

**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: November 10-13th, 2025</b>	<b>Time: 10-12pm</b>	<b>Location: Pres Conf. Rm.</b>
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<b>Members Present:</b>	<b>Members Absent:</b>
President VPIA VPEMSS VPIS A/g VPIEQA	VPIA

<b>Additional Attendees:</b>	ES II Senniesha, EO Lisa, & Comptoller
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<b>Agenda/Major Topics of Discussion:</b>  1. Welcome by President Dr. Theresa 2. Prayer by VP Joey
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Discussion of Agenda/Information Sharing:  1. REPORTS <input type="checkbox"/> President a. Perplexity AI discussion b. State Holidays (Constitution Days & etc) c. Yap State Resolution for the late Professor Joe Habuchmai _____ To be continued _____  d. Flexible and creative learning pathways that include stackable credentials, working directly with the business/private sector to find out what they need and how the college can provide the training/learning. e. 'Chunking' learning and training to suit learner profiles and remove as many obstacles as possible for learners who either do not enroll or drop out as "life intervenes" (e.g. need to support the family more by working full time, having a baby, etc.) f. A 'show n tell' evening or session with the private sector by COMFSM to show them what we offer and start creating spaces with businesses asking them what they need.
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- VPIS
  - COMPTROLLER:
  - VPEMSS
  - VPIA
  - VPIEQA
2. Old business
  3. New Business
- Annual Leave Policy (VPIEQA)  
Miscellaneous  
Adjournment

### **Welcome and Prayer**

The Chair welcomed attendees and acknowledged hybrid format challenges. Prayer led by VPEMSS. Board Retreat rescheduled due to Senator Urusemal's funeral in Yap; Yap Dean informed SLT that Thursday that the tribute (printed eulogy/card) prepared for family, tracking cortege route with traditional chiefs/government officials will be delivered.

### **Minutes Approval**

Prior SLT draft minutes reviewed for accuracy. VPEMSS noted items needing revisit but moved approval; seconded by VPIS. Passed unanimously—no objections. The chair thanked ES II for timely minute-keeping.

### **President's Report**

- Perplexity AI: Discussed potential use for administrative efficiency, event coordination, and professional communication drafting.
- State Holidays: Reviewed Constitution Days and other impacts on scheduling/operations.
- Yap Resolution for late Professor Habuchmai: The President to send a copy to LRC for cataloging/archives and framing for reading room display.
- Flexible learning pathways: Emphasized stackable credentials; private sector partnerships ("show n tell" evenings to showcase programs); "chunking" training to suit learner profiles—address dropouts due to family/work barriers (e.g., full-time jobs, new babies).

### **Comptroller's Report**

- FY2026 Budget: \$12.618M total (total budget)—includes 10% salary increase across base scale + 5% increments/bonuses for qualified employees (pending Board December

approval). FY2025 positive balances addressed \$521K gap via Allocation #2; reallocate excesses to student services/maintenance priorities.

- FY2027 Budget: VPs to prepare two versions—conservative (\$12.099M, no increment) and optimistic (+5% increment pending enrollment data/\$1M FSM National/Gemco funding). Enrollment is unlikely to hit the 5% growth target; prioritize personnel costs with flexibility.
- EMSS Allocations: Reviewed Comptroller's 2025 spending analysis; VP EMSS confirmed "No objections—will adjust FY2027 accordingly" for bare-bones approach.
- Salary Adjustment: 10% applied to salary scale (not flat rate) for equity across pay scales/master scale; HR/Liz consultant to review all positions. Effective October 1 for college-funded programs (TRIO/CRE grants need separate approval). Justified by \$1.9M two-year savings; no reversals.
- Gemco Funds: \$5M remains with Instructional Affairs (IA) for proper reporting/accountability—demonstrate impact without budget increase.

Motion: Endorse FY2026/EMSS allocations by Comptroller, seconded by VPIS—passed unanimously (no objections).

### **VP Instructional Affairs (VPIA) Report**

- New Media/Technology Office: Approve creation; promote internal candidate to Director (shift funds from MITC program). PPR Motion by VPIS, seconded—passed, no objections.
- VPIEQA Position: PPR endorsed for recruitment/review. Motion by A/g VPIEQA, seconded—passed, no objections.

### **VPEMSS & VPIEQA Reports**

- Contracts: All special/part-time contracts return to HR immediately (not January 2026)—reverse prior VP delegation due to uniformity/oversight needs. Incumbent processing issues noted; A/g VPIEQA requests extra part-time workers for recruitment/contract processing/editing workload. Consensus approval—no formal objections.
- Staffing Needs: Nursing Assistant Certificate program requires part-time instructor; HR to process special contract applications urgently and negotiate per salary scale.
- Kosrae Updates: Meetings with Lt. Governor on tourism site (leverage HTM program); KUA apprenticeship MOU progress; high billing audit needed power hookup funding discussions with Dr. Wagus.
- Graduation: current record for the semester is high, AS Business Admin candidates (positive college reflection); explore marine sciences collaborations across campuses.
- Audits: All FY2026 budgets submitted; Budget challenges ongoing—all prior requests fulfilled timely.

### **Old/New Business**

- Water Storage Tank (National Campus): Prioritize \$1.9M Compact/IDP funds for reliable supply (power outage risks). Motion by VPIS to proceed; amended by VPEMSS (submit revised facilities/maintenance master plan/blueprint)—passed unanimously, no objections. Present to Gemco Friday.
- Policies for Review: (1) China FSM Friendship Gym usage; (2) Facility Maintenance Fees (+25-28% increase + new online class fee). Distributed for SLT feedback, forward to the Standing Committee if no comments.
- Annual Leave Policy: Deferred to VPIEQA/HR chapter.
- Education Summit (November): Confirmed reps—Dean Phyllis (CTEC Dean), Pearl (instructor education), VPIA.
- Other: Contract admin streamlining to HR; PCPP presentation (enrollment/dual/open admission); Data Voice Project meeting Oct 10 (will finalize student list).

### **Action Items**

#### VP Steven:

- Send follow-up email to all SLT members for budget allocation endorsement confirmations (no strong objections expected).
- Prepare updates for Thursday Committee on Education hearing presentation (attendees, President, Chair Gallen).
- Attend the Ways & Means Committee hearing today at 3 PM (in-person).

#### Comptroller:

- Send FY2026 budget (\$12.618M personal costs, incl. 10% increase/increments) to each department.

#### All Vice Presidents:

- Submit two FY2027 budget versions (no increment vs. 5% increment) to VPIS.
- Align 10% salary increases with HR for consistent application.

#### All SLT Members:

- Reply to VPIS' email confirming endorsement of budget allocations (no strong objections).

#### President:

- Attend Ways & Means Committee hearing today at 3 PM (virtual via Zoom).
- Send a copy of Professor Habuchmai resolution to LRC for cataloging/archives and framing.

#### ES II:

- Send an email to schedule the next SLT meeting in the next couple days to complete unfinished agenda items.

HR Director:

- Review/align 10% salary increase across departments with HR Consultant Liz; provide Board justification/budget details.
- Process PPRs for Media Director and VPIEQA positions.
- Issue memo returning all contract administration to HR.
- Develop plan/approval for Gemco funds water storage tank at National Campus; shift MITC funds to new media office.

Adjournment: 11:24 AM. The next meeting to be scheduled promptly.

**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:			