

**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>
11/28/12	3:03	President’s Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy		x	
VPAS	Joseph Habuchmai	x		
VPCRE	Jim Currie	x		
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	Excused
Chairman, Management Team	Karen Simion	x		
Chairman, Council of Chairs	Kathy Hayes	x		
President, Faculty/Staff Senate	Ross Perkins	x		
President, SBA	Sebastian Tairuwepiy		x	
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. Adoption of minutes</li> <li>2. Approval of TOR</li> <li>3. Approval of job description for assessment coordinator</li> <li>4. Cost for printing at DCR</li> <li>5. Announcement</li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
<p>VP Habuchmai as Acting President called the meeting to order. Dean Roboman is excused from the meeting; she is working on their budget, and then has to prepare for the tropical storm heading their way. He added “announcements” to the agenda.</p> <ol style="list-style-type: none"> <li>1. <b>Adoption of minutes:</b> The spelling of the student representative was corrected (Gasma). Kathy/Ringlen moved and seconded for the adoption of the minutes as amended. The minutes were adopted with two abstentions (Jim and Karen who were absent). For the record, none of the campuses had yet called in.</li> <li>2. <b>Approval of TOR:</b> The chair thanked the subcommittee for their work and asked Kathy, chair of the subcommittee, to lead the discussion. The draft TOR has been circulated to committee members for their comments; however there are some questions that need further discussion.             <ol style="list-style-type: none"> <li>A. Authority: The issues regarding communication route, role of the President as chair and reporting to, and the relationship between Cabinet and the Executive Committee (not overlap</li> </ol> </li> </ol>

and duplicate responsibilities) were discussed. The President sits on Cabinet and EC; how are the two roles delineated. Cabinet deals with administrative issues of operations and decisions implementation while EC deals with participatory governance in decision making. Drawing clear lines cannot easily be made. Question arose regarding the full Cabinet sitting in the EC and not just a representative as with the other groups. VPs on EC do not represent Cabinet but represent the units below them. The communication route is also not clear since the President chairs the committee. It was decided the authority section would read, "The EC operates through the authority of and reports to the President" and delete the last sentence. Cabinet TOR needs to be redefined also. It will take time to figure out what goes to which committee.

- B. Purpose: This section is okay with deletion of the Board of Regents since not all decisions go the Board.
- C. Membership: FMI is now under Yap Campus and should be deleted from list of Deans. Added to the TOR is a requirement to provide a proxy if not able to attend a meeting. The rest is generic.
- D. Organization: President will serve as the chair. Discussion arose regarding the relationship/role of President and chair of the committee and the possibility of being a non-voting member of the committee; however, it was decided to leave it as is. Under the 5<sup>th</sup> bullet, "the Board through" was deleted. Timing for responding to draft minutes was discussed. Rather than including a time line for commenting on the draft in the TOR, the due date should be stated when the draft is sent out.
- E. Meetings: The importance of EC meetings and the need to set high example were reasons for increasing the percentage of attendance to 50% for discussion purposes. The rest is generic.
- F. Responsibilities: This is the most important section of the TOR since it identifies the responsibilities of the committee. The EC endorses policies recommended by committees; only the Board approves policies. The last two bullets are too specific and should be changed to be more general to allow establishing subcommittees as needed.
- G. Communications: Standard language for TORs.

Kathy will make the amendments and circulate for final review.

- 3. **Job description for assessment coordinator:** The job description has been circulating for input for the past month and input incorporated. Frankie would like to move forward with it, but is not sure it requires EC approval; the position exists and is just being moving from IA to IEQA. Suggestion was made to include TracDat in the description so applicants are aware of the use of the software.
- 4. **Printing:** DCR on occasion is asked to print for other offices but have no budget for printing. The need to start thinking creatively and innovatively to survive the new fiscal realities was stressed. Other colleges have printing services, so VPIEQA proposed approaching printing services from DCR in a similar manner. DCR has calculated the cost for printing on their color printer. Offices can now calculate their printing cost for their FY 2014 budget. However for FY 2013, office must be creative to cover the cost. This should encourage thinking carefully before printing for better control in spending.
- 5. **Announcement:** The resolution regarding future funding for the college passed Congress. Revision of the mission statement has been completed and is ready for the review process.
- 6. **Adjournment:** Jim/Ringlen moved and seconded that the meeting be adjourned. The meeting adjourned at 4:05 p.m.

<b>Comments/Upcoming Meeting Date &amp; Time/Etc.:</b>
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<b>Handouts/Documents Referenced:</b>
▪ Committee minutes – 11/16/12 ▪ Draft EC TOR ▪ Draft assessment coordinator job description ▪ Print estimate for Lexmark printer

<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>
▪ 12/13/12

<b>Submitted by:</b>		<b>Date Submitted:</b>	
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<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>
1. Redefine Cabinet TOR 2. Kathy to insert amendments and circulate for final review. 3. Frankie to finalize job description for assessment coordinator and submit to HR 4. Offices to include cost of printing in their FY 2014 budget if planning to use DCR printer