

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

<b>Committee or Working Group:</b>	Executive Committee
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<b>Date</b>	<b>Time</b>	<b>Location</b>
November 28, 2014	2:00PM-3:03PM	Board Conference Room

<b>Members</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
President	Joseph M. Daisy		x	
VPAS	Joseph Habuchmai	X		
VPCRE	Jim Currie	x		
VPIA	Karen Simion	x		Acting
VPIEQA	Frankie Harriss	x		
VPSS	Joey Oducado	x		Acting
Dean, Chuuk Campus	Kind Kanto	x		
Dean, Kosrae Campus	Kalwin Kephass	x		
Dean, Yap Campus`	Lourdes Roboman	x		
Director, Career & Technical Ed.	Grilly Jack	x		
Chair, Management Team	Rencelly Nelson	x		
Chair, Council of Chairs	Dana Lee Ling	x		
President, Faculty/Staff Senate	Martin Mingii		x	
President, SBA	Bernis Pernes		x	
Chief of Staff	Universe Yamase	x		Recorder

<b>Additional Attendees:</b>	
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Call to order; declaration of quorum</li> <li>2. Review of agenda</li> <li>3. Adoption of minutes             <ol style="list-style-type: none"> <li>I. November 14, 2014</li> </ol> </li> <li>4. Reports             <ol style="list-style-type: none"> <li>A. VPAS                 <ol style="list-style-type: none"> <li>I. Endorsement of 2016 Budget</li> </ol> </li> <li>B. CoC                 <ol style="list-style-type: none"> <li>I. Section X- Employment Benefits (Policy 003- Tuition Waiver &amp; Reduction)</li> <li>II. Student Success Committee Proposal</li> </ol> </li> <li>C. VPIEQA                 <ol style="list-style-type: none"> <li>I. Access to Google Docs</li> <li>II. Standard Response of Mission Statement</li> </ol> </li> </ol> </li> </ol>

- III. Participatory Governance
- IV. Direct Deposit Status

**Discussion of Agenda/Information Sharing:**

- 1. Call order; declaration of quorum- Cleared
- 2. Review of agenda- Cleared
- 3. Adoption of minutes
  - I. November 14, 2014- minutes were adopted with the recommended amendments. VPSS moved and the chair of Management Team seconded. EC formally adopted the minutes.

4. Reports

A. VPAS

I. Endorsement of 2016 Budget- Endorsement was not reached. VPAS will send the detailed budget for each area to the EC members with the changes that were made by the end of the day. Information should be shared with each member’s constituents. VPCRE endorsed the approval of his budget, as he will be off-island during the approval of the 2016 budget at the next scheduled meeting.

B. CoC

I. Section X-Employment Benefits (Policy 003-Tuition Waiver & Reduction)- Information sharing

II. Student Success Committee Proposal- The chair will send out the Student Success Committee TOR to COS so that the TOR may be shared with the group prior to adoption. Information should be shared with each member’s constituents.

C. VPIEQA

- I. Access to Google Docs- EC members were added to sections Standard I.A, Standard I.C, and IV.A to review and comment on these sections. VPIEQA will retrieve g-mail accounts of some EC members who were not included yet.
- II. Standard Response of Mission Statement- EC members have gained access to this document for review and comment.
- III. Participatory Governance- EC members are encouraged to submit agenda items 1 week before the meeting in order that each member’s constituents have a chance to read and provide feedback on the items. Agenda items reflected on the EC meeting agenda should have already been shared with relevant groups prior to making formal EC approvals.
- IV. Direct Deposit- Cabinet has reviewed and approved that “classified staff” at National Campus and Pohnpei Campus would be exempt unless they opted into the Direct Deposit. Information will be shared with relevant committees.

**Comments/Upcoming Meeting Date & Time/Etc.:**

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**Handouts/Documents Referenced:**

- November 14, 2014, EC minutes
- November 28, EC agenda
- VPAS 2016 Budget documents

<b>College Web Site Link:</b>
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<b>Prepared by:</b>	COS	<b>Date Distributed:</b>	December 2, 2014
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<b>Approval of Minutes Process &amp; Responses:</b>
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<b>Submitted by:</b>		<b>Date Submitted:</b>	
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<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>
<ol style="list-style-type: none"><li>1. EC members now have access to Standard I.A, Standard I.C, and Standard IV.A for comment and review.</li><li>2. Chair of COC will send out the Student Success Committee TOR to COS to share with EC members</li><li>3. VPAS will send the detailed budget for each area to the EC members with the changes that were made by the end of the day. Information should be shared with each member's constituents.</li></ol>