

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

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| <b>Committee or Working Group:</b> | Senior Leadership Team (SLT) |
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| <b>Date: 15 October 2025</b> | <b>Time: 3:00-5:34</b> | <b>Location: Pres Conf. Rm.</b> |
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| <b>Members Present:</b>  | <b>Members Absent:</b> |
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| President (via Zoom)<br>VPIS (Via Zoom)<br>VPIA<br>VPEMSS<br>A/g VPIEQA Gee Bing (Via Zoom)<br>The Comptroller |                        |

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| <b>Additional Attendees:</b> | ES II Senniesha, & EO Lisa (via zoom) |
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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: ESII</li> <li>3. Minutes from the previous SLT Meetings to be reviewed: SLT Meeting Minutes for 06 October 2025</li> <li>4. Approved:</li> <li>5. Disapproved:<br/>Minor Changes to be made to the Minutes and shared again</li> <br/> <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> </ol> </li> </ol> |
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- e) VPIA
- f) A/g VPIEQA
- 7. Old business
- 8. New Business
- 9. Miscellaneous:
  
- 10. Adjournment:

### **Meeting Minutes Review Delayed**

- The meeting began with a prayer led by the ES II. The President noted that the minutes from October 6th were available and asked if anyone had reviewed them, noting they were only six pages long. She mentioned that some attendees were missing, including two vice presidents, and explained that they would join via Zoom. The meeting was delayed due to last-minute tasks that landed on the President's desk. The agenda was set to review the minutes at the next meeting if needed, and the meeting was expected to be brief.

### **FY26 Budget and Salary Review**

- The meeting focused on reviewing previous minutes and discussing salary adjustments and the FY26 budget. VPIS highlighted the need to clarify the budget for FY26 and allocate funds from the FMI budget to various offices. The President mentioned that the board is still considering a 10% salary increase request, and she is working on providing more information to the board chair. The board is expected to discuss salary adjustments at their December meeting, with potential approval before Christmas.

### **College Salary Increase Planning Discussion**

- The meeting focused on discussing salary increase options for the college, with VPSEMSS suggesting presenting multiple scenarios (2%, 5%, 10%, and 15%) to the board in December 2025 to demonstrate sustainability and strategic planning. The President and the VPIS confirmed that the 10% target aligns with the board-approved strategic plan, with 15% being the stretch goal, while emphasizing the need to show how the College can achieve this without additional funding. The discussion also covered the allocation of FMI's \$85,000 carryover funds for administrative costs, with VPSEMSS proposing to distribute it among the Business Office, Office of the President, and PPMO/HRO.

### **FMI Budget and Operations Review**

- The meeting focused on budget allocation and operational challenges at FMI. The President highlighted the need to account for time spent on grant-funded programs and suggested a 10% allocation of FMI's budget for college operations. VPIS proposed specific allocations for key positions to support FMI, including staff at the business office, PPMO, and OTP. The group agreed on a 10% annual allocation from FMI funding for college operations, with further discussion needed on the exact distribution among departments. Concerns were raised about FMI's operational inefficiencies,

including vacant positions and lack of student services, which the President emphasized needed immediate attention.

### **FMI Budget Allocation and Staffing**

- The meeting focused on budget allocation for FSM-FMI operations, where the group agreed to maintain the previously approved 10% budget allocation while implementing new support structures. VPIS proposed adding HR support positions for FMI, suggesting a ratio-based staffing model like what's used at HRO, with the option to split FTE between FMI and other funding sources. The group approved moving forward with the 10% budget allocation, with the Comptroller tasked to provide a detailed breakdown of how the funding will be distributed across the identified offices.

### **Compact Office SOP and Funding**

- The President discussed the need for standard operating procedures regarding focal points for the Compact Office, emphasizing the importance of transparency and proper communication. VPIS agreed to draft a simple SOP and suggested aligning with the funding process, with VPIA taking the lead. The President also reported on her meeting with the Secretary of FSM DOE, regarding funding for mainstreaming Indigenous knowledge, noting some miscommunication with the Department of Finance. VPIS informed the group that due to the U.S. government shutdown, certain funds cannot be accessed, and the Comptroller mentioned ongoing audit issues related to payroll. The team clarified the confusion surrounding the \$4 million and \$5 million in funding from Congress and JEMCO, respectively, and discussed the need to align the use of the \$5 million funding with Instructional Affairs to ensure proper reporting and accountability.

### **Institutional Funding and Reporting Structures**

- The meeting focused on funding allocation and reporting structures for various institutional affairs. The President and VPIS discussed the need for additional funding, specifically for salary increases, housing, and utilities, which was initially presented to the Compact Office. The President clarified that the request included salary increases as a continuation of previous presentations to the Education Committee. The group agreed to support the VPIS recommendation for clear tracking of resources and designated points of contact for reporting. They also discussed the importance of proper reporting structures and institutionalizing a system to provide value for money to funders.

### **FMI Reassignment Process Concerns**

- The meeting focused on concerns about a reassignment request for an FMI position that bypassed proper communication channels and vice-presidential oversight. VPIS and VPEMSS expressed strong opposition to the arrangement, which was supported by A/g VPIEQA's explanation that it followed a memo from a previous director, though no formal administrative procedure exists for reassignments. The President emphasized the importance of proper communication and transparency between supervisors and direct reports, instructing VPEMSS to investigate how the situation arose and to discuss it with other Vice Presidents and the HR Director to prevent similar issues in the future.

### **Reassignment Process and Governance Updates**

- The meeting focused on addressing concerns about a reassignment process and the lack of administrative procedures (APs) in place. VPIS expressed frustration that an HR directive was only sent to one Dean without proper college-wide communication, raising questions about whether similar issues occurred during past reassignments. Theresa concluded the discussion by directing the Vice Presidents and HR Director to work together on developing comprehensive administrative procedures, emphasizing the need for participatory governance and proper documentation to withstand future audits. The meeting also covered an update on an ongoing audit and the presentation of five recommended commencement speakers for the college's 82nd commencement exercises, with 58 summer graduates and 218 fall 2025 candidates.

### **Graduation Theme and Personnel Approval**

- The meeting focused on two main topics: selecting a graduation theme and a personnel request. The President requested ES II to circulate a list of suggested themes to the SLT for voting by Monday's close of business, with the winning theme to be used college wide. The group also approved a personnel request for a new Director of Career and Technical Education Program, with VPIS raising a question about the need for this position given the existing CTE Director structure, which was addressed by explaining the role's focus on workforce development coordination.
  - Motion to endorse the PPR- motion carried with one objection from VPEMSS, with a recommendation to fix the title for the position from CTE Director to Director of Vocational Programs and to take out the co-supervisor.

### **Qualifying Directors for Vocational Roles**

- The meeting discussed the qualifications and roles of Directors and Deans, particularly focusing on the position of VPIA. The President raised concerns about the emphasis on academic qualifications over hands-on experience in vocational programs, while VPIS highlighted the need to verify master's degrees for Directors. The group agreed that while academic qualifications are important, practical experience is crucial for vocational positions, and the apprenticeship program needs to be developed further to bridge the gap between education and job readiness.

### **CTE Director Position Proposal**

- The meeting focused on discussing a proposal for a new Director or Dean position in the Career and Technical Education (CTE) department. The group debated the qualifications required for the position, with some members suggesting that experience in the field might be more important than a specific educational degree. They also discussed the reporting structure for the new position and the need for a clear organizational chart. After some discussion, the group voted to endorse the request for the new position, subject to certain changes and clarifications. The conversation ended with a reminder for future proposals to be shared with the leadership team before SLT meetings to allow for more thorough review and discussion.

## **Next steps**

- VPIS to draft a simple SOP for focal points communicating with the Compact Office, ensuring proper information flow and transparency.
- VPIA to revise the PPR for the Director of Career and Technical Education Programs position, correcting the reporting structure, title, and minimum qualifications.
- Comptroller to work with VPIS to provide a breakdown of the 10% FMI budget allocation for supporting offices.
- VPIA, VPEMSS, and VPIS meet with the HR Director to address the reassignment process issue and develop proper administrative procedures.
- ES II to circulate the list of recommended commencement speakers and themes to SLT members as soon as possible for voting, so, by Monday 5pm the results can be determined.
- ES II to correct the minutes from the October 6th meeting, fixing the typos and editorial issues identified.
- the President to prepare information on personnel audit recommendations for the board chair.
- VPIS and Comptroller to continue working directly with the Compact Office to secure the additional funding.

**Adjourned:** 5:34

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| <b>Comments/Upcoming Meeting Date &amp; Time/Etc.:</b> |
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| <b>Handouts/Documents Referenced:</b> |
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| <b>College Website Link:</b> |
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| <b>Prepared by: ES II<br/>&amp; EO</b> | <b>Date Distributed:</b> |  |
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| <b>Approval of Minutes Process &amp; Responses:</b> |
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| <b>Submitted by:</b> | <b>Date Submitted:</b> |  |
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| <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>   |                      |              |                             |