

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

Committee or Working Group:	Deans/Directors
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Date	Time	Location
Dec. 2, 2016	10:00 am – 12:00 pm	Yap ECE Center

Members	Name	Present	Absent	Remarks
VPIA	Karen Simion	X		Chair
Dean of Academic Programs	Maria Dison		X	Does not attend board meetings
Director of LRC	Jennifer Helieisar		X	Does not attend board meetings
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		
Acting Director, CRE	Engly Ioanis		X	Does not attend board meetings

Additional Attendees:	Joe Habuchmai, VPAS
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Agenda/Major Topics of Discussion:
Information from VPIA and VPAS

<p>Discussion of Agenda/Information Sharing:</p> <ul style="list-style-type: none"> • VPIA shared new initiatives with Deans/Directors to begin conversations and collect input on each initiative. These are: <ul style="list-style-type: none"> ○ The future of developmental courses. Should the college keep offering developmental courses? If so, what model should be used? If not, how would that affect the state campuses? The VPIA and ACE coordinator will attend the National Association of Developmental Education to search for ideas new in this field. This is an effort to increase graduation rates at the college. <ul style="list-style-type: none"> ▪ Reviewing the previously prepared first year experience course; revise as necessary and send to curriculum committee for consideration. This would increase support to students if there were no developmental education courses. ▪ Student Services in collaboration with Instructional Affairs will be piloting and implementing Copely Square which is an online tutoring, early alert program. Again this will provide support for all students. ○ Evaluations – the current process is that the appropriate vice president prior to meeting and discussion with the employee being evaluated reviews all evaluations. The past year security personnel evaluations should be reviewed by VPAS in collaboration with VPEMSS since the security just began reporting to VPEMSS in Dec. 2016. ○ Special contracts for instruction must be complete before the first day of class. No part time instructor should be in the classroom without a signed contract. ○ Security – The new reporting structure raised questions about who is responsible for the day-to-day supervision. VPAS requested time to work with VPEMSS to clarify how the transition will move forward. Deans/Directors should be hearing more from the VPEMSS.
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- Plan for VPIA site visits in the spring, summer and early fall. Identify dates. VPIA plans to bring Ex. Secretary to provide training for campus admin. Asst. on document preparation and supporting information.
- Deans/Directors asked for clarification on supervision of admin. Assistants who also prepare HR documents. VPAS will collaborate with VPIA to clarify supervisory roles.
- The National Institute for Learning Outcome Assessment (NILOA) website is a wonderful resource for both academic and non-academic assessment. Check there for examples of assessment in the non-academic units.
- VPAS shared the following information:
 - Maintenance – 2018 IDPS will be pre-packaged like the 2017 IDPS. 2018 plans include Kosrae Campus and Chuuk Campus. VPAS will work with Dean Roboman to get the FMI roof project completed by May or June 2017.
 - Vehicle purchases are centralized. Yap is ok. (Maybe a flatbed for maintenance). Chuuk is ok. Kosrae has 2 scheduled for 2018 unless there is more urgent needs. Pohnpei is ok.
 - Pohnpei requested the use of a special paint to seal the roofs on the CTE campus as a way to save energy. VPAS will work with maintenance on this. Pohnpei campus may have to fund the purchase.
 - Procurement – The procurement officer has met with all campuses to describe the new process in purchasing. The Dean is the final signatory on Purchase Requests. A common purchase system for the entire college is the next step.
 - Staffing – Moving all special contract personnel to full-time positions for maintenance and security is now complete.
 - The deans/directors have requested VPAS to revisit the hiring process and establish or re-establish timelines (?) for each phase from request to fill the position to final approval of the hire.
 - VPAS discussed the idea of direct deposit for student Pell Grant refund dispersal. Students will need to setup accounts and the Business Office will deposit the refund directly to the student’s account.

Comments/Upcoming Meeting Date & Time/Etc.:
<ul style="list-style-type: none"> ▪ Next meeting: Jan. 16, 2017. 9:00 am in Chuuk and Yap; 10:00 am Kosrae & Pohnpei. VOIP 4519 PIN 5302.

Handouts/Documents Referenced:
<ul style="list-style-type: none"> ▪

College Web Site Link:
<ul style="list-style-type: none"> ▪

Prepared by:	VPIA	Date Distributed:	Oct. 5, 2016
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Approval of Minutes Process & Responses:

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