

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

Committee or Working Group:	Senior Leadership Team (SLT)
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Date: July 09-10th, 2025	Time: 3-5:03/10-12:00pm	Location: President Conference Room
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Members Present:	Members Absent:
President / A/g VPIEQA VPIS VPIA VPEMSS The Comptroller	VPIEQA (On leave)

Additional Attendees:	ES II, EO Lisa, & IT Consultant Dhiraj
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Agenda/Major Topics of Discussion:
1. Welcome: President 2. Prayer: VPEMSS Joey

Discussion of Agenda/Information Sharing: <ul style="list-style-type: none">• Minutes• Approved:• Disapproved:• (May 05 & 14, 2025, May 08, 2025, June 04, 2025, and June 18, 2025). Deferred to the next SLT meeting
REPORTS President <ul style="list-style-type: none">• VPIEQA• Christmas Break 2025• Mental Health and Suicide Prevention• Internal Audit update• CMI Warning• Update on Program Assessments on Nuventive VPIS <ul style="list-style-type: none">• Leave Policy• PPRs

VPEMSS

VPIA

VP IEQA

- Challenges

Old business

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New Business

Miscellaneous:

Adjournment:

1. Call to Order & Agenda Review

The meeting was called to order at 3:00pm (July 9) and resumed (July 10) at 10am to complete pending business.

2. Meeting Objectives

- Address infrastructure, staffing, policy, and academic scheduling issues, including strategic institutional goals, PPRs, and position vacancies.
- Review and update on audit progress, policies, and institutional development.

3. Enrollment, Academic Scheduling, and Staffing

Discussion:

- 532 students registered for Fall 2025, representing 37% of the year's target.
- Increasing trend of certificate students and part-time online enrollees.
- Nine part-time academic instructors were recruited, focusing on English and ESL.
- On-site instruction emphasized as priority.

Motion:

- *Motion to remove enrollment caps for general education courses so all students have access.*
 - Endorsed by majority consensus.

4. Review of Personnel Position Requests (PPRs) and Vacancies

Discussion:

- Current critical vacancies include:
 - IT position
 - VP IEQA position (due to resignation)
 - Custodian and Fiscal Officer positions for Kosrae Campus

- Public Health Instructor (qualification update required)

Motions on Personnel Position Requests (PPRs) and Vacancies

- Motion to approve re-advertisement of the IT position with a revised job description. Endorsed by the SLT.
- Motion to approve advertisement of the VP IEQA position and appointment of an Acting VP IEQA during recruitment. Endorsed by the SLT.
- Motion to endorse the advertisements for the Custodian and Fiscal Officer positions at Kosrae Campus. Endorsed by the SLT.
- Motion to revise the job description and qualification criteria for the Public Health Instructor position prior to posting. Endorsed by the SLT.

5. Assessment, Outcomes, and Institutional Effectiveness

Discussion:

- Training needed for mapping outcomes, using assessment platforms, and aligning PLOs with strategic plans.
- Standardized, plain-language documentation recommended.

Action:

- Training workshops for all units planned.

6. Policy Reviews & Training Program Proposals

Discussion:

- Need to collect data and budget forecasts on training proposals presented by FSM Health & TC&I.
- Proposal for forming a unit or office to manage and coordinate external training programs.

7. Infrastructure & Facilities

Discussion:

- Plans to upgrade to permanent Starlink systems (IT),
- Solar AC installations, and restroom construction (VPIS).
- IT infrastructure improvements to be completed before Fall 2025 semester.

8. Holiday Period Planning

Discussion:

- Holiday break proposal: December 19, 2025 – January 5, 2026, with special arrangements for necessary staffing and compensation for contract staff.

Action Items

- Steven:

- Collect third-party audit reviewer quotations.
- Forward utility cost breakdown to VP Joey.
- Coordinate acting VP IEQA designation.
- Lead search and advertising processes for IT, Custodian, Fiscal Officer, and revised Public Health Instructor positions.
- Lisa/Senniesha:
 - Complete and standardize Google Drive folder structure for meeting documents.
- Roselle:
 - Schedule 2024 audit to commence in August (not September).
- All VPs:
 - Complete remediation of 90% of audit findings before August Board.
 - Review departmental salary increases within budget.
 - Review and provide input on the annual leave policy draft.
- Dhiraj:
 - Install permanent Starlink systems.
 - Expedite IT upgrades before semester starts.
 - Update CCTV policy for state campus installations.
- Academic Affairs:
 - Finalize and upload 2024–2026 catalogs and 5-year planning calendar.
 - Organize training for outcomes mapping and Nuventive.
- HR/Steven:
 - Update and advertise all approved positions as per motions.
- Management:
 - Communicate holiday staffing and compensation plans.

Motions on PPRs and Vacancies – All Were Endorsed:

- *IT position advertisement (revised)*: Endorsed
- *VP IEQA advertisement (plus acting appointment)*: Endorsed
- *Custodian & Fiscal Officer (Kosrae)*: Endorsed
- *Public Health Instructor JD/qualification revision and posting*: Endorsed

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:			