

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

Committee or Working Group:	Executive Committee
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Date	Time	Location
October 2, 2015	2:00PM-3:12PM	Board Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy	X		
VPAS	Joseph Habuchmai	X		
VPCRE	Jim Currie	X		
VPIA	Karen Simion		X	Acting; Attending Workshop
VPIEQA	Frankie Harriss	X		PROXY
VPEMSS	Joey Oducado	X		Acting
Dean, Chuuk Campus	Kind Kanto		X	No internet at Chuuk Campus
Dean, Kosrae Campus	Nena Mike	X		Acting
Dean, Yap Campus	Lourdes Roboman	X		
Director, Career & Technical Ed.	Grilly Jack	X		Chair
Chair, Management Team	Jimmy Hicks	X		
Chair, Council of Chairs				
President, Faculty/Staff Senate	Martin Mingii	X		
President, SBA				
Chief of Staff	Universe Yamase	X		

Additional Attendees:	
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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. September 18, 2015 5. Items for Discussion <ol style="list-style-type: none"> I. Review of EC ToR- 9/18/2015 II. Review Recommendation for EC Improvements

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. Reading of the Mission Statement- Acting VPIEQA read the mission statement 2. Call to order; declaration of quorum- Cleared 3. Review of Agenda- A motion was made to adopt the agenda. VPCRE moved and VPAS seconded. EC endorsed the agenda.

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| <p>4. Adoption of Minutes</p> <p>I. September 18, 2015- A motion was made to adopt the minutes. VPCRE moved and VPAS seconded. EC endorsed the minutes with the suggested changes.</p> <p>5. Items for Discussion</p> <p>I. Review of EC ToR 9/18/2015- The members reviewed the updated EC ToR of 9/18/15, and continued discussing on the “membership” section of the term of reference. The members openly discussed his/her view on whether the president should be a member of EC and chair the meeting. Majority of the meeting time was allocated to this discussion. A motioned was made that the president or his/her designee will serve as the chair for the meeting. VPCRE moved and Dean of Yap seconded. EC endorsed.</p> <p>II. Review Recommendation for EC Improvements- Scheduled for next meeting.</p> |
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Comments/Upcoming Meeting Date & Time/Etc.:
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| Handouts/Documents Referenced: |
| <ul style="list-style-type: none"> ▪ Executive Committee Minutes-September 18, 2015 ▪ Executive Committee Term of Reference Updated on 9/18/15 ▪ October 2, 2015, EC Agenda ▪ EC Recommendation for Improvement Document |

College Web Site Link:
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Prepared by:	COS	Date Distributed:	October 5, 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: |
| <p>1. COS will update the ToR’s membership C. section paragraph 2. New statement will be “The president or his/her designee will serve as chair for the meeting.”</p> |