

**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>
8/21/13	11:04	Board Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy		x	JEMCO meeting
VPAS	Joseph Habuchmai	x		
VPCRE	Jim Currie	x		
VPIA	Mariana Ben Dereas	x		Presiding
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		Joy Guarin
Director, Career & Technical Ed.	Grilly Jack	x		
Chair, Management Team	Karen Simion	x		
Chair, Council of Chairs				
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. Review of minutes</li> <li>2. Updates</li> <li>3. Schedule September 5-10             <ol style="list-style-type: none"> <li>a. PPEC and ALO meeting</li> <li>b. Convocation</li> <li>c. 20<sup>th</sup> Anniversary Celebration</li> <li>d. Board meeting</li> </ol> </li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
<p>VP Dereas as Acting President opened the meeting at 11:04 a.m. Kosrae is observing Gospel Day, a Kosrae State holiday, so Dean Kephass will not be present. Therefore, their add/drop period is extended another day. There is an All Campus Meeting at the national campus today at 1:00 p.m.</p> <ol style="list-style-type: none"> <li>1. Approval of Minutes: EC had earlier agreed to adopt minutes electronically. Minutes for the July 24, 2013, meeting still has not received the required number of votes. The minutes for the August 7, 2013, meeting also need to be adopted. Everyone was encouraged to vote on the both minutes.</li> </ol>

2. Updates:

- a. Faculty Staff Senate – FSS President Perkins reported that the Senate will hold a general meeting on Friday, August 30, 1:00 p.m. at MITC to elect officers.
- b. Institutional Effectiveness and Quality Assurance – VP Harriss said EC is sort of on standby. SBA will hold elections early next month. Also the Council of Chairs (COC) cannot elect a new chair until all committee chairs are elected which should happen within the next two weeks. This problem will be fixed for next year. If the new chair for COC is a faculty, EC meetings may need to be rescheduled around the schedules for the new chair and SBA President.
- c. Chuuk Campus – Dean Kanto reported as chair of the Communications Policy Working Group. He is having difficulty sending the new links and explained it can be found at the top of the current Google.doc. August 26 is the deadline for completion of the working group's task.
- d. Cooperative Research and Extension – VP Currie expressed appreciation to Paulo for the press release on installation of the satellite dishes and solar panels on the newsfeed. CRE has applied for two JICA volunteers; one to replace the food processing volunteer and the other for a nutritionist.  
VP Harriss encouraged use of the newsfeed, rather than email, for announcements and to reach the entire college, especially students.
- e. Administrative Services – The Beca group is heading to Yap and will visit all campuses. During the week of the convocation, they will be here and do a presentation to EC. The Deans were asked to be present for the presentation.  
VP Habuchmai announced that information on FY 2015 budget preparation will be sent out next month.
- f. Student Services – AVP Oducado provided initial enrollment statistics. As of this morning college wide we are 87% of projected number of students and 84% of projected number of credits. Only the national campus achieved higher FTE than headcount. Chuuk campus has the lowest percentage, followed by Yap, then Pohnpei. VP Harriss inquired whether Chuuk campus has already captured its eligible students or is there still recruiting possibility. Various factors were considered in determining projections; however, an optimistic approach was chosen with a plan to effectuate the projection. Discussion followed on whether the projections are realistic, possible ways to meet projection, the lack of classes and faculty and reasons why and problem of students advised to take filler courses. Suggestion was made to revisit how projections are determined. We need to determine where faculty is heavily overloaded and courses are needed. Our strategic plan for this year is to concentrate on student access and success and commit to it. VP Habuchmai said if we do not meet credit projection, based on current figures we must adjust the budget by cutting \$585,000 to balance the budget.

3. Schedule for September 5-10:

- a. The college is hosting a Pacific Postsecondary Education Council meeting September 5-6. Presidents from many Pacific postsecondary institutions will be here. PPEC will also be conducting a separate meeting for ALOs on September 5-6.
- b. Our 20<sup>th</sup> Anniversary Convocation will be held on September 6 in the practice gym. President Daisy wants to start the processional before 3:00 p.m. so the program can begin promptly at 3:00. Regalia are required for the faculty. A brief discussion followed on the difficulty of connecting the generator for air conditioning. The solution suggested was to ask PUC not to turn off the power to the college during the convocation and the celebration on Saturday.
- c. A fair to celebrate our 20<sup>th</sup> anniversary is planned for September 7 from 9:00 a.m. to 2:00 p.m. at Pohnpei Campus gym. Norma asked for assistance spreading the word to get vendors

and others to buy tables to sell goods, share information or set up games. This could be an opportunity to kick off the 2014 Founding Day fundraising. There will be a raffle drawing on the hour with the 50/50 raffle drawing at 2:00. Silent auction of survey items is also planned. VP Dereas reminded the Deans of her request that they bring something from their state for the raffle or auction. Other ideas to make the day a success are welcomed.

Norma provided an update on ticket sales. To date only \$14,800 has been collected; including the tickets sold but not yet received from FSM FMI and Chairman Mida, the total is \$19,800. Not yet half way.

d. The Board of Regents will meet September 9-10. Reports for the notebook are due this Friday, August 23. VP Dereas asked the Deans to submit their reports earlier so she can compile them for her report.

VP Harriss moved and FSS President Perkins seconded that the meeting be adjourned. The meeting adjourned at 12:05 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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<b>Prepared by:</b>	Norma Edwin	<b>Date Distributed:</b>	8/26/13
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**Approval of Minutes Process & Responses:**

- EC meeting – September 18, 2013

<b>Submitted by:</b>	ne	<b>Date Submitted:</b>	9/18/13
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

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