

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

Committee or Working Group:	Executive Committee
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Date	Time	Location
May 1, 2013	11:03 a.m. – 12:06 p.m.	Board 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		Jimmy Hicks
VPSS	Joey Oducado	x		Acting
Dean, Chuuk Campus	Kind Kanto	x		
Dean, Kosrae Campus	Kalwin Kephass	x		
Dean, Pohnpei Campus	Grilly Jack	x		Acting
Dean, Yap Campus	Lourdes Roboman	x		
Chair, Management Team	Karen Simion	x		
Chair, 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

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Review of Agenda 2. Adoption of Minutes – April 17, 2013 3. Action Item – Adjunct faculty compensation formula 4. Reports/Updates

<p>Discussion of Agenda/Information Sharing:</p> <p>President Daisy called the meeting to order at 11:03 a.m.</p> <p><u>Adoption of Minutes.</u> Ross moved and Jim seconded that the minutes of the April 17, 2013 meeting be adopted. The motion passed unanimously.</p> <p><u>Adjunct Faculty Compensation Formula.</u> Ross provided information on the background of the issue, the discussions and considerations, financial analysis, the review process, and the overview of and rationale for the solution. The formula proposed is the faculty’s 10-month hourly pay x 2 (hour for teaching and hour for preparation) x 16 weeks x 20% incentive. This would apply to regular faculty for summer teaching and overloads. Pay for part-time instructors will be on the part-time scale as recommended by the consultant during the job audit. This would apply to adjunct faculty and college staff. A policy regarding moving up on the scale is needed. The cost analysis was presented and discussed. The revenue projections must be monitored to ensure close to revenue projections. Deans need to work on early registration and not support classes under 10. Jim moved and Joey Oducado seconded that that the formula be endorsed to the Board for approval. The motion passed; Kind and Lourdes abstained.</p> <p><u>Updates</u></p>

Jim reminded about the availability of scholarships for this summer for agriculture/science courses. Matching funds are also available; plan of work and matching funds are due May 15. We acknowledged Land Grant for supporting our accreditation efforts. Suggestion was made to propose continuing support with a plan on how the funds will be used.

Ross announced that the Senate will hold elections later this month.

Jimmy announced the college subscribing to National Community College Benchmark Project. We are the only Pacific island college in the project. This is part of our accreditation effort.

Karen reported that the Management Team commented on the Strategic Plan (SP). President Daisy asked all to look at SP and send electronic endorsement by Friday in preparation for submission to the board next week. The end of May is the targeted completion date. Jimmy working on coding plan to link with the educational master plan and business side.

Sebastian reported that the SBA is busy with exams or finishing class work. President reported there have been some student behavior issues. There are some challenges with the policy regarding processing complaint; need to be better prepared to respond.

President Daisy shared communication from Dr Beno; she is working on visiting us in September. She also requested to take portion of our SLO report as exemplar at conference next month. President congratulated the faculty for a job well done.

The next board meeting is in August in Chuuk. The PPEC meeting is scheduled for July and the President plans to make site visits to Yap and FMI campuses. He still needs to figure out when he can visit Kosrae.

Mariana moved and Jim seconded that the meeting be adjourned. The meeting adjourned at 12:06 p.m.

Comments/Upcoming Meeting Date & Time/Etc.:
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Handouts/Documents Referenced:

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College Web Site Link:

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Prepared by:	Norma Edwin	Date Distributed:	
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Approval of Minutes Process & Responses:

▪ May 15, 2013

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. Approval of the April 17, 2013, meeting minutes2. Endorsement of the proposed adjunct faculty compensation formal. |
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