

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

Committee or Working Group:	Executive Committee
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Date	Time	Location
August 7, 2013	11:05 a.m. – 12:28 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
Dean, Chuuk Campus	Kind Kanto	x		
Dean, Kosrae Campus	Kalwin Kephass	x		
Dean, Yap Campus	Lourdes Roboman	x		
Director, Career/Technical Educ.	Grilly Jack	x		
Chair, Management Team	Karen Simion		x	Faculty workshops
Chair, Council of Chairs				
President, Faculty/Staff Senate	Ross Perkins		x	On leave
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. Adoption of minutes – July 24, 2013 2. Communication Working Group update 3. Land Grant funding proposal 4. Online payment 5. Performance evaluation instruments 6. Beca Ltd. Update 7. Policies <ol style="list-style-type: none"> a. Student Management b. Dining Hall (price/take-out) c. Employee Tuition Reimbursements

Discussion of Agenda/Information Sharing:
<p>President Daisy opened the meeting at 11:03 a.m.</p> <ol style="list-style-type: none"> 1. Without a quorum, it was agreed to vote electronically to adopt the minutes of July 24, 2013. For efficiency minutes will be voted on electronically. 2. Dean Kanto presented the definition of “purposeful dialogue” from the Communications Policy Working Group. The group is seeking EC’s endorsement of the definition prior to continuing their work. To keep things moving along, the definition will be forwarded to EC members for their endorsement. VP Harriss wanted to recognize Dean Kanto for keeping the CPWG on top of its task.

3. VP Harriss provided an update on the proposal that was submitted to the Land Grant Board for further funding to continue our work on accreditation. The LG Board funded \$75,000 of the \$100,000 requested; \$25,000 will be granted this fiscal year and \$50,000 in FY 2014. VP Harriss went over the activities in the proposal which focuses on leadership and governance and institutional effectiveness. She formally thanked Land Grant for their support. President Daisy thanked Frankie who is the primary author of the proposal which ties activities to standard and cost and said the Chairman Midar mentioned that we could go back for other \$25,000 later in year; VP Currie said that the other colleges are pleased about the opportunity to follow our lead. VP Currie also noted that the COM Board is very supportive and is glad about our reaffirmation. For future funding, they would like to help with scholarships; not only for students, but for faculty and administrators as well.
4. VP Habuchmai provided an update on online payment. The Comptroller was sent to WACUBO to get information on providers; the two possibilities were more extensive than our needs and too expensive. Another source in Australia was not as expected. They are currently looking into PayPal which is used by NGOs in the FSM. The insurance and banking boards are evaluating this source. Signing on is pending their assessment. Hopefully it will be in place next month. A formal presentation will be made to Cabinet on how it works.
5. VP Habuchmai reported that Beca is coming Aug 21 and will visit all campuses. On the first trip they gathered data and information. During this trip they will meet with different individuals and groups on what our plans are. VP Currie should be on the list of people they meet. As information comes out on the project, management groups will be asked to review.
6. Acting VP Oducado reported that since June a working group (Lore, Mike Warren, and Ringlen) has been revising the Student Code of Conduct. The draft code of conduct has been posted on Google.doc for comments. The draft is due August 23 to the Facilities and Campus Environment Committee for review. President Daisy wants to present this to the Board for their review in September.
7. President Daisy is in contact with HR to look at the performance evaluation instrument. It has not yet been formally adopted by the Board. He wants to get discussion going on the merits of the instrument. He also suggested that Faculty Staff Senate engage in discussions on the faculty instrument. If we are moving in the direction of merit for performance, the instrument must provide for meaningful assessment. He also wants to revisit the proposal submitted from COC regarding compensation for committee chairs. He is not sure stipend or reduction is the way; it should be connected to merit.
8. The dining hall should be self sustaining. President Daisy wants to review meal prices and take outs and through thoughtful discussion resolve issues related to the dining hall. The review should look at nutrition; involve public health and hotel and tourism divisions; aim to make it a business operation with the interest of students in mind. Operations should break even, but if there is excess, it should go back for enhancement of the dining hall. VP Currie mentioned that they have applied to JICA for a nutritionist/food processing person; however it may take awhile before that person is on board. The Board has just approved new rates beginning the new fiscal year. To address wasting food, it was suggested eliminating take outs and second servings. Discussion followed on issues and ideas for consideration. Residence hall students are asking for the option of being charged only for meals eaten. The Facilities and Campus Environment Committee needs to further discuss this with the Faculty Staff Senate weighing in; dialogue should be thorough to avoid creating more problems. This is to be addressed before October 1 to roll out information prior to implementation so students would know the rules and rationale behind the changes.
9. We are looking into our tax exempt status for the bookstore. The bookstore provides service to students and does not operate for profit; however it must raise the cost of books to recoup taxes paid. Students typically purchase their books using their Pell award which indirectly pays for the taxes. The Secretary of Justice has been asked to look into the enabling act which states the

college is tax exempt and on how Pell is used. Discussion followed on the possibility of creating a book fee, problem of students sacrificing buying books, electronic books; other ways to deliver the curriculum without heavy books; and additional cost to state campus students due to shipping books to the state campuses from the national campus. The faculty should be surveyed to learn how many students do not buy books. We must look for efficiencies in cost, distribution and storage issues.

- 10. Discussion on employee tuition reimbursement was tabled. The issue is employee or their dependents that are eligible for Pell.. AVP Oducado was tasked to work with FAO to look into compliance with Title IV. We should be transparent about the connection.

VP Currie moved and VP Habuchmai seconded that the meeting be adjourned. The meeting adjourned 12:28 p.m.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- Minutes of July 24, 2013
- Proposal for Accreditation Funding from COM Land Grant
- Definition of “purposeful dialogue” from CPWG
- Draft agenda for the next Board meeting

College Web Site Link:

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Prepared by:

Norma Edwin

Date Distributed:

Approval of Minutes Process & Responses:

- EC meeting – September 18, 2013

Submitted by:

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Date Submitted:

September 18, 2013

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

1. Minutes will be adopted electronically.
2. The definition of “purposeful dialogue” will be endorsed electronically.
3. The revised Student Code of Conduct should be presented to the Board at the September meeting.
4. Review the performance evaluation instrument; needs to be formally adopted by the Board.
5. Faculty Staff Senate to discuss the evaluation instrument for faculty.
6. Revisit the proposal from COC regarding compensation for division chairs.
7. FEC Committee and FSS to address efficiencies for the dining hall by October 1.
8. Conduct faculty survey on the number of students who do not purchase textbooks.
9. AVP Oducado to work with FAO regarding employee and employee dependents who are eligible for Pell.