

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

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| Committee or Working Group: | Senior Leadership Team (SLT) |
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| Date: June 18, 2025 | Time: 3-5pm | Location: Board Conference Room |
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| Members Present: | Members Absent: |
| President / A/g VPIEQA VPIS VPIA VPEMSS The Comptroller | VPIEQA (On leave) |

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

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| Discussion of Agenda/Information Sharing: |
| 3. Minutes deferred to the next SLT meeting <ul style="list-style-type: none">• Approved:• Disapproved: |
| 4. REPORTS |
| 5. Old business |
| a. IA Faculty PPRs <ul style="list-style-type: none">a. Review and approval of Facilities & Equipment User Fee Scheduleb. FY2027 Budget Review Discussion (Comptroller to lead discussion)c. Vacancy Reviews (CRE & IS positions)d. Credit Card Issue |
| 6. New Business <ul style="list-style-type: none">a. What is the college's plan if federal grants are cut and have adverse impacts on college funded programs? (Plan for students and employees).a. Resolutions |

- b. Directives
- c. Delegation of Authority
- d. Budget Process
- e. Proposed Consultancy- Workforce Need Assessment and Curriculum Reviews
- f. IT Director Position
- g. Grant Writing Position

7. Miscellaneous:

8. Adjournment:

1. Audit Completion and Corrective Action Plan

- The final audit report for FY2023 has been completed and submitted for website posting and ACCJC sharing.
- The SLT is implementing a Corrective Action Plan with a September 30 deadline, involving multiple departments.

2. Policy Management and Publication

- 27 policies were recently approved and will be published within business days of approval.
- The need for a policy database system for automated alerts and tracking was discussed.
- Interim secretariat for the Governance Committee established; ongoing review and update of policies from 2024 backwards.

3. Committee Operations and Terms of Reference

- Governance Committee operations and standing committee terms of reference (TOR) are under review.
- Interim secretariat assigned; regular policy review meetings scheduled to start next week.

4. Staffing and Academic Credential Documentation

- Ongoing challenges with staff retention and documentation of academic credentials.
- Emphasis on proper documentation and adherence to protocol for staffing decisions.
- Review of forms and credential abbreviations to be conducted; urgent submissions to be sent by email for scrutiny.

5. IT Director Position and Salary

- The IT Director position remains critical and vacant.
- Salary was discussed, with a proposal to align with HR Manager starting salary (\$42,000) rather than the previously considered lower amount.
- The motion to fill the IT Director vacancy was approved; salary review remains open for future meetings.

6. CRE Position Restructuring

- Approval granted to restructure the CRE coordinator to CRE director at the State campus and to add a health and nutrition extension agent at Yap campus.
- Cook position at FMI campus discussed; emphasis on proper paperwork.

7. Policy Database and CPI Program

- Plans to implement a policy database system for improved management and tracking.
- A 4-week CPI program (10 sessions) is being developed, including collaboration with Epic for payment module finalization.

8. Staff Retention and Incentives

- Board concerns over staff departures and retention.
- Climate survey for staff incentives (non-salary) in development.

9. Campus Infrastructure and Time Clock System

- Updates on Wi-Fi and infrastructure at Kosrae campus; ongoing hardware and server room maintenance issues.
- Plan to implement a college-wide time clock system for consistency.

10. Board Resolutions and Directives

- Emphasis on immediate publication of Board resolutions and digital signatures for remote approval.
- Board directives include updating investment policy with ESG language and reviewing fundraising and endowment policies.

11. Student Council and Committee Training

- Restructuring the current SBA
- Access to gym facilities discussed.
- Training for ex-officio officers and committee chairs to be organized.

12. Upcoming Events

- SLT retreat scheduled for July 14-18 in Pohnpei.
- Budget discussion meeting set for July 21.

Action Items / Next Steps

- **Dr. Theresa/President:** Upload the approved audit report for FY2023 to the college website and share with ACCJC.
- **VP Steven:** Review and revise policies 1440 and 1450 to include ESG language, fundraising policy, and endowment fund policy.
- **VP Steven:** Prepare a tracking form for monitoring progress on Corrective Action Plan items due by September 30.
- **Dhiraj & Dr. Theresa/President:** Implement a policy database system for automated alerts and tracking.
- **Dhiraj:** Install capability for Board members to digitally sign resolutions on their laptops.
- **EO Lisa:** Include "Resolution Review and Signing" as a dedicated agenda item in future Board meetings.

- **Dhiraj & Fiji:** Conduct "just in time" training sessions for instructors and students on Moodle issues at Kosrae campus.
- **VP Joey:Volunteered** to serve as interim secretariat for the Governance Committee and review committee operations.
- **VP Steven:** Review and update Terms of Reference for FCE, Finance Committee, and Research & Extension committees.
- **Dhiraj:** Draft questionnaire for staff climate survey regarding non-salary incentives.
- **EO Lisa :** Ensure Board resolutions are published within 3 working days of approval.
- **Dean of Kosrae & VP Steven:** Implement time clock system college-wide.
- **VP Steven:** Prepare and develop job announcement for FMI position and send to HR.
- **VP Delihna:** Communicate with all Deans regarding proper protocol and completeness of documents for personnel requisitions.
- **VPs, EO Lisa, IT Consultant Dhiraj:** Complete the review and publication of 27 approved policies within business days of approval.
- **EO Lisa :** Continue reviewing and updating policies backwards from 2024 to earlier years.
- **Dr. Theresa/President, EO Lisa, ES II Senniesha:** Send college-wide memo regarding interim governance process changes.
- **All Vice Presidents:** Complete department assessment plans by July 15.
- **SLT:** Attend retreat in Pohnpei during the week of July 14-18.
- **SLT:** Attend budget discussion meeting on July 21.
- **Dr. Theresa/President/ A/g VPIEQA:** Organize training for ex-officio officers and committee chairs on proper governance process and meeting management.
- **Committee Chairs:** Begin regular policy review meetings starting next week following the master calendar.

Meeting adjourned: 5:37

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

College Website Link:

**Prepared by: ES II
& EO**

Date Distributed:

Approval of Minutes Process & Responses:

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