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Office of the Vice President for Student Services

March 2, 2011

MEMORANDUM

TO: President James
FROM: Chairman, Streamlining Committee
SUBJECT: Streamlining Update

Attached to this update is a matrix of the Streamlining Implementation Action Plan that was created by you, HR Director, and the Chairman of the Streamlining Committee.

Some points to highlight:

- The salary conversion is currently being worked on by HR and the Job Audit Consultant, Mr. Alan Searle. It should be done before next week.
- A memo from the President's Office dated Feb 25, 2011 to all supervisors not to discuss the lay-off process until after March 31, 2011.
- Lay-off notices to affected employees will be released on March 31, 2011. Teaching positions are not affected.
- Effective Date of the lay-off notices will be June 30, 2011, 90 days after the date of notices given to affected employees.
- Filling of new and current vacancies is set for March and April 2011.
- Transfer of Public and Nursing Programs to Pohnpei Campus is yet to be determined depending on sufficient classroom space.
- Transfer of the ACE Program to National Campus is yet to be determined depending on classroom space.
- Site visits to Campuses and state leadership is planned for first week of May 2011.
- Mr. Searle and Chairman of the Streamlining Committee will be briefing the BOR during the reflection session in Guam slated for March 9-11, 2011.

Thank you.

Attachment: Implementation/Action Plan Matrix