

**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: 06 October 2025</b>	<b>Time: 10:00-11:24</b>	<b>Location: Pres Conf. Rm.</b>
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<b>Members Present:</b>	<b>Members Absent:</b>
President VPIS VPIA (Via Zoom) VPEMSS A/g VPIEQA Gee Bing The Comptroller	

<b>Additional Attendees:</b>	ES II Senniesha, & EO Lisa
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<p><b>Agenda/Major Topics of Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Welcome: President</li> <li>2. Prayer: VP Delihna</li> <li>3. Minutes from the previous SLT Meetings to be reviewed: SLT Meeting Minutes for 24 September 2025</li> <li>4. Approved: Meeting Minutes were approved with no objections</li> <li>5. Disapproved:</li>   <li>6. REPORTS:             <ol style="list-style-type: none"> <li>a) President                 <ul style="list-style-type: none"> <li>● All contracts, full-time and part-time will be created, implemented and managed by the Human Resources Office from January 1, 2026.</li> </ul> </li> <li>b) VPIS</li> <li>c) COMPTROLLER:</li> <li>d) VPEMSS</li> <li>e) VPIA</li> <li>f) A/g VPIEQA</li> </ol> </li> <li>7. Old business</li> <li>8. New Business</li> <li>9. Miscellaneous:</li> <li>10. Adjournment:</li> </ol>
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**Rescheduling of Board Retreat and Opening Prayer**

- The Board retreat was postponed due to the funeral services for Senator Joseph Urusemal, as members joined the funeral and the forum will not be held.
- The meeting was rescheduled, freeing up Wednesday and Thursday for other activities.
- An opening prayer was led by VPIA, thanking blessings and seeking guidance and wisdom for the meeting.

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**Updates on Senator Joseph Urusemal's Funeral and Memorial**

- There was a lack of official communication regarding the senator's funeral proceedings.
- Dean Lourdes informed the team on Thursday afternoon, leading to preparations for a eulogy or tribute.
- A tribute will be printed and accompanied by a card for the family.
- Discussion involved details of the funeral cortege route and participation of traditional chiefs and government officials.

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**Review of Draft Minutes and Adoption Motion**

- The draft minutes were reviewed with questions invited.
- Several items were noted for revisiting before moving to adopt the minutes.
- The motion to pass the minutes was second and motion was passed.
- Thanks were extended to those who kept the minutes up to date (Senniesha).

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**Salary Adjustment and Board Approval**

- Discussion focused on revisiting the salary adjustment resolution and letter to the President.
- The board's requirement for approval of a college-wide 10% salary adjustment was emphasized.
- Intention to secure the board's agreement on the adjustment was expressed.
- Transparency regarding the President's salary adjustment and communication with the board chair were noted.

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**Funding Justification for Salary Adjustment**

- The Comptroller was tasked with justifying the funding for the 10% salary adjustment.
  - The College has saved approximately \$1.9 million over the last two years, underpinning the justification.
  - Carry-over funds from various programs were acknowledged.
  - Emphasis was placed on conservative budgeting and the need for detailed justification to the board.
  - Monthly financial statements to track and align spending with activities were considered necessary.
  - VPIS shared that all departments should monitor their budgets and, by January 2026, if allocated funds are not being used, VPIS will reallocate the unused funds to other necessary projects.
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### **Approach to Salary Adjustment and Equity Concerns**

- Concerns about equitable application of the 10% salary increase across different pay scales and departments were raised.
- Clear guidelines are needed for implementing the adjustment within the single master pay scale.
- HR's role was emphasized to review and ensure consistency in the salary adjustments.
- A suggestion was made to apply an across-the-board 10% increase first, with HR adjusting pay scales later.
- Clarification was made that the 10% adjustment modifies the salary scale rather than providing a flat 10% increase for every employee, avoiding double raises.
- All positions will be reviewed for consistency and fairness with the assistance of HR consultant Liz.
- The effective date for the adjustment was proposed as October 1, pending PA final adjustments.
- Separate approval will be sought for grant-funded programs like TRIO and CRE.
- CRE adjustments will be presented to the COM Land Grant Board.
- The team agreed on equitable treatment to prevent divisions among staff and consistency across Vice Presidents' calculations.

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### **JEMCO Funds Allocation**

- It was agreed to allocate \$5 million from JEMCO funds to Instructional Affairs (IA) for reporting purposes as the reporting is mostly about the Instructional department, maintaining \$100,000 for Student Services.
- The funds will remain with IA to ensure proper reporting and accountability, without increasing the budget amount.
- Efforts to demonstrate the impact and value of additional funding to external stakeholders were emphasized.

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### **Water Storage Tank Project at National Campus**

- A proposal was made to use compact funds (\$1.9 million, reduced from an original \$4 million estimate) for a water storage tank at the National Campus.
- The project is prioritized due to unreliable water supply and potential power outages.
- Approval from the board is pending, with a discussion meeting scheduled with Fritz Weilbacher on Friday.
- Submission of blueprints or a master plan for facilities and maintenance was suggested.

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### **Review and Approval of Policies**

- Two draft policies related to the China FSM Friendship Gym and Facility Maintenance fees were distributed for review.
  - The fees are proposed to increase by 25-28% with an added online fee to differentiate costs for online classes.
  - Policies will be reviewed by the standing committee if no comments are received soon.
  - The compassionate policy was deferred to HR for consideration.
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### **Contract Administration and HR Responsibilities**

- Current contract administration is decentralized, with different VPs managing special contracts instead of HR.
  - SLT agreed that contract administration, including special contracts, should return to HR for consistency.
  - Although initially planned for January 2026, the transition to HR management is recommended to begin immediately.
  - A memorandum reversing the previous decision will be issued.
  - Additional staff for the HR office were requested to hire to manage part-time contracts workload as HR staffs are limited.
  - Requests for additional part-time workers to support recruitment, contract processing, and editing tasks were made.
  - The urgency to streamline contract processing under HR was emphasized.
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### **Upcoming Travels and Graduation Planning Updates**

- The President shared her travel and leave plans, including attendance at ACCT presentations and APAFS participation.
  - Representation for the Education Summit in November was confirmed: Dean Phyllis (CTEC), Pearl (Instructor for Education), and VPIA.
  - Challenges with audit requests and budget compliance were reported.
  - Preparations for graduation were reported, highlighting a significant number of candidates, especially in the Business Administration program.
  - The importance of cross-campus collaboration, particularly in marine sciences, was emphasized.
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### **Kosrae Campus Updates and Apprenticeship Program**

- Meetings in Kosrae covered potential development of a tourism site and utilization of the HTM program.
  - High billing issues for Kosrae campus require audit intervention from KUA which was said to start soon.
  - Progress on the apprenticeship program and potential MOU with KUA for the electric program was discussed, cooperation is said to start soon awaiting the said MOU.
  - The certificate of nursing assistant program was implemented with a need for a part-time instructor.
  - Funding discussions for power hookups at the Kosrae campus were underway.
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### **Communications and Media Office, New Director Position and Merging of Two positions CMO Director and MITC Coordinator**

- The need to establish a Communications and Media Office at the college was highlighted.
- A proposal to create a Communications and Media Office and to merge the MITC Coordinator Position with the CMO Director's position, was approved with budget reallocation from the MITC department and IEQA department for the new office.
- An internal candidate will be promoted to the Director's position.

- The benefits of having a dedicated media center were shared and SLT also agreed to merge the MITC Coordinator Position with this new position (Media and Communications Director).
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### **Data Voyage Project**

- An upcoming meeting for the Data Voyage Project scheduled for October 10 was noted.

### **Personnel Position Requisition (PPR)**

- PPR reviews for the VPIEQA Position and the Communications and Media Office (CMO) Director's position were discussed for SLT's endorsement.
  - Adherence to salary scales and negotiation with candidates was emphasized.
  - Motion endorsing the PPR documents was confirmed. Motion carried with no objections.
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### **Upcoming Meetings and College Report Presentations**

- The upcoming Executive Committee (EC) meeting may be rescheduled pending policy finalizations.
- VPIS, on behalf of SLT, will present the College report at the PCC, covering enrollment, dual enrollment, and open admission updates.

The action items, SLT meeting, October 6, 2025, are as follows:

- Review and align the 10% salary increase application across departments with HR except grant funded departments due to limited budget.
- Comptroller to provide justification and detailed budget information to the Board for the 10% salary increase and where and how we came up with the fund.
- Create a new Communications Media Office and promote an internal candidate to the Director's position.
- Develop a plan and seek approval to use JEMCO infrastructure funds for building a water storage tank at the National Campus.
- Shift funds from the MITC and IEQA departments to support the new media/technology office.
- Committees to review and approve policies related to the China FSM Friendship Gym and facility maintenance fees, including the proposed fee increase and online fee.
- Streamline contract administration by returning contract management, including special contracts, to HR immediately, rather than waiting until January 2026.
- Address staffing needs by hiring additional part-time workers to support recruitment, contract processing, and editing tasks.
- Prepare for the Education Summit in November with confirmed representatives from instructional and student services areas.
- Provide timely updates and compliance with audit requests and budget submissions.
- Follow up on graduation candidate preparations, especially in Business Administration and collaboration in marine sciences.
- Submit a master plan or blueprint for facilities and maintenance to support infrastructure projects like the water tank.
- Finalize and advertise the personnel performance reviews (PPR) including for the newly created media director position.

**Meeting Adjournment**

- The meeting was adjourned at 11:24 AM.

**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.			
<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>			