

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

Committee or Working Group:	Executive Committee
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Date	Time	Location
May 29, 2013	1:05 – 2:17 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		
VPSS	Joey Oducado	x		Acting
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	
Chair, Management Team	Karen Simion	x		Maria Dison
Chair, Council of Chairs	Kathy Hayes	x		Mark Kostka
President, Faculty/Staff Senate	Ross Perkins	x		Anky Mendiola
President, Student Body Association	Sebastian Tairuwepiy		x	Excused
Executive Assistant to President	Norma Edwin	x		Recorder

Additional Attendees:	Jimmy Hicks, Director of IRP
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Review of Agenda 2. Adoption of Minutes – May 15, 2013 3. New Business <ol style="list-style-type: none"> a. Accreditation Basics Course b. Strategic Plan Measures of Success c. New Reporting Template 4. Updates 5. Announcements

Discussion of Agenda/Information Sharing:
<p>President Daisy opened the meeting at 1:05 p.m.</p> <ol style="list-style-type: none"> 1. Review of Agenda: Dr. Daisy went over the agenda; new business b and c were moved up to accommodate Jimmy’s presence. 2. Adoption of Minutes: Jim moved and Joey seconded that the minutes of the May 15, 2013, meeting be adopted. The motion passed unanimously.

3. New Business

- a. **Strategic Plan Measures of Success:** Frankie explained that the Management Team, Planning and Resources Committee and Strategic Plan working group were tasked to identify measures of success and their targets for the Strategic Plan. The MT was a good place for the dialogue because of its composition which includes all directors and campuses. Jimmy presented the measures proposed by MT and PRC that were most important, important for the IEMP, and important at program levels and corresponding targets. Most of the targets are for one year and can be readjusted after a year. He also provided basis for the targets as well as the challenges for some of them. The targets are for the college; targets will be needed for each campus and for each level. Dashboards will be created for quick look at performance.
- b. **New Reporting Template:** Jimmy presented the draft template for quarter performance reporting; it cannot be finalized until measurements of success are endorsed. The President will report this to the Commission. Each accomplishment is linked to relevant IEMP# and ACCJC Standard #. Planning agenda items from the comprehensive report also need to be linked. Collaboration across campuses was recommended for reporting by the Deans where reports go to both the VPIA and appropriate offices
- c. **Accreditation Basics Course:** At the last EC meeting the Faculty Staff Senate was tasked to take the lead in institutionalizing 100% completion of the on-line accreditation basics course. Ross as FSS President polled employees and received favorable support to make it an institutional expectation. The Board of Regents is also committed to new Regents completing the course. **Frankie moved and Mariana seconded that an institutional expectation be established that all new employees take and successfully complete the on-line accreditation basics course by ACCJC. The motion passed unanimously.**

4. Updates

- a. **CRE:** A group from University of Guam is working with Mariana, Grilly and the agriculture faculty to better fit our courses with theirs. The effort is funded by the USDA Distance Education and Resident Instruction in the Insular Areas grants. UOG is proposing to provide an on-line agriculture course as a non-credit course with our faculty as facilitator. The course would then be used to substitute for a selected course at COM-FSM. Two students are preparing to leave for Saipan for their internship starting Monday. Land Grant board is meeting June 26-27 in Palau.
- b. **FSS:** Anky reported that the Senate is working on revising the bylaws to extend the terms of officers to two or three years.
- c. **VPIA:** Registration is on-going; some faculty is here to help with registration.
- d. **VPSS:** Joey provided enrollment statistics as of noon today; we are only 60% of our headcount target and 57% of our credit target. At the end of spring 77% were in good standing, that is with at least a 2.0 GPA
- e. **VPAS:** Joe reported on efforts to improve the water situation by powering the pumps. Danny is attending NACUBO and has been instructed to look for service provider for online registration and payment using credit card. Beca project is underway; a phone conference is scheduled for tomorrow. He also reported on the hearings at Congress and with the Joint Budget Consultation group; both went very well.
- f. **President:** The President attended President Mori's state of the nation speech and

reported that the college was cited for its accomplishment. President Mori also asked Congress to support the college as we”strive to become a best practices institution.” Budget hearings went well; we are getting what we transmitted, including for the budget for the Board. Next week President Daisy, Frankie and the Chair appear before the Commission for a 5-minute opportunity to present achievements since the submission of the supplemental report. The Commission’s decision is expected early July.

5. Announcements

- a. The President is working to indentify dates in early September for the Board meeting and convocation tied to when PPEC meets. Request was made to have the PPEC meeting here, so member presidents can attend the convocation. Before he leaves, President Daisy plans to set the dates for the convocation and board meeting.
- b. A fundraising dinner is also being planned in conjunction with the convocation. The ladies have set a goal of raising \$20,000 for our 20th anniversary. Also planned during the dinner are a 50/50 raffle of \$200 tickets, auction, and entertainment. Marianna asked the Deans for things from their state for the auction. A summer bingo event is also scheduled for June 22 to start of the fundraising goal

6. Adjournment

Grilling moved and Mariana seconded that the meeting be adjourned. The meeting adjourned at 2:17 p.m.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- Minutes of the May 15, 2013, meeting

College Web Site Link:

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Prepared by:

Norma Edwin

Date Distributed:

Approval of Minutes Process & Responses:

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Submitted by:

Date Submitted:

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

- 1.
- 2.