

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

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| <b>Committee or Working Group:</b> | Executive Committee |
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|                  |                |                       |
|------------------|----------------|-----------------------|
| <b>Date</b>      | <b>Time</b>    | <b>Location</b>       |
| February 6, 2014 | 2:00pm- 3:00pm | Board Conference Room |

| Members                          | Name              | Present | Absent | Remarks  |
|----------------------------------|-------------------|---------|--------|----------|
| President                        | Joseph M. Daisy   | x       |        |          |
| VPAS                             | Joseph Habuchmai  | x       |        |          |
| VPCRE                            | Jim Currie        | x       |        |          |
| VPIA                             | Karen Simion      | 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 Ed. | Grilly Jack       | x       |        |          |
| Chair, Management Team           | Jennifer Hainrick |         | x      |          |
| Chair, Council of Chairs         | Richard Womack    | x       |        |          |
| President, Faculty/Staff Senate  | Ross Perkins      | x       |        |          |
| President, SBA                   | Gasma Hadley      | x       |        |          |
| Chief of Staff                   | Universe Yamase   | 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. Call to order, declaration of quorum</li> <li>2. Review of Agenda</li> <li>3. Adoption of Minutes             <ol style="list-style-type: none"> <li>a) January 23, 2014</li> </ol> </li> <li>4. Reports             <ol style="list-style-type: none"> <li>a) Chuuk Dean                 <ol style="list-style-type: none"> <li>i. Review and Adoption of:<br/> <i>“The Handbook for Guiding Principles, Protocols, and Strategies”</i></li> </ol> </li> </ol> </li> <li>5. Update from SBA</li> <li>6. Update from President</li> </ol> |

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| <b>Discussion of Agenda/Information Sharing:</b>   |
| <ol style="list-style-type: none"> <li>1. Call to order, declaration of quorum-cleared</li> <li>2. Review of Agenda-cleared</li> <li>3. Adoption of Minutes</li> </ol> |

- a) January 23, 2014, minutes was approved and adopted. President of FSS moved and VPSS seconded.
- 4. Reports
  - a) Chuuk Dean
    - i) Chuuk Campus Dean presented “*The Handbook for Guiding Principles, Protocols, and Strategies*” for review and endorsement. Comments on the handbook were shared among the members. For information sharing, the handbook will be displayed on the college website as a serial every week. The handbook achieved endorsement. President of FSS moved and Pohnpei Campus Dean seconded.
- 5. Update from SBA
  - a) President of SBA informed the committee about the upcoming Founding Day event on April 1, 2014. The venue will be held on National Campus from 8am-5pm. The event will include both the coronation and games on the same day. Coronation will happen in the morning and games in the afternoon. Suggestions and comments were offered to the President of SBA.
- 6. Update from President
  - a) President informs the EC members about the upcoming Policy Review Process. Announcements of the Policy Review Process has been shared with committees and posted on the college newsfeed.

**Comments/Upcoming Meeting Date & Time/Etc.:**

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**Handouts/Documents Referenced:**

- February 6, 2014, EC Agenda
- January 23, 2014, EC Minutes
- *The Handbook for Guiding Principles, Protocols, and Strategies*

**College Web Site Link:**

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|---------------------|-----|--------------------------|---------|
| <b>Prepared by:</b> | COS | <b>Date Distributed:</b> | 2/11/14 |
|---------------------|-----|--------------------------|---------|

**Approval of Minutes Process & Responses:**

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|----------------------|--|------------------------|--|
| <b>Submitted by:</b> |  | <b>Date Submitted:</b> |  |
|----------------------|--|------------------------|--|

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

1. Every week “*The Handbook for Guiding Principles, Protocols, and Strategies*” will be displayed in a serial format on the college website.
2. Each EC member will be responsible to disseminate “*The Handbook for Guiding Principles, Protocols, and Strategies*” to his or her respective areas of oversight.

3. President of SBA will share Founding Day event information to club officers.
4. President of SBA will share information at EC meetings on what is happening on each state campus regarding issues/concerns/ideas from student organizations.