

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

Committee or Working Group:	Executive Committee
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Date	Time	Location
September 9, 2015	4:00PM- 5:10PM	Board Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy	x		PROXY
VPAS	Joseph Habuchmai	x		
VPCRE	Jim Currie	x		
VPIA	Karen Simion	x		Acting
VPIEQA	Frankie Harriss	x		Acting President
VPEMSS	Joey Oducado	x		Acting
Dean, Chuuk Campus	Kind Kanto	x		
Dean, Kosrae Campus	Nena Mike	x		
Dean, Yap Campus	Lourdes Roboman		x	
Director, Career & Technical Ed.	Grilly Jack	x		
Chair, Management Team	Rencelly Nelson	x		
Chair, Council of Chairs				
President, Faculty/Staff Senate	Martin Mingii		x	
President, SBA			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. Adoption of Minutes <ol style="list-style-type: none"> I. June 19, 2015 4. Items for Discussion <ol style="list-style-type: none"> I. Standard IV.A. Self Evaluation Report II. Results of the 2014-2015 Self Evaluation Survey III. Review of EC TOR

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. Call to order; declaration of quorum- cleared 2. Review of agenda- cleared 3. Adoption of minutes

- I. June 19, 2015- VPAS moved to adopt the minutes and acting VPEMSS seconded. Dean of Chuuk Campus abstained. EC endorsed the minutes.
- 4. Items for Discussion
 - I. Standard IV. Self-Evaluation Report- Chief of Staff informed EC that the committee is a validation group for Standard IV.A.1-7. Members of EC were divided into 3 groups consisting of 3 people assigned to sections of Standard IV. Groups were informed to submit their comments to Chief of Staff on September 25, 2015.
 - II. Results of the 2014-2015 Self-Evaluation Survey- VPIEQA shared the data results of the EC 2014-2015 self-evaluation. EC members dialogued and provided recommendations on how to strengthen the EC meetings. Additionally, the group shared concerns and suggested priorities for EC to consider. VPIEQA documented the collective recommendations shared by EC members during the meeting. She will disseminate the report prior to the next EC meeting.
 - III. Review of EC TOR- The members provided comments and suggestions to update and modify the EC TOR. These comments and suggestions were captured by VPIEQA. She will disseminate the document prior to the next EC meeting.

Comments/Upcoming Meeting Date & Time/Etc.:

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- Handouts/Documents Referenced:**
- EC Terms of Reference
 - 2014-2015 EC Self-Evaluation Data Results
 - June 19, 2015, EC minutes
 - September 9, 2015, EC Agenda
 - Standard IV.A. Self Evaluation Report

College Web Site Link:

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Prepared by:	COS	Date Distributed:	September 10, 2015
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Approval of Minutes Process & Responses:

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Submitted by:		Date Submitted:	
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- Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**
1. Assigned EC members will provide feedback on Standard IV.A 1-7 to COS on September 25, 2015.

2. VPIEQA documented the collective recommendations on how to strengthen the executive committee shared by EC members and will disseminate the report prior to the next EC meeting.
3. VPIEQA will provide the collective comments and suggestions to modify the EC TOR shared by EC members, and will disseminate the document prior to the next EC meeting.