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

Committee or Working Group:	Senior Leadership Team (SLT)

Date: May 5, 2025 (continued May 14, 2025)	Time: 3:00 -5:00	Location: Pres Conf. Rm.

Members Present:	Members Absent:
President / A/g VPIEQA VPIS VPIA VPEMSS The Comptroller	VPIEQA (On leave)

Additional Attendees:	ES II Senniesha, EO Lisa & IT Consultant Dhiraj

Agenda/Major Topics of Discussion:

1. Welcome by President
2. Prayer by VPIA Ehmes

Discussion of Agenda/Information Sharing:

3. Reports

President/A/g VPIEQA
- IT Consultant
VPIS
- Comptroller
VPEMSS
VPIA

7.   Miscellaneous
8.   Adjournment

Discussions and Decisions

Teaching Clinic Operational Budget and Maintenance
● The teaching clinic is facing increased costs for maintenance and operations, with only a few custodial staff available, the College will not be able to maintain the facility alone. VPIS shared that the state government could also help with the maintenance of the teaching clinic facility and they will have to discuss this with them.
● It was agreed that the operational and maintenance costs of the teaching clinic must be explicitly included in the upcoming budget review, with possible realignment across all three departments to ensure continued operation.

Allocation and Use of Student Fees and Departmental Budgets
● Concerns were raised about the allocation of student fees, which are currently distributed among all departments and not specifically used for facility maintenance.
● Clarification was requested from the Senior Leadership Team (SLT) on whether instructional budgets can be used for student activities and if student fees should be restricted to facility maintenance.

Student Recruitment and Program Promotion Funding
● The IA department has historically funded program promotions and student exchange activities, sometimes using CPI funding.
● There was discussion about whether these activities should be formally included in the IA budget or continue as currently practiced.
● Recruitment and outreach activities should be funded from the recruitment line item, and proposals should be submitted against the recruitment budget under EMSSS.

Internet Charges and Funding Sources
● The college faces a shortfall in funding for internet charges starting June 2025, as previous rent-based funding will no longer be available.
● Sponsored programs (not funded by the national government or regular tuition/fees) were identified as potential contributors to internet costs.
● The estimated monthly internet cost is $30,000 ($15,000 for the main campus and $15,000 for other campuses), totaling $300,000 annually.
● Long-term solutions, such as leasing fiber optic cables, are being explored for greater autonomy and cost savings.

Student Residential Hall Issues
● Students raised concerns about the condition of residential halls, including maintenance delays and lack of emergency vehicle access.
● Residential hall fees do not currently support maintenance and upgrades, and there is a need to improve the process for addressing maintenance requests.

Vacancy Reviews/Position and Personnel Reviews (PPRs)

- The meeting noted staffing constraints, particularly with custodial staff, and highlighted the need to review staffing levels as part of the broader budget and operational review. No specific vacancy reviews or PPRs were detailed, but the issue was flagged for future action.

Departmental Reports
- **IA Department:** Ongoing support for program promotions and student exchange programs, including use of CPI funding.
- **EMSSS:** Management of recruitment budgets and support for student outreach and activities.
- **Facilities and Maintenance:** Reported custodial staffing shortages and challenges in addressing maintenance requests, especially in residential halls and the teaching clinic.

Other Business
- The SLT retreat was announced for Thursday May 08, 2025, with further details to be sent via email.

Motions Made and Outcomes
- Motion: Charge sponsored programs for internet connection starting June 1, 2025.
- Made by: IT Consultant Dhiraj
- Seconded by: VPIS Steven
- Outcome: Motion carried (no objections recorded).

Action Items

- Develop and review a budget that includes the operational and maintenance costs of the teaching clinic; ensure alignment across departments.
- Clarify with SLT whether instructional budgets can be used for student activities and confirm the appropriate allocation of student fees.
- Evaluate if program promotions and student exchange activities should continue to be funded by IA or be included in the formal budget.
- Implement the approved motion to charge sponsored programs for internet costs starting June 1, 2025. Identify which programs are eligible to pay and ensure compliance with program regulations.
- Explore the feasibility of leasing fiber optic cables for college-wide internet infrastructure as a cost-saving measure.
- Improve the process for addressing maintenance and upgrade requests in student residential halls and review the allocation of residential fees for maintenance purposes.
- Assess custodial staffing levels and consider vacancy reviews or PPRs as part of the budget realignment.
- Continue regular departmental reporting to monitor progress on recruitment, maintenance, and program promotion activities.
- The OTP to send out details and agenda for the upcoming SLT retreat.

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:			