

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

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| Committee or Working Group: | Executive Committee |
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| Date | Time | Location |
| October 16, 2015 | 2:00PM-3:00PM | Board Conference Room |

| Members | Name | Present | Absent | Remarks |
|----------------------------------|------------------|----------------|---------------|----------------|
| President | Joseph M. Daisy | X | | Chair |
| VPAS | Joseph Habuchmai | | X | |
| VPCRE | Jim Currie | X | | |
| VPIA | Karen Simion | X | | Acting |
| VPIEQA | Frankie Harriss | X | | |
| VPEMSS | Joey Oducado | X | | Acting |
| Dean, Chuuk Campus | Kind Kanto | X | | |
| Dean, Kosrae Campus | Nena Mike | X | | Acting |
| Dean, Yap Campus | Lourdes Roboman | X | | |
| Director, Career & Technical Ed. | Grilly Jack | X | | |
| Chair, Management Team | Jimmy Hicks | X | | |
| Chair, Council of Chairs | | | | |
| President, Faculty/Staff Senate | Martin Mingii | X | | |
| President, SBA | Darla Simina | X | | PROXY |
| Chief of Staff | Universe Yamase | X | | |

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| Additional Attendees: | Chair of Facilities and Campus Environment Committee |
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| Agenda/Major Topics of Discussion: |
| <ol style="list-style-type: none"> 1. Reading of the Mission Statement 2. Call to order; declaration of quorum 3. Review of Agenda 4. Adoption of Minutes <ol style="list-style-type: none"> I. October 2, 2015 5. Items for Discussion <ol style="list-style-type: none"> A. VPIEQA <ol style="list-style-type: none"> I. Standard I.A.1 & Standard I.A.4 B. Review of EC ToR-10/2/15 C. Review Recommendation for EC Improvements |

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| Discussion of Agenda/Information Sharing: |
| <ol style="list-style-type: none"> 1. Reading of the Mission Statement- Acting VPEMSS read the mission statement. |

2. Call to order; declaration of quorum-Cleared
3. Review of Agenda-A motion was made to adopt the agenda. Acting VPIA moved and Acting VPEMSS seconded. EC endorsed the agenda.
4. Adoption of Minutes
 - I. October 2, 2015- A motion was made to adopt the minutes. Acting VPIA moved and VPCRE seconded. EC endorsed the minutes with the suggested changes.
5. Items for Discussion
 - A. VPIEQA
 - I. Standard I.A.1 & Standard I.A.4- VPIEQA informed EC of its role as a validation group for Standard I.A. The members of EC were divided into 4 groups assigned to sections of Standard I.A. The groups assigned to Standard I.A.1 and Standard I.A.4 were assigned to submit their comments for these sections by October 29, 2015, to VPIEQA.
 - B. Review of EC ToR-10/2/15- A recommendation was made to establish a small working group to review the EC ToR. This working group will make edits and develop recommendations for the ToR. They will meet with the president before presenting these documents to EC. VPCRE was assigned to lead the small working group with the assistance of Acting VPEMSS and the Director of CTE. COS will provide the working group with the technical assistance. This group should meet before October 30, 2015.
 - C. Review Recommendation for EC Improvements- The established working group consists of VPCRE, Acting VPEMSS and the Director of CTE will review the recommendations to assess which recommendations can be implemented immediately and which recommendations will take time. For the recommendations categorized as needing time, the working group will create timelines to meet these recommendations.

- Comments/Upcoming Meeting Date & Time/Etc.:**
- The Chair of FCE was invited to share the perspectives of the committee chairs on having the Council of Chairs Committee (CoC) as a member of the Executive Committee. The Chair of FCE expressed his viewpoint that some members of the CoC felt the committee should be eliminated from EC.
 - The Summit scheduled for January 2016 will include training of Ex-Officios.

- Handouts/Documents Referenced:**
- EC Term of Reference Updated on October 2, 2015
 - October 2, 2015, EC Minutes
 - October 16, 2015, EC Agenda
 - Recommendations for EC Improvements Document
 - Standard I.A. Word Document

College Web Site Link:

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| Prepared by: | COS | Date Distributed: | October 27, 2015 |
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| Approval of Minutes Process & Responses: |
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| Submitted by: | | Date Submitted: | |
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| Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities: |
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| <ol style="list-style-type: none">1. Standard I.A.1 & Standard I.A.4-The groups assigned to Standard I.A.1 and Standard I.A.4 will submit their comments for these sections by October 29, 2015, to VPIEQA.2. EC ToR Updated on October 2, 2015- A small working group consisting of Acting VPEMSS, VPCRE, the Director of CTE with the technical assistance of COS will work together to make edits and develop recommendations for the ToR. They will meet with president before presenting these documents to EC before October 30, 2015.3. Recommendations for EC Improvement- The established working group consist of VPCRE, Acting VPEMSS and the Director of CTE will review the recommendations to assess, which recommendations can be implemented immediately and which recommendations will take time. For the recommendations categorized as needing time, the working group will create timelines to meet these recommendations. |
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