

**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>
June 12, 2014	2:00pm-3:00pm	Board Conference Room

<b>Members</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
President	Joseph M. Daisy		x	Off-island work trip
VPAS	Joseph Habuchmai	x		
VPCRE	Jim Currie		x	Off-island work trip
VPIA	Karen Simion	x		Interim
VPIEQA	Frankie Harriss	x		
VPSS	Joey Oducado		x	Acting; approved leave
Dean, Chuuk Campus	Kind Kanto		x	Off-island work trip
Dean, Kosrae Campus	Kalwin Kephas	x		
Dean, Yap Campus`	Lourdes Roboman	x		
Director, Career & Technical Ed.	Grilly Jack		x	Attending a grievance meeting
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) May 1, 2014</li> </ol> </li> <li>4. Reports             <ol style="list-style-type: none"> <li>I. VPAS                 <ol style="list-style-type: none"> <li>a) Positions in the Business Office being approved to be opened</li> <li>b) Policies for Administrative Services to be reviewed</li> </ol> </li> <li>II. President</li> </ol> </li> </ol>

a) Memo-Request to Fill Vacant Positions

**Discussion of Agenda/Information Sharing:**

1. Call to order; declaration of quorum- cleared
2. Review of agenda- cleared
3. Adoption of minutes
  - a) May 1, 2014- President of FSS moved for adoption and Chair of CoC seconded
4. Reports
  - I. VPAS
    - a) Positions in the Business Office were approved to be opened- These positions are being reflected in the President's memo to the executive committee. The memo needs to be edited to be consistent with the number of vacant positions at each campus site.
    - b) Policies for Administrative Services to be reviewed- 4 Administrative Services policies will be shared electronically for review for next EC's meeting for endorsement.
  - II. President
    - a) Memo- Request to Fill Vacant Positions- Memo is presented to EC for what positions have been approved by cabinet and will be advertised.

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

- Chair of CoC suggest moving art instructor position from education division to music and fine arts division. This discussion will be brought to the committees.
- Chair of CoC inquired about the acting position in the administration. This concern will be on hold until the President returns, as this concern hasn't been discussed at cabinet meetings.

**Handouts/Documents Referenced:**

- June 12, 2014, agenda
- May 1, 2014, EC minutes
- President's memo
- VPAS' 4 policies for review

**College Web Site Link:**

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<b>Prepared by:</b>	COS	<b>Date Distributed:</b>	June 17, 2014
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**Approval of Minutes Process & Responses:**

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<b>Submitted by:</b>		<b>Date Submitted:</b>	
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline &**

**Responsibilities:**

1. Chair of CoC suggest moving art instructor position from education division to music and fine arts division. This discussion will be brought to the committees.
2. Chair of CoC inquired about the acting position in the administration. This concern will be on hold until the President returns, as this concern hasn't been discussed at cabinet meetings.
3. VPAS' polices for review and endorsement for next EC meeting.