2025 enrollment against the targets in headcount and credit hours to Spring 2024, noting a 17% decrease in headcount.
- Dr. Theresa and VP Steven discussed the need to reevaluate the projection process, considering the necessary expenditure.

Faculty Housing Rental Payment Error

- VP Joey then addressed the housing payment issues for Miss May Jay. Serious, which he elevated to Gee. Bing for action.

- He discussed the administrative error in the payment of a faculty member's housing rental. The payment was made to the former landlord instead of the current one, leading to a dispute over the default in payment.
- VP Steven suggested that the issue should be addressed by the HR Office and questioned the lease agreement between the college and the landlord. He also mentioned that the faculty member should be held responsible for the payment error. The conversation ended with VP Steven promising to look into the matter further.

Payment Issue and Faculty Member

- The faculty member had moved out of the former landlord's apartment on October 31, 2024 but the (IC)Instructional Coordinator failed to report this change, leading to two errors in payment. The former landlord withheld the amount of \$293.50, which was eventually paid in January. However, there was confusion about whether the college had already made payments to the current landlord for the November rent. The team agreed that the college should make payments to resolve the issue and recover the costs from the faculty member. The team agreed to look into the deposit slips to clarify the situation.

Details of the two payment errors made for the Faculty at Kosrae Campus shared by VP Joey:

(a) Advance payment error — On October 31, 2024, the college mistakenly paid \$600.00 in advance to the former landlord for November 2024 housing rental.

(b) Misallocated payment error — On January 15, 2025, the college paid \$293.50 to the current landlord, which should have gone to the former landlord. This amount covered: \$193.50 for the rental period July 22–31, 2024, and \$100.00 for August–September 2024 (due to a prior shortfall where only \$1,100.00 was paid instead of \$1,200.00).

(c) To correct this, the college reissued the \$293.50 payment to the former landlord on January 17, 2025. As such, I am unclear with "The former landlord withheld the amount of \$293.50." Or perhaps, withheld the \$600.00 mistakenly paid him by the college on October 31, 2024, because the college is yet to settle the \$293.50 due to him, which the college only did last January 17, 2025.

College issued payment of \$600.00 to the current landlord representing payment for the November 2024 housing rental, mid- to the last quarter of January 2025.

The current landlord is charging a \$675.00 penalty, claiming it is due to a default on the November 2024 rent payment.

It is believed that the current landlord still holds the \$293.50 that was mistakenly issued to him on January 15, 2025.

Punch Clock System and Training

- In the meeting, VP Joey also mentioned the current training for librarians, sought clarification with PPMO about a business license requirement, and shared information about the implementation of the punch clock system for employees.
- VP Steven raised concerns about the fairness of the punch clock system for professional and management staff, as they are not entitled to overtime pay.
- Dr. Theresa discussed the relevance of both perspectives in relation to the different employee levels and emphasized the need for verification and performance management.
- VP Steven also brought up the status of the software they purchased for the time clock, suggesting it should be moved to the business office for better monitoring. The team agreed to reconvene on Monday at 11 am to continue the discussion.

Next steps

- Expedite resolving the synchronization issues between Moodle and SIS.
- Work with HR to resolve the housing payment issue for Miss May Jay Serious.
- Business Office to make necessary payments to resolve the housing rental and penalty issues.
- VP Steven to look into the lease agreement details for the housing issue.
- IT Team to complete setup of the punch clock system for employee time tracking.
- Move the Microix time clock system out of the dining hall manager's office for better accessibility.
- Dr. Theresa to process immigration entry permit application.
- SLT to reconvene meeting at 11 AM the next day to complete remaining reports.

-----**Meeting Continuation/** Session 2 on January 24, 2025 at 11

Quick recap of Session 2

- The team discussed various operational issues, including the acquisition and maintenance of vehicles, the use of open educational resources, and the need for an accountant position at the business office.
- They also reviewed the college's budget, curriculum models, and external partnerships, with a focus on improving student access and experience.
- Lastly, they discussed the ongoing discussions at the Rarc Committee, the issues related to the Chuuk State campus, and the potential for a self-funding unit for continuing education.

- The meeting continued from the previous day's discussion, with President Theresa indicating that VPEMSS had concluded his report and they were now onto VPIs's report.

Vans Acquisition and Micro Week Review

- VP Steven discussed the acquisition of three vans, with one already on campus and the others to be assigned to Kosrae; he also expressed concern about the condition of the first vehicle and suggested it be used for instructional purposes while the others are used for other services. VP Steven also mentioned his ongoing review of MICROIX and purchase processes to ensure proper documentation and expedited review. He plans to review policies with the board in their next meeting and is considering the cost-effectiveness of the college's transportation services and dining hall fees. Lastly, he discussed the need for a shift to electronic textbooks and the authority for textbook selection.

Travel Plans and Audit Updates

- VP Steven discussed his upcoming travel plans and the need for stable internet access. He also mentioned the possibility of purchasing a Starlink and a battery for his travels. The Comptroller then updated the team on the status of their audit, which was extended to three months due to issues with the inclusion of CRE in the audit. She also mentioned that the auditor is looking into the setup with Land Grant and that the expenses and revenue from Land Grant are not appearing in the COMFSM books. VP Steven clarified that he had reached out to Land Grant and they agreed to pay for the CRE part of the audit. The Comptroller also mentioned an issue with the tax ID and the need to resubmit their application for an ATM. Lastly, she mentioned that the Bank of FSM is willing to conduct financial literacy programs for our students.

Vehicle Procurement and EMSS Issues

- In the meeting, VP Steven and VP Joey discussed the procurement of vehicles for the organization. VP Steven clarified that the committee had selected a left-handed vehicle based on the budget and RFP, despite it not being the preferred choice. VP Joey added that the vehicles were sourced from unexpended funds and were intended for different campuses. However, the vehicle for the National Campus was not accepted by the EMSS. VP Steven committed to investigating the situation further, including checking the vehicles that were purchased.

Reviewing College Operations and Transportation

- In the meeting, The President expressed concern about the college's operations, particularly the use of buses, and suggested a review of the current practices to ensure they are operating in the best interests of the college and students. She also proposed exploring alternative transportation options, such as prepaid tickets for the public (if the buses are not running at full capacity), to reduce costs. VP Steven agreed to look into these suggestions, considering factors like cost, liability, and the potential for increased revenue. The team also discussed the need for better communication to avoid similar issues in the future.

OER Adoption and Business Office Position

Dr. Theresa reporting:

- She discussed the use of open educational resources (OER) as an alternative to traditional textbooks, highlighting their superior quality and the ability for students to annotate online. She suggested bringing in training or information-sharing sessions with faculty on OER and running trials with them.
- VP Steven then brought up the need for an accountant position at the business office, which had been vacant since Julius's departure. He requested endorsements for the position, emphasizing the need for a permanent staff member due to the confidential nature of the business office's information.
- VP Joey requested the job description before endorsing the position, and VP Steven agreed to send it via email. Dr. Theresa then asked to proceed with her report.

Office Updates, Budget, and Partnerships

- Dr. Theresa discussed several key points during the meeting. She shared her reflections on the office of the President staff movement, including Rencelly's new role as workforce developer and the appointment of a new VP. She also discussed the college budget for 2025 and the ongoing efforts to optimize it. Dr. Theresa mentioned her reflections on curriculum models, emphasizing the need for an innovation incubation working group. She also shared her experiences with external partners, particularly the McREL International team, and raised questions about the necessity of the Comet program. Lastly, she mentioned her plans to announce the new VP position to the college.

Admissions Criteria and Placement Tool

- VP Joey discussed the ongoing discussions at the Rarc Committee regarding the admissions criteria, which is currently under review. He mentioned that the committee is considering a proposal for open admissions and the use of the Comet as a placement tool rather than an admission criteria. Dr. Theresa expressed her support for this proposal, emphasizing the need to trust and value the high school education system. She also highlighted the importance of collaboration between the college and high school systems to ensure access to education. VP Joey confirmed that the Comet would be used as a placement tool if the proposed changes were implemented. Dr. Theresa expressed her willingness to assist in any way to move forward with the proposed changes.

Chuuk State Campus Issues and Solutions

- Dr. Theresa discussed several issues related to the Chuuk State campus. She mentioned that students have been asking for boat transport, a request that has likely been made before but is new to her. VP Steven suggested engaging a local company to provide the service and handle the insurance. Dr. Theresa also brought up the need for a media and publications unit to improve the college's corporate image and consistency in its public profile. She suggested combining the media and publications office where Paulo could work more efficiently with Karleen. Dr. Theresa also discussed the need for improved student study spaces and the potential for traditional huts

with modern interiors. She expressed concerns about the dining hall's operations and suggested a review of the current system. Lastly, she mentioned a contract with Director Mark Kostka for leftover food from the dining hall, which is used for their endowment fund. She suggested informing the relevant staff about the contract to prevent misuse.

Contract, Generators, and Continuing Education

• Dr. Theresa discussed the contract with a contractor for handling leftovers and the potential for securing funds for the endowment. VP Steven mentioned the need for a contingency plan for the generators, which were purchased for Covid but have not been fully tested. Dr. Theresa also shared her plans to create a self-funding unit for continuing education, inspired by the University of South Florida's model. She will be reaching out to the Vice Presidents for their input and support. VP Joey asked about the acronym "VPIS," which was clarified as "Vice President for Innovation and Sustainability." VP Steven expressed his readiness to take on the new role and his plans to meet with the staff.

Next steps

- VP Steven to continue reviewing and optimizing bus transportation services for efficiency and cost-effectiveness.
- VP Steven to look into boat transportation options for Chuuk campus students, considering liability and insurance issues.
- VP Joey to continue working with relevant committees on revising admissions policy towards open admissions by August 2025.
- VP Jenny to move forward with creating a media and publications unit, combining existing resources and developing standard operating procedures.
- VP Steven to follow up with Director Mendiola regarding contingency plans for generator usage during power outages.
- VP Steven to investigate financing options for the agreement with Vital regarding generator maintenance.
- President Theresa to initiate the development of a continuing education unit similar to the University of South Florida model.
- President Theresa to share the VPIS job description with SLT before making the official announcement.
- VP Steven to schedule meetings with AS and CRE staff to plan and improve operations under the new VPIS role.
- Comptroller Roselle to provide data on dining hall costs and revenue when available.
- VPIS to review and potentially revise dining hall operations for improved efficiency and profitability.
- VPIS to investigate the creation of traditional-style huts with modern interiors as student study spaces.
- President Theresa to write to VPIS regarding the contract for dining hall leftovers and the need to inform staff.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

College Website Link:

Prepared by: ES II & EO	Date Distributed:	
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Approval of Minutes Process & Responses:

Submitted by:	Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:			
1.			
Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:			
Approved with conditions:			
Disapproved:			