

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

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

<b>Date: March 11-13, 2026</b>	<b>Time: 10-12pm</b>	<b>Location: Pres Conf. Rm.</b>
--------------------------------	----------------------	---------------------------------

<b>Members Present:</b>	<b>Members Absent:</b>
President VPIA VPEMSS VPIS A/g VPIEQA	

<b>Additional Attendees:</b>	ES II Senniesha, EO Lisa, & Comptoller
------------------------------	--

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

Discussion of Agenda/Information Sharing:  1. REPORTS: <input type="checkbox"/> President <input checked="" type="checkbox"/> Concept Note Re-IMAGINING the College of Micronesia–FSM (COM-FSM): Leveraging Technology and Resources for Workforce-Ready Education  <input type="checkbox"/> VPIS - COMPTROLLER: Review of Travel Procurement Practices and Billing Arrangements <input type="checkbox"/> VPEMSS <input type="checkbox"/> VPIA <input type="checkbox"/> A/g VPIEQA  2. Old business a.
--

3. New Business
  - a. Nursing License Program Update
  - b. Strategic Plan monitoring system
  - c. COMFSM Emergency Plans for the shortage of fuel and other supplies

i. Residence Hall students.

ii. Number of working days a week.

iii. SOPs: campus lead; communication channels and procedures.

iv. Any other relevant matters.

- d. VPIEQA search.

4. Miscellaneous

- a.

5. Adjournment

VPEMSS

VPIA

VPIEQA

1. Old business

2. New Business

Annual Leave Policy (VPIEQA)

Miscellaneous

Adjournment

- The SLT reviewed prior meeting minutes, budget matters including FY26 reprogramming needs, questions were raised in regards to the process of the implemented salary grades after the 10% increase, and the progress of the People Admin software population- which subscription costing is \$31,000 annually until September, when it can be ready to use.
- VPEMSS Oducado reported- Enrollment statistics stood at 1,440 registered students with 17,536.5 credit hours, which fell below projections and required qualitative analysis for FSM government budget justifications.
- Discussion of preventative actions for fuel shortages which poses a supply risk amid global events and rising prices, prompting discussions on emergency plans triggered by national declarations, contingency fund use, cost-cutting measures, and impacts on online/hybrid courses.
- Office space relocations focused on HR's request for first-floor accessibility and the student services handover scheduled for next Friday; VPIS (Young-Uhk) suggested retaining HR on the second floor for employee access, while President (Koroivulaono) directed Vice Presidents to collaborate on a comprehensive plan.
- Tech fees were flagged for misuse on ID card printing, which deviated from their intended technology purpose; this practice received temporary urgent approval but requires reconfiguration, with alternatives like the graphics department or a dedicated printer proposed; IT expenditures for server repairs and lab air conditioning were approved as essential in tropical climates.
- The VPIEQA position remained unfilled after two recruitment attempts, leading President (Koroivulaono) to decide by Monday or Tuesday whether to re-advertise externally or promote internally with a transparent process.
- Salary grade discrepancies post-10% increase will use a temporary solution of removing step and sub-step designations while awaiting a revised master pay scale.
- VPIS (Young-Uhk) requested SLT endorsement for filling critical vacancies: Payroll Accountant 2 at the business office, Fiscal Officer and Custodian at FMI (with additional custodians needed for new buildings and dormitories), and a new HR position for part-time/CRE contracts to be funded via the COM-Land Grant board meeting on April 20-21.
- Travel procurement compliance emphasized Price Comparison Analysis (PCA) for authorizations over \$1,000 to avoid audit findings; a 3-week advance submission to the business office was mandated, with online booking viable if employees cover a \$15 fare lock fee; pros and cons of travel agents (better for complex trips despite higher fees) versus self-booking (hindered by connectivity) were weighed.

- Student directory information procedures under FERPA require formal requests routed through VPEMSS (Oducado), with directory data releasable unless students opt out.
- Annual reporting and Fact Book production must meet the Title 40 FSM mandate by April 1; VPIS (Young-Uhk) shared a Palau Community College example for format and content.
- Additional topics included low workshop participation and a discussion of the importance of employees participation in these workshops or training.
- Discussion of funding needs for the CSSEE survey, potential 5% performance-based increments, and
- SLT approved of prior meeting minutes with a shift to title-and-last-name conventions.

### **Academic and Program Updates**

- VPEMSS (Oducado) highlighted FAFSA challenges including technical errors and delays, potential online administration, and advocacy for a high school senior completion mandate in partnership with government entities.
- The COMET placement test may shift to online delivery with IT support for remote proctoring.
- VPIA reported nursing license program hurdles with CNA certification and ongoing FSM Health discussions; the mental health program falls under VPEMSS (Oducado); instruction-related initiatives must use IA funds, not OTP.
- MOA being routed for review, this involves a request for training of health assistants for all four FSM States.
- APR submissions for 2022 require performance data linkage and submission to the Office of Contract Management by Friday.
- A course scheduling workshop with Instructional Affairs and campus Instructional Coordinators aims to implement block sections for better student completion and faculty resource utilization in summer and fall 2026.
- The Librarian 4 position will address Library Resource Center staffing by combining archives, U.S. government, and Pacific Collection roles while adding IT duties; VPIA must update the job description to distinguish it from Librarian 3, with reclassification considered amid budget constraints.
- The FMI Dean position will reactivate as standalone (not under Yap Campus Dean) with a master's degree minimum; campus dean qualifications must align to master's level per ACCJC standards.

- New micro-credential and certificate programs must be structured for registration, fee collection, cost recovery, and long-term sustainability.
- Organizational restructuring involves clarifying reporting lines for campus Directors and Deans; declining enrollment and services at Yap warrant splitting dean responsibilities between FMI and Yap.
- HR Specialist minimum qualifications will broaden to a bachelor's degree (including liberal arts) with salary adjustments to attract more applicants.

### **Workforce and Training Initiatives**

- VPIS (Young-Uhk) proposed linking workforce training attendance and improvement areas to employee performance evaluations through mandatory sessions.
- President (Koroivulaono) outlined plans to digitize all training with a badging system for completion verification and emphasized a business plan for the Workforce Development Office to achieve self-funding and \$6 million in revenue within 2-3 years.
- Interim VP IEQA (Bing) reported progress on Workforce Development training sessions, external services, employer partnerships, emerging skills integration, and a concept paper for curriculum modernization across campuses.

### **Motions and Decisions**

- Travel Procurement Policy Motion (Approved): SLT approved requiring Price Comparison Analysis (PCA) for all travel authorizations over \$1,000 and 3-week advance submission to the business office to ensure compliance and streamline processes (result: passed unanimously); Comptroller (Togonon) and VPIS (Young-Uhk) will develop MOU with travel agent and issue immediate memo.
- Student Directory Information Motion (Approved): SLT approved directing IEQA and EMSS to develop standard operating procedure for all data requests and update Policy 8300 (result: passed); formal routing via VPEMSS (Oducado).
- 20% Acting Compensation Motion (Approved): SLT approved discontinuing or reclassifying long-term 20% extras to align with master pay scale (result: passed); HR Director and supervisors will issue memos and update job descriptions.
- Prior Meeting Minutes Motion (Approved): SLT approved prior minutes with recommendations for title-and-last-name naming conventions in future documents (result: passed).
- Vacancies/PPRs Endorsed/Approved: Payroll Accountant 2 (business office), Fiscal Officer (FMI), Custodian (FMI), HR position for part-time/CRE (Land Grant funding), Librarian 4 PPR, FMI Dean PPR reactivation, HR Specialist qualifications PPR revision.

## **Next Steps and Action Items**

- Vice Presidents will develop and submit an office space allocation plan by close of business Tuesday, addressing accessibility and departmental groupings.
- Interim VPIEQA (Bing) will revise the HR Specialist PPR (bachelor's minimum, salary adjustment); circulate organizational structure portions and standing committee lists for Fact Book updates; produce the Fact Book/annual report with Malintha (including SIS data follow-up from Dean Lourdes and FMI) by April 1; draft a Title 40-compliant annual report format and coordinate VP contributions; oversee the Workforce Development business plan; and develop a tech fees usage plan (especially for ID printing) by Tuesday.
- The Office of the President (Executive Officer/Secretary) and Interim VPIEQA (Bing) will schedule a meeting next week to implement the strategic plan monitoring system with VP update mechanisms.
- Interim VPIEQA (Bing) and Liz will initiate master pay scale revisions and communicate the timeline to SLT.
- The HR Director will review 20% acting compensations with supervisors (discontinue via memo or reclassify with updates); explore reprogramming unspent FY26 salary/benefits after six months and report balances; and modify SLT forms to distinguish new position requests from vacancy reviews.
- President (Koroivulaono) will announce the VPIEQA filling decision by Monday/Tuesday and approve the bookstore Starlink credit card form ASAP.
- Comptroller (Togonon) and VPIS (Young-Uhk) will develop a travel agent MOU; ensure PCA inclusion on TAs over \$1,000 effective immediately; and distribute a memo mandating 3-week TA submissions for fund certification.
- IEQA, in collaboration with EMSS, will develop and publish a data request SOP (including student directory info) and update Policy 8300.
- VPIA and HR will revise/resubmit the FMI Dean PPR (master's required, standalone); review Campus Dean qualifications for ACCJC compliance; submit the revised APR 2022 by Friday; conduct a course scheduling workshop; update the Librarian 4; and ensure micro-credential sustainability.
- VP EMSS (Oducado) will provide a qualitative enrollment analysis with regional trends for May FSM budget presentations.

- VPIA and VPEMSS (Oducado) will collaborate with IT on online COMET administration and advocate for high school FAFSA policies with cost recovery.

The meeting adjourned at 1:30 PM.

**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>			