

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

Committee or Working Group:	Executive Committee
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Date	Time	Location
November 14, 2014	2:00PM-3:04PM	Board Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy		x	Off-island
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	Off-island
Dean, Yap Campus`	Lourdes Roboman	x		
Director, Career & Technical Ed.	Grilly Jack	x		
Chair, Management Team	Rencelly Nelson	x		
Chair, Council of Chairs	Kasiano Paulo	x		Vice Chair
President, Faculty/Staff Senate	Martin Mingii		x	Funeral
President, SBA	Bernis Pernes		x	Attending Diabetes Event
Chief of Staff	Universe Yamase	x		Recorder

Additional Attendees:	Marylene Bisalen
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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. October 31, 2014 4. Reports <ol style="list-style-type: none"> a) VPIEQA <ol style="list-style-type: none"> I. HR Committee TOR II. Access to Google Docs III. Standard Response of Mission Statement b) VPAS <ol style="list-style-type: none"> I. 2016 Budget <ol style="list-style-type: none"> i) Operation Budget

- ii) FMI Budget
- iii) BOR Budget
- iv) Auxiliary Budget
- v) SEG Budget

Discussion of Agenda/Information Sharing:

1. Call to order; declaration of quorum- Cleared
2. Review of agenda- Cleared
3. Adoption of minutes
 - I. October 31, 2014- minutes were adopted and approved electronically. EC moved to approve these minutes.
4. Reports
 - a.) VPIEQA
 - I. HR Committee TOR- VPIEQA motioned that EC endorse the HR Committee Terms of Reference (TOR) with the incorporation of suggested changes. Chair of MT moved, and Chuuk Campus Dean seconded. EC approved.
 - II. Access to Google Docs- Will be presented at next EC meeting due to time shortage.
 - III. Standard Response of Mission Statement- Will be presented at next EC meeting due to time shortage.
 - b.) VPAS
 - I. 2016 Budget- the agenda items “a-e” were shared and discussed. EC members presented questions regarding the budget. VPCRE inquired about the indirect cost and Director of HR brought up questions regarding the Book Store’s salaries. Members are recommended to work closely with VPAS regarding concerns about the 2016 Budget. The 2016 Budget will be presented to the FSM President on January 15, 2015.

Comments/Upcoming Meeting Date & Time/Etc.:

- Ms. Bisalen joined the discussion for VPIEQA’s agenda item “HR Committee TOR”. VPIEQA’s agenda items II & III were postponed to accommodate VPAS’ budget presentation due to time.

Handouts/Documents Referenced:

- November 14, 2014, agenda
- October 31, 2014, minutes
- VPAS documents:
 1. FY 16 Budget Highlight
 2. FY 16 Projection Budget
 3. FMI 2016 Budget
 4. Auxiliary Services Dining Hall Budget
 5. Auxiliary Services Book Store Budget
- VPIEQA’s

1. HR Committee TOR Document

College Web Site Link:
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Prepared by:	COS	Date Distributed:	November 18, 2014
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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. VPIEQA will present agenda items II and III at next EC meeting scheduled on November 28, 2014.