

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

<b>Committee or Working Group:</b>	Senior Leadership Team (SLT)
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<b>Date: June 04, 2025</b>	<b>Time: 3-5pm</b>	<b>Location: President's Conference Room</b>
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<b>Members Present:</b>	<b>Members Absent:</b>
President / A/g VP IEQA VPIS VP IA VPEMSS The Comptroller	VP IEQA (On leave) ES II (Out Sick)

<b>Additional Attendees:</b>	EO & IT Consultant
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<b>Agenda/Major Topics of Discussion:</b>
1. Welcome: President 2. Prayer: VP IA

Discussion of Agenda/Information Sharing: 3. Minutes <ul style="list-style-type: none"> <li>Approved:</li> <li>Disapproved:</li> </ul> 0. REPORTS  0. Old business  0. New Business <ul style="list-style-type: none"> <li>a. IA Faculty PPRs</li> <li>a. Review and approval of Facilities &amp; Equipment User Fee Schedule</li> <li>b. FY2027 Budget Review Discussion (Comptroller to lead discussion)</li> <li>c. Vacancy Reviews (CRE &amp; IS positions)</li> <li>d. Audit Findings</li> <li>e. Credit Card Issue</li> <li>f. Board Meeting in Kosrae (updates to share, if any) <ul style="list-style-type: none"> <li>0. Miscellaneous:</li> </ul> </li> </ul> 1. Adjournment:
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### **1. IA Faculty PPRs (Personnel Position Reviews)**

- The team discussed faculty recruitment needs across the business and English divisions.
- Requirements for instructor positions were reviewed, with emphasis on balancing work and personal health.
- References to doctorate degrees were changed from “advantages” to “preferred” as some of the PPRs presented to the SLT for endorsement contained qualifications for positions that were not relevant or applicable.
- Challenges regarding specific industry qualifications (e.g., CPA) and their impact on recruitment and salary expectations were considered.
- Two additional English instructor positions were reviewed to support open admissions and expanded offerings.

### **2. Vacancy Reviews (CRE & IS positions)**

- Approval was given to fill four positions for IA.
- Dr. Theresa requested faculty to provide student-to-teacher ratios for future applications.

### **3. Review and Approval of Facilities & Equipment User Fee Schedule**

- The fee schedule was endorsed.
- VP Steven explained the structure and the need for clear definitions of “long-term” usage for the campus facilities.

### **4. FY2027 Budget Review Discussion**

- Budget planning for FY2027 was reviewed, led by the Comptroller.
- The group discussed whether to maintain previous allocation percentages or adopt a more strategic, priority-driven approach.
- Dr. Theresa emphasized using realistic revenue projections and aligning with strategic plan KPIs.
- Consideration was given to holding a retreat to develop a new budget approach, including reviewing operational expenses and multimodal delivery methods.

### **5. Budget Process Alignment Review**

- Discussion focused on aligning the budget review process with administrative procedures and the strategic plan.
- Dr. Theresa highlighted the need for annual office assessments to inform budget development.
- SLT will lead the development of budget guidelines.

### **6. 2025-2026 Budget and Assessment Planning**

- Assessment reports for FY2024-2025 are due by June 30, 2025.
- SLT will issue budget guidelines by July 11, 2025.
- Budget worksheets to begin August 1, 2025.
- Final budget presentation to the Board by December.

### **7. Strategic Assessment and Budget Alignment**

- Departments must submit assessment plans for review to ensure alignment with strategic goals and KPIs.

- Initiatives not aligned with the strategic plan may not be funded.

#### **8. Assessment Timing and Budget Planning**

- The timing of assessments will move to the end of July for better preparation.
- Actual revenue figures, not projections, will be used for budgeting.

#### **9. Audit Findings**

- The team reviewed audit findings in administrative services, procurement, and financial aid, as well as student data compliance.
- Issues identified included uncollected payments, inter-fund transactions, and lack of policy on national government receivables.
- The importance of prompt corrective measures and Board engagement was emphasized.

#### **10. Audit Findings and Compliance Plans**

- Plans to present a GLBA compliance policy to the Board in June.
- Designation of a Chief Information Security Officer for GLBA compliance.
- Implementation of vendor verification checks and establishment of an internal auditor function by the end of September.
- Discussion of credit card usage issues and alternatives for recurring payments.

#### **11. Credit Card Issue**

- Ongoing issues with credit card hold affecting recurring payments (e.g., Starlink).
- Alternative payment solutions are being explored.

#### **12. Board Meeting in Kosrae**

- Updates to be shared as available.

#### **Action Items / Next Steps**

- **SLT:** Review each office's assessment plan for 2025-2026 to ensure alignment with the strategic plan and KPIs.
- **All Departments:** Complete assessment reports for FY2024-2025 by June 30, 2025.
- **SLT:** Develop budget guidelines by July 11, 2025.
- **All Departments:** Begin work on budget worksheets from August 1, 2025.
- **Dr. Theresa/President & Steven:** Present corrective action plan to the Board in executive session.
- **Dr. Theresa/President & Steven:** Hire an internal auditor by the end of September.
- **IT Director:** Assume role of Chief Information Security Officer for GLBA compliance.
- **Dr. Theresa/President:** Submit GLBA policy draft to the Board for June meeting.
- **Business Office:** Create subsidiary ledger for receivables using Excel as a temporary solution.
- **Business Office:** Address inter-fund transaction recording issues by 2025.
- **Comptroller/VPIS:** Schedule virtual meeting with auditors on Friday afternoon to discuss draft findings.
- **EO:** Schedule a meeting with the Board Chair, President, and auditor before the final list of findings is released.
- **PPMO:** Implement vendor verification process through SAM.gov and maintain documentation.
- **VP Steven/PPMO Mario:** Set up process for collecting evidence of vendor verification checks.
- **VP Steven:** Work with team to resolve Starlink and other recurring payment issues given credit card hold.

- **IT Consultant:** Review draft policy for GLBA compliance.
- **Dr. Theresa/President:** Get update from developer Ken regarding notification feature implementation.
- **VP Steven/PPMO:** Train Mario on how to verify vendors using SAM.gov.

**Meeting Adjourned: 5:00**

**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:			