

**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 16, 2012	2:00-3:00 p.m.	President’s Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy	x		
VPAS	Joseph Habuchmai	x		
VPCRE	Jim Currie			TA
VPIA	Mariana Ben Dereas	x		
VPIEQA	Frankie Harriss	x		
VPSS	Ringlen Ringlen	x		
Chuuk Campus Dean	Kind Kanto	x		
Kosrae Campus Dean	Kalwin Kephass	x		
Pohnpei Campus Dean	Grilly Jack	x		Acting
Yap Campus Dean	Lourdes Roboman	x		TA
Chairman, Management Team	Karen Simion			
Chairman, Council of Chairs	Kathy Hayes	x		
President, Faculty/Staff Senate	Ross Perkins	x		
President, SBA	Sebastian Tairuwepiy	x		Gasma Hadley
Executive Assistant to President	Norma Edwin	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. Purpose</li> <li>2. Meeting schedule</li> <li>3. Charge</li> <li>4. Current issues</li> <li>5. To be considered</li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
<p>President Daisy welcomed all to the first meeting of the Executive Committee which has emerged from an understanding of the gaps in our governance process. Our governance process has the administrative side and participatory governance side of the house. A management team emerged from a meeting among the council of chairs, directors, and deans to close the gap between the directors/deans and the vice presidents and committees. The executive committee is the final piece which includes representatives of all internal components of the college – faculty, staff, students, management, cabinet, and deans. While deans are part of the management team, they represent 50% of the college so their unique interests and concerns must be included.</p> <p>The purpose for the committee is to:</p> <ol style="list-style-type: none"> <li>1. Improve communication in all directions;</li> <li>2. Ensure experiential decision making;</li> <li>3. Enhance team building and integration of components; and</li> <li>4. Provide authentic participatory governance.</li> </ol>

President Daisy was unanimously selected chair of the executive committee. In his absence, whoever is appointed Acting President will chair the committee in his stead. President's assistants, Norma or Hadleen, will serve as secretary to the committee.

The committee was tasked to: 1) establish TOR for the committee and 2) draft/frame the strategic plan. Kathy Hayes will chair the subcommittee on TOR; Ross Perkins and Kind Kanto will work with her. Completion of the TOR is a priority; it must be included in the revised governance policy. The challenge is to put to rest "who" makes decision and to be proactive in problem solving. Frankie Harriss and Mariana Ben Dereas will co chair the subcommittee on strategic planning; they will be assisted by Kathy Hayes (committees and faculty link), Karen Simion (management link), Grilly Jack (campus link), and a student representative with support from IRPO.

For the remainder of this semester, the executive committee will meet at 3:00 p.m. on Fridays; weekly until it is up to speed, then biweekly.

A group email for the executive committee is to be requested.

Ground rules for teleconference meetings were set. Participants in the room are to wait to be recognized and identify themselves before speaking so those on the phone can readily follow the conversation. Off-island participants are to identify themselves when requesting to speak.

Current issues include naming system for wiki assessment docs, reestablishment of the assessment coordinator position, and adoption of TracDat. A consistent format for wiki docs is needed for ease of use. VPIEQA explained the reasons for using underscore rather than dash. It was also recommended when renaming documents, they be converted into pdf. Comments on the draft job description for the assessment coordinator are requested soonest for adoption at the next meeting in order to move on with the hiring of the coordinator. Cabinet will meet after this meeting to act on adoption of TracDat; it has gone through appropriate processes for vetting.

Editing of documents on wiki is the responsibility of the group posting the document.

We now need to exhibit positive communication behavior and communicate what we do by sharing the minutes once approved.

Dean of Kosrae Campus moved and VPSS seconded that the meeting be adjourned. The meeting adjourned at 3:06 p.m.

<b>Comments/Upcoming Meeting Date &amp; Time/Etc.:</b>
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<b>Handouts/Documents Referenced:</b>
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<b>College Web Site Link:</b>
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<b>Prepared by:</b>	Norma Edwin	<b>Date Distributed:</b>	
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<b>Approval of Minutes Process &amp; Responses:</b>
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▪ Approved by EC 11/28/12
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<b>Submitted by:</b>	ne	<b>Date Submitted:</b>	11/29/12
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

- TOR subcommittee (Kathy-chair, Ross, Kind) is to draft the TOR for the Executive Committee's review at the next meeting on Friday.
- Strategic Plan subcommittee (Frankie and Mariana-co-chair, Kathy, Karen, Grilly, student rep) is to complete drafting the strategic plan as soon as the draft mission statement is received.
- IRPO to provide support to the strategic plan subcommittee.
- Norma is to request a group email address for the Executive Committee soonest.
- Cabinet is to consider adoption of the proposed naming system for wiki assessment docs at its next meeting.
- During implementation of the naming system, files are to be converted to pdf.
- Members are to provide feedback on the assessment coordinator position soonest for consideration of the job description at the next meeting.
- Cabinet to act on adoption of TracDat at its next meeting
- All groups/individuals posting documents on wiki are responsible for editing their documents.
- Minutes are to be shared once approved.