

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

<b>Committee or Working Group:</b>	Senior Leadership Team (SLT)
------------------------------------	------------------------------

<b>Date: May 8, 2025</b>	<b>Time: 11am-5pm</b>	<b>Location: 7Stars Conference</b>
--------------------------	-----------------------	------------------------------------

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

<b>Additional Attendees:</b>	ES II Senniesha, EO Lisa, Gee & IT Consultant Dhiraj
------------------------------	--

<b>Agenda/Major Topics of Discussion:</b>  <b>1. Welcome by President</b> <b>2. Prayer by VPIA Ehmes</b>
---

Discussion of Agenda/Information Sharing:  <b>3. Reports</b>  - SLT Retreat  <b>7. Miscellaneous</b> <b>8. Adjournment</b>
---

## Session 1: Communication – The Foundation of Visionary Servant-Leadership

Effective communication emerged as a foundational trait of a visionary servant-leader—one who inspires, serves, and uplifts others while guiding with purpose and clarity.

### Code of Honor in Communication

One group proposed the establishment of an institutional **Honor Code** to guide communication practices. This code answers the central question: *"How do you want to be spoken to?"* The collective response emphasizes values essential to both vision and service:

- **With respect** – recognizing the dignity of every person
- **With integrity** – maintaining honesty and moral uprightness
- **With accountability and transparency** – ensuring openness and responsibility in all interactions
- **With professionalism** – upholding high standards in tone and behavior
- **With confidentiality** – protecting sensitive information appropriately
- **With collaboration and teamwork** – encouraging a sense of unity and shared goals
- **With trust** – establishing a foundation for dependable leadership and followership

This proposed Honor Code will be formalized through a **Standard Operating Procedure (SOP)** to guide internal communication practices and expectations.

### Review of the COM-FSM Communication Plan

During the session, the leadership team inquired whether the College currently has a formal **Communication Plan**. It was confirmed that a plan was drafted in **2010**, but it is **outdated and in urgent need of review and revision**. This prompted further discussion about the importance of a modern, strategic communication framework that reflects the current needs and structure of the institution.

### Building a Culture of Communicative Leadership

Additional recommendations emphasized the behaviors and norms that support visionary servant-leadership:

- **Selflessness** – True leaders must be willing to listen and serve without always asserting authority.
- **Non-hierarchical communication** – Fosters openness and mutual respect across all levels of the organization.
- **Active, compassionate listening** – A key trait of servant-leaders, ensuring that voices are not only heard but valued.
- **Purposeful dialogue to resolve conflict** – Leaders must lean into difficult conversations with intentionality and care.
- **Audience-appropriate messaging** – Communicating clearly based on who is receiving the message improves engagement and effectiveness.
- **Follow-through** – Ensures accountability and message clarity by confirming the message was received and understood.

## Communication Etiquette and the Power of Deadlines

The team also discussed the value of **clear communication etiquette**, including setting **deadlines when requesting responses**. This simple yet powerful practice has helped team members receive timely feedback and increased the efficiency of information exchange. Visionary servant-leaders model this behavior to streamline workflows and reduce miscommunication.

### Action Item

- **Revise the COM-FSM 2010 Communication Plan:** A working group will be formed to **review the existing plan and propose necessary amendments** that align with the College's current vision, practices, and technological tools.

Thank you! Here's the write-up for **Session 2: Innovation – Leading Courageously with Scarce Resources**, crafted to align with the retreat's overarching theme: "What is a visionary servant-leader?"

## Session 2: Innovation – Leading Courageously with Scarce Resources

A visionary servant-leader is not only purpose-driven and people-centered but also **resourceful and resilient**, especially in times of constraint. This session emphasized **courageous innovation**—the ability to lead boldly and creatively despite limited resources.

### Redefining Innovation through a Servant-Leadership Lens

When reflecting on what this theme meant to them personally:

- The **Vice President for Innovation and Sustainability** emphasized that innovation, from his perspective, is about **working creatively with the resources at hand**. Rather than waiting for ideal conditions, visionary servant-leaders seek opportunities within existing limitations.
- The **Vice President for Instructional Affairs** added that innovation must also be **purposeful and outcome-oriented**. Creative solutions should lead to tangible impact, though outcomes do not always need to be measured by **monetary compensation or traditional rewards**. Instead, leaders must embrace and promote **alternative forms of value**, such as time savings, efficiency, flexibility, or recognition.

### Practical Example: Strategic Resource Allocation

The VP for Instructional Affairs also shared a concrete example from her own department: As a cost-saving and sustainability initiative, she proposed that **academic deans attend only two out of the four annual Board of Regents meetings held off-island**. This would reduce travel expenditure while still maintaining essential engagement and accountability. The

leadership team responded positively, and the suggestion will be formally addressed in the upcoming **Senior Leadership Team (SLT) meeting**.

This example highlighted the qualities of a visionary servant-leader:

- Making decisions not solely based on precedent, but based on **present realities and future implications**
- Modeling stewardship by balancing **innovation with institutional responsibility**
- Elevating **service above self**, even when those decisions affect one's own team

### **Action Item**

- The recommendation to **reduce off-island Board meeting attendance for academic deans** to two per year will be placed on the **agenda for the next SLT meeting** for further discussion and possible adoption as a sustainability measure.

### **Retreat-Wide Planning & Strategic Alignment**

Throughout the retreat, several **cross-cutting planning and strategic alignment** concerns emerged, reinforcing the need for visionary servant-leadership in institutional governance.

#### **Annual Plan (AP) and Strategic Plan (SP) Alignment**

- VPs were reminded that their **Annual Plans must align with the Academic and Institutional Plans (ACIPs)** and the **Strategic Plan 2025–2030**.
- An observation was raised that the Strategic Plan is **not currently being tracked** in a consistent manner.
- The **IT Consultant** suggested convening a **dedicated SLT retreat** focused exclusively on **reviewing and realigning with the Strategic Plan**.

#### **Upcoming Strategic Planning Retreat**

- The SLT is **tentatively planning a second retreat during the second week of July 2025**.
- Goals for this follow-up retreat include:
  - Providing **budget guidance for FY2027**
  - Reviewing and revising **APs for 2026–2027**, ensuring alignment with the Strategic Plan
- To support this effort, **all departmental assessments must be completed by 30 June 2025**.

#### **Establishing Strategic Monitoring Mechanisms**

- The team agreed to **create a system to regularly review and monitor the implementation of the Strategic Plan**.
- The **HR Office (HRO)** will:
  - **Ensure the Grant Writing Policy requires all grant proposals to align with the Strategic Plan**

- Create a **centralized list of all grants**, along with the individuals who oversee or understand them, to support informed decision-making at the SLT level
- **Design a standardized work plan template** that aligns with the **Strategic Plan's Key Performance Indicators (KPIs)**

#### **Performance Evaluation and Accreditation Readiness**

- The **SLT agenda** will include a **vote to establish a performance evaluation committee**.
- In preparation for the **2027 Midterm Accreditation Report**, all relevant documentation and reports must be **ready for internal review ahead of schedule**.

#### **Accreditation Liaison Officer (ALO) Role Update**

- President & CEO announced that **Ms. Mayleen Wichap** has been appointed as the new **Accreditation Liaison Officer (ALO)** in the absence of the VP IEQA, who also serves as the College ALO.
- The **VPEMSS and VPIS** reminded the President that:
  - The ALO must also oversee **IPEDS reporting**
  - This role requires **active engagement**, not just making data requests—ALO must work closely with departments and contribute directly to data collection and synthesis

#### **Action Items**

1. **EO and ES II to schedule the second SLT Strategic Planning Retreat** for the **second week of July 2025**
2. **All offices and departments to complete assessments by 30 June 2025**
3. **Second SLT Retreat Goals:**
  - FY2027 budget
  - Revised APs for 2026–2027 aligned with the Strategic Plan
4. **Create a Strategic Plan monitoring system** to ensure alignment and track progress
5. SLT to ensure that the **Grant Writing Policy:**
  - Requires alignment with the Strategic Plan
  - Requires SLT review of all grants
6. **For there to be a compiled list of all grants** and assigned point persons
7. **HRO to create a work plan template** aligned with Strategic Plan KPIs
8. **Add to SLT agenda: Vote on forming a performance evaluation committee**
9. **Begin early preparation for the 2027 Midterm Accreditation Report**
10. **Ensure the new ALO (Ms. Mayleen Wichap) is fully engaged and equipped**, particularly with IPEDS reporting responsibilities

<b>Comments/Upcoming Meeting Date &amp; Time/Etc.:</b>

<b>Handouts/Documents Referenced:</b>

<b>College Website Link:</b>

<b>Prepared by: ES II &amp; EO</b>	<b>Date Distributed:</b>	
--	--------------------------	--

<b>Approval of Minutes Process &amp; Responses:</b>

<b>Submitted by:</b>	<b>Date Submitted:</b>	
----------------------	------------------------	--

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