

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

Committee or Working Group:	Senior Leadership Team (SLT)
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Date: 30 April, 04 May, 07 May 2026	Time: 10-12:40pm	Location: Pres Conf. Rm.
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Members Present: President Koroivulaono VPIA Ehmes VPIS Young-Uhk VPEMSS Oducado Interim VPIEQA Bing	Members Absent: Comptroller (on leave)
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Additional Attendees:	ES II Santos, EO Dereas (via zoom)
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<p>Agenda/Major Topics of Discussion:</p> <ol style="list-style-type: none"> Welcome by VPIA Ehmes and President/CEO Koroivulaono Prayer by VPEMSS Oducado

<p>Discussion of Agenda/Information Sharing:</p> <ol style="list-style-type: none"> REPORTS: <ol style="list-style-type: none"> Attendees <ul style="list-style-type: none"> <input type="checkbox"/> President Koroivulaono, President’s Office <input type="checkbox"/> Vice President Young-Uhk, Innovation & Sustainability (VPIS) <input type="checkbox"/> Comptroller Togonon, Budget and Finance <input type="checkbox"/> Vice President Oducado, Enrollment Management & Student Services <input type="checkbox"/> Vice President Ehmes, Instructional Affairs <input type="checkbox"/> Interim Vice President Bing, Institutional Effectiveness and Quality Assurance (VPIEQA) Old business
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3. New Business
4. Miscellaneous
5. Adjournment

1. Call to Order & Approval of Minutes

- The session resumed from a previous SLT meeting, initially chaired by VPIA Ehmes.
- **Action Taken:** The team reviewed, amended, and adopted the minutes from the April 16 meeting, incorporating required updates from the VPIA.

2. Spring 2026 Commencement Planning

- **Graduation Status:** Noted 198 potential program completers across various campuses.
- **Key Concerns:** Highlighted academic calendar variances across campuses. Specifically, grade submission deadlines are impacting graduation eligibility for online students and varying campus schedules.

3. Academic Continuity & Enrollment Updates (Typhoon Sinlaku Aftermath)

- **Academic Continuity:** VPIA Ehmes detailed recovery plans following Typhoon Sinlaku, including compressed schedules and weekend classes to recover missed instructional days. The graduation date for Campus 2 remains unchanged.
- **VPEMSS Updated the COMET Placement Statistics:** Reviewed 2026 placement data; 60% of the 889 placed students are degree-bound. Kosrae High School achieved the highest direct degree placement rate.
- **Registration Extensions:** Early registration was extended to May 10th due to typhoon impacts on Campus 2. Total registrations reached 408 students (a 34% increase from the initial 236).

4. VPEMSS Cont'd Reporting Summer Registration & Academic Programs

- **Summer 2026 Progress:** Overall credit goals are currently at 32%. Concerns were raised regarding CTEC's low 25% registration rate.
- **ACE2 Expansion:** Planned expansion of ACE2 sections to accommodate 75 FSM students to achieve a 100% capture rate.
- **Pohnpei Pre-Health Academy:** Announced a new partnership program with UH and AHEC. It will provide 23 high school seniors with a \$200 stipend, training, and on-campus housing.

5. College Catalog Accuracy & Directives

- **Deficiencies Noted:** SLT members Identified significant errors in the college catalog, including incorrect credits, mismatched totals, missing catalogs for the FMI program, and inconsistent general education requirements across programs.
- **Directives Issued by the Chair:**
 - **Immediate Correction:** Ordered immediate catalog corrections to be completed by the end of business today.
 - **Publication Timeline:** Directed the publication of the new catalog by either the week after graduation or Week 4 of the summer semester.
 - **System Improvements:** Tasked a VPIA-led team to develop a work plan, establish editing protocols for future accountability, and ensure mid-summer releases for early feedback.

6. Curriculum Review, Working Groups, and Workshops

- **Working Group Formation:** Announced a new working group led by Professor Mayleen (with multi-campus representation) to resolve 21st-century curriculum challenges, including learning resources, online preferences, and Indigenous knowledge integration.
- **Curriculum Transformation Workshop:** Faculty workshop with Dr. Ollman is scheduled for May 12 (9:00 AM – 12:00 PM).
- **Implementation Phases:** Phase 1 will involve presenting curriculum review findings to the faculty, who will develop a detailed action plan by the end of summer.

7. Budget, Institutional Effectiveness, and Operations

- **Low Enrollment Courses:** Tasked the working group assessing the cost-effectiveness and break-even points (instructor and overhead costs) for courses with fewer than 4 or 12 students.
- **Data Voyage Project:** VPIEQA reported on student transfers and workforce needs assessment surveys, noting that a data-sharing agreement is required.
- **MIP Budget Discrepancies:** Identified that newly created offices (WDO, CMO, and OIE) lack proper budget allocations in the MIP system.
- **Travel Procurement:** Comptroller Togonon clarified that current procurement policies require the PCA process for any travel bookings exceeding \$1,000.
- **Campus Reports:** Delayed campus dean reports (specifically from the Yap campus) will be addressed by VPIA Ehmes with the Acting Dean, any information needed for the catalog.

8. Graduate Exit Surveys

- **Policy Clarification:** Following concerns raised regarding making student surveys a mandatory requirement to graduate, it was finalized that the Graduate Exit Survey will remain voluntary. It will be attached as an annex document to graduation applications rather than a strict requirement.

9. Motions and Official Proposals

- **Motion:** Restructure of the "Staff of the Year" award distribution.
 - **Proposed By:** SLT members
 - **Objective:** Shift the award determination from the campus level to the department level to significantly reduce costs and properly align with the June 2025 policy changes.
 - **Outcome:** Agreed.
- **Motion:** Fund the "Staff of the Year" award through departmental indirect funds.
 - **Proposed By:** VPIS
 - **Objective:** Establish a clear funding stream for the award nominations submitted to the SLT, with the Office of the President (OTP) explicitly offering to cover departments that do not possess indirect funds.
 - **Outcome:** Determined and approved.
- **Motion:** Allocate a \$13,650 budget for monetary Service Awards.
 - **Proposed By:** VPIS
 - **Objective:** Fund the newly approved June 2025 service award policy by splitting \$13,650 proportionally by percentage among departments for monetary awards (ranging from \$50 for 5 years to \$350 for 35 years), while separating and assigning the \$6,900 refreshment costs to the Office of the President (OTP) budget.
 - **Outcome:** Approved.
- **Proposal/Directive:** Fast-track the College Catalog updates and establish a strict publication deadline.
 - **Proposed By:** SLT members
 - **Objective:** Correct severe discrepancies in credit calculations and graduation requirements immediately to protect institutional accountability for students and external bodies (like the U.S. Dept. of Veterans Affairs), while pushing the final publication to mid-summer to allow ample time for institutional feedback.
 - **Outcome:** Approved (Immediate corrections due by end of business day; final publication set for the week after graduation or week 4 of the summer semester under a VPIA-led work plan).
- **Proposal:** Transition of the Graduate Exit Survey into a voluntary process.
 - **Proposed By:** Interim VPIEQA and SLT members
 - **Objective:** Address operational concerns regarding making student surveys a mandatory hurdle for graduation eligibility by attaching the survey as a voluntary annex document to the graduation application instead.
 - **Outcome:** Agreed and finalized.

10. Vacancies & Personnel Requests

- **Personnel Request:** Comptroller Togonon presented an official request to fill an active SLT vacancy for a Maintenance Supervisor position at the Yap Campus.

11. Next steps

- VPIA (and team): Correct all identified errors and discrepancies in the 2025-2026 catalog today and ensure the updated version is published online; confirm with campuses and business office regarding the existence and allocation of staff development/incentive budgets at the campus level.
- VPIA: Form a team (including DAP, ICs, and Registrar) to oversee catalog updates and future catalog production; meet today at 2:00 with AP and relevant staff to review changes; ensure team structure and review process is in place for both current and future catalogs.
- VPIA: Set and communicate a firm deadline (targeting week after graduation or by week 4 of summer semester) for publication of the 2026-2027 catalog; confirm timeline with President/SLT after discussion with IA.
- VPIA: Identify and communicate to SLT the responsible staff for catalog updates and maintenance.
- VPIA: Ensure the 2022-2023 catalog is published/archived online if not already available.
- VPIA: Adjust course scheduling for summer session based on comment results, ensuring adequate sections (e.g., ACE2, MS92A) are available for incoming freshmen, including possible online delivery; amend schedule accordingly.
- VPIA: Organize and hold faculty workshop with Dr. Lee Ullmann on curriculum transformation, May 12, 9-12, and ensure all faculty attend in person or via Zoom from their campuses.
- VPIA: Work with Deans and HR to finalize incentive award categories and inform HR of campus plans for faculty/staff recognition.
- VPIEQA: Work with relevant staff to ensure correct budget allocations are reflected in MIP system for new offices.
- VPIEQA: Work with VPIS and Comptroller to review and correct tech fee split per policy and ensure expenditures are tracked in the microsystem.
- VPIEQA: Remind VPs to review and provide comments/inputs on the org structure circulated.
- VPIEQA/HR: Process and sign CTEC position vacancy documents as requested by HR.
- All VPs: Reprogram funds as needed to cover the \$13,650-incentive awards budget (excluding refreshments), split by departmental percentage, and provide the specific amounts and line items to HR.
- OTP/HR: Budget and manage refreshments for all campuses' incentive award events moving forward.
- Campuses/Departments: Submit nominees for Staff of the Year to SLT for review and final selection; SLT to select one awardee per department college wide.
- IA Working Group: Review and propose solutions for low enrollment courses and programs rated low/very low in work preparedness, and report to SLT by end of summer.
- IA Working Group: Calculate and report to SLT the cost per student per course to determine break-even and inform future scheduling/offerings.
- IA Faculty/Working Group: Provide a written response/implementation plan to the curriculum review findings, with particular focus on items identified by President and VPIA, by end of summer.
- President/VPIS/VPs: Meet with FSM National Department of Education and Ms. Marstella Jack's NGO this week to coordinate EU Micronesia project plans and budgets.

- SLT/President: Review and endorse opening of Maintenance Supervisor position at Yap campus; HR to process accordingly.
- VPIA: Address with Acting Dean the issue of untimely or missing campus reports, especially during emergencies, and ensure timely submission of required reports from all campuses.
- VPIEQA/VP EMSS: Determine and communicate the process for graduate exit survey completion (e.g., as annex to graduation application or clearance), ensuring it is not a strict graduation requirement but is encouraged and captured as much as possible; report back at next meeting.

Adjourned at 12:40

-----Cont'd SLT Meeting for Incentive Awards-----

Incentive Awards Selection & Review

Meeting Overview & Administrative Adjustments

- **Purpose:** To review, verify eligibility, and select recipients for various college incentive awards, and to address systemic issues within the nomination process.
- **Ceremony Rescheduling:** The SLT discussed moving the awards ceremony date from **May 12th to May 14th** to accommodate delayed selections.
- **Eligibility Guardrails:** The committee reaffirmed that only full-time regular employees are eligible for these awards. Nominations completely lacking detailed justification will not be considered moving forward.

Motions & Decisions Made

- **Innovative Award / 5D Award**
 - **Motion:** A motion was previously introduced by VPIS Young-Uhk stating that none of the current nominees met the stringent requirements or provided sufficient evidence of savings/contributions.
 - **Decision:** The SLT agreed with the motion. No recipient was selected for this category due to incomplete nominations and lack of merit. VPIS officially declined his own nomination.
- **Award of Recognition**
 - **Motion:** VPIS Young-Uhk nominated Dr. Michael Muller for his exceptional volunteer work with the college choir.
 - **Decision:** The SLT approved the nomination. **Dr. Michael Muller** was officially selected as the recipient of the Award of Recognition.
- **Faculty of the Year Award**
 - **Decision:** **Dana Lee Ling** was officially selected as Faculty of the Year, with eligibility confirmed by the faculty representative based on proactive teaching methods and online course initiatives.
- **Professional Recognition Award**

- **Decision:** The committee identified and approved **7 eligible recipients** for this award. Ineligible or part-time staff were removed, while newly promoted eligible staff—such as Karleen Samuel (promoted to LRC Director)—were added.
- **Community Service Award**
 - **Decision:** **Karen Tu** was officially selected as the recipient based on her voluntary teaching efforts for PCS. Other nominees were disqualified due to a lack of written justification.
- **Staff of the Year Award**
 - **Decision:** The selection for this award was officially **postponed** because nominations from state campuses are still pending.
 - **Decision:** The SLT agreed to update the selection criteria so that future awards are handed out **by department rather than by campus**. Fiji was successfully added to the National Campus nomination list by the VPIA.
- **Student Choice Award**
 - **Decision:** **Mayleen Wichep** was officially selected as the winner based on the final student voting results.
- **Systemic Process Revisions**
 - **Decision:** The SLT agreed that the incentive awards process requires a comprehensive overhaul. HR is authorized to mandate justification fields in future surveys and establish a unified, college-wide schedule to improve cross-campus coordination.

Next Steps & Action Items

- **HR Director Bing:**
 - Verify, update, and finalize the list of eligible recipients for the Professional Recognition Award (specifically confirming promotions for Karleen Samuel, Mayra-Linda/Sonea, and Sernihda Eperiam against official records).
 - Send immediate communications to state campuses mandating that all pending Staff of the Year nominations be submitted by **midday tomorrow**.
 - Ensure all campuses are explicitly informed of the transition to department-based awarding rather than campus-based awarding.
 - Update the Staff of the Year nomination roster to include Fiji Phillip (National Campus).
 - Broadcast the final revised schedule for the award ceremony once confirmed.
- **HR Director Bing & Survey Administrator:**
 - Redesign the digital nomination survey process to make both the "Nominee Name" and "Justification" fields mandatory, implementing hard system prompts to stop incomplete submissions from reaching the SLT level.
- **SLT & HR:**
 - Collaboratively review and rewrite the incentive awards policy for future cycles to streamline cross-campus coordination and potentially establish a single, rigid college-wide timeline.

Meeting Adjourned 12:30

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

College Website Link:

Prepared by: ES II & EO	Date Distributed:	
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Approval of Minutes Process & Responses:

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