

**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>
March 6, 2015	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		
VPAS	Joseph Habuchmai	x		
VPCRE	Jim Currie	x		
VPIA	Karen Simion	x		Acting
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	Meeting with Japanese Ambassador
Director, Career & Technical Ed.	Grilly Jack	x		
Chair, Management Team	Rencelly Nelson	x		
Chair, Council of Chairs	Dana Lee Ling	x		
President, Faculty/Staff Senate	Martin Mingii	x		
President, SBA	Bernis Pernes		x	Beverly Billy-Proxy
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>I. February 6, 2015</li> </ol> </li> <li>4. Committee             <ol style="list-style-type: none"> <li>A. HRC- Term of Reference Revised and Seeking Endorsement</li> </ol> </li> <li>5. Reports             <ol style="list-style-type: none"> <li>A. VPAS                 <ol style="list-style-type: none"> <li>I. Funeral Contribution</li> </ol> </li> <li>B. VPIEQA</li> </ol> </li> </ol>

- I. Participatory Governance Administrative Procedure No. 2200
- C. VPSS
  - I. Foundation of Excellence
- D. President
  - I. Mini-Work Plan “Student Success”-

**Discussion of Agenda/Information Sharing:**

1. Call to order; declaration of quorum- cleared
2. Review of agenda-cleared
3. Adoption of minutes
  - I. February 6, 2015- VPCRE moved to endorse the minutes. VPAS seconded. EC approved the minutes.
4. Committee
  - A. HRC- Term of Reference Revised and Seeking Endorsement- The HRC TOR will be returned to HR Committee for its final review and be brought back at the next EC meeting scheduled on March 20, 2015.
5. Reports
  - A. VPAS
    - I. Funeral Contribution- The guidelines for funeral contributions was shared and discussed. Dean of Chuuk Campus will put together a list of questions regarding the college’s funeral contributions. These questions will be shared with VPAS. VPAS and Chair of Management Team will dialogue to further develop the guidelines.
  - B. VPIEQA
    - I. Participatory Governance Administrative Procedure No. 2200- This document was circulated and shared since the first week of January 2015. VPSS moved to endorse the administrative procedure. VPAS seconded. EC approved the document.
  - C. VPSS
    - I. Foundation of Excellence- VPSS shared the events that happened at the college with the Foundation of Excellence effort, its importance, and purpose of implementing the work across all college campuses.
  - D. President
    - I. Mini-Work Plan “Student Success”- The participants who attended the American Association of Community Colleges (AACCC) High Performance Team Training in Washington, D.C. on January 18-21, 2015 shared their experiences with the group. The Mini-Work Plan “Student Success” document was reviewed. Chair of CoC moved to endorse the Mini-Work Plan. VPAS seconded. EC approved the document.

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

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**Handouts/Documents Referenced:**

- February 6, 2015, EC minutes
- Funeral Contributions Guidelines

- HRC Term of Reference
- March 6, 2015, agenda
- Mini-Work Plan “Student Success”
- Participatory Governance Administrative Procedure No. 2200

**College Web Site Link:**

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**Prepared by:**

**Date Distributed:**

**Approval of Minutes Process & Responses:**

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**Submitted by:**

**Date Submitted:**

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

1. Dean of Chuuk Campus will put together a list of questions regarding the college’s funeral contributions. These questions will be shared with VPAS. VPAS and Chair of Management Team will dialogue to further develop the guidelines
2. The Chair of Management Team will return the HRC TOR document to the HR Committee for its final review and be brought back at the next EC meeting scheduled on March 20, 2015.