

**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, 2014	2:00pm – 3:15pm	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		Acting
VPIEQA	Frankie Harriss		x	Vacation Leave
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

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Call to order; declaration of quorum 2. Review of Agenda 3. Report from Deans and CTE Director <ol style="list-style-type: none"> a) Yap Campus Dean b) Chuuk Campus Dean c) CTE Director d) Kosrae Campus 4. Report from Committees <ol style="list-style-type: none"> a) COC <ol style="list-style-type: none"> I. Committee Assessment b) FSS <ol style="list-style-type: none"> I. Bylaws II. Upcoming Senate Elections

Discussion of Agenda/Information Sharing:

1. Call to order; declaration of quorum- Cleared
2. Review of Agenda- Cleared
3. Report from Deans and CTE Director
 - a) Yap Campus Dean- May 20, 2014 Graduation for both FMI and Yap Campus. Acting VPSS provided guidance to Yap Campus Dean to provide FMI graduation candidates to OARR office to be certified and confirmed. List of graduation candidates will need to be submitted to Acting VPSS to be included in the program. Submission schedule for May 2, 2014.
 - b) Chuuk Campus Dean- Chuuk Campus graduation scheduled for May 15, 2015.
 - c) CTE Director- Incentive Award Day scheduled for May 5, 2014. Details of event will be sent to President.
 - d) Kosrae Campus Dean- Began planning for its campus' Incentive Award Day.
4. Report from Committees
 - a) COC
 - I. Committee Assessment- Committees are having difficulty with individual committee as well as the CoC assessment report. Request that President, who is the ex-officio, to participate in the next meeting during the end of May. Request participation from administration in committees not requiring to vote but for expertise and guidance. Recommend in August for officer training for committee officers. There was also discussion of poor attendance from campus representatives.
 - b) FSS
 - I. Bylaws- Bylaws have been updated and it is located on the college's website under "WIKI"
 - II. Senate Elections- Elections happening second week of May 2014.

Comments/Upcoming Meeting Date & Time/Etc.:

- President of FSS inquired on the budget update. VPAS and President responded with the latest information, which Comptroller did a presentation during Cabinet Meeting on April 25, 2014. Comptroller will look at the cost savings of a direct deposit for the national campus. All campuses except national do direct deposits. Second proposal is to look at one pay period month versus two pay periods a month.
- VPCRE informed about a 2014 summer scholarship of 50 awards of \$250 for courses in agriculture and food production.
- VPCRE reminded campus deans could assign CRE representatives to committees if there is shortage of faculty or staff to committees.

Handouts/Documents Referenced:

- May 1, 2014 Agenda

College Web Site Link:

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

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Submitted by:	COS	Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

1. VPAS will do a follow up with Comptroller to find out the college's cost savings when moving pay days to Friday over the past year.
2. President will send an electronic copy of the Participatory Governance Policy to Chair of COC.
3. Campus deans and CTE Director will ensure there is participation from the campuses in the committee meetings.
4. Chair of COC will remind committees to send documents/handouts or presentations to state campus representatives for reference in committee discussions.
5. Yap Campus Dean will send FMI graduation candidates to OARR and to VPSS.