

**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>
July 24, 2013	11:03 a.m.-12:22 p.m.	Board Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy	x		
VPAS	Joseph Habuchmai	x		
VPCRE	Jim Currie		x	TA
VPIA	Mariana Ben Dereas	x		
VPIEQA	Frankie Harriss	x		
VPSS	Joey Oducado	x		Acting
Dean, Chuuk Campus	Kind Kanto	x		
Dean, Kosrae Campus	Kalwin Kephass		x	No power
Dean, Pohnpei Campus	Grilly Jack	x		Acting
Dean, Yap Campus	Lourdes Roboman	x		Matthias Ewarmai
Chair, Management Team	Karen Simion	x		
Chair, Council of Chairs	Kathy Hayes		x	On leave
President, Faculty/Staff Senate	Ross Perkins		x	On leave
President, SBA	Sebastian Tairuwepiy		x	
Executive Assistant to President	Norma Edwin	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. Update from Communication Policy Working Group</li> <li>2. Update on Master Calendar</li> <li>3. Oversight of Pohnpei Campus</li> <li>4. Reprogramming</li> <li>5. Next Board Meeting</li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
<p>President Daisy opened the meeting at 11:03 a.m.</p> <ol style="list-style-type: none"> <li>1. Dean Kind Kanto, chairman, provided an update from the Communication Policy Working Group on its five tasks: 1- add/review details for the Tabulation of Public Disclosure Information Table; 2 – complete relevant table section of Inventory of Publication and Communications Products; 3 – define “purposeful dialogue” and “civil discourse;” 4 – Review notes from focus groups meetings; and 5 – Review meeting minutes for three meetings. The group had three meeting with consultant David Adams in early July. Work plan for purposeful dialogue was made. The inventory with links is ongoing. The deadline for completion of the tasks is October 22. All work information is on Google.doc.</li> </ol> <p>Appreciation was expressed to Dean Kanto for his willingness to take the leadership role for the working group. This is an example that the leadership does not have to be the national campus.</p>

2. VP Harriss provided an update on the Master Calendar. A link to Google.doc was sent out in May for inputting information on the Master Calendar. VPs met and agreed on what should be on the calendar. All were asked to double check the link to ensure what should be on is there. Items should be at a high level. The goal is to have one large document and be able to see the multi-years of the strategic plan laid out. The deadline for completion of the calendar is the end of September. Director of IRPO Jimmy Hicks is now taking the lead on this. President Daisy explained there are no plans for a summit this year; but maybe a fiscal summit next year. The Beca study should provide us with information on our facilities; maybe we can focus on facilities in August.
3. President Daisy provided an update on oversight of Pohnpei campus. The Dean of Pohnpei campus position has been vacant for about a year. A search last fall was inconclusive. Discussions then began on bringing the campuses together and avoiding duplication for greater efficiencies and an acting Dean was designated. Pohnpei campus management team (MT) discussed how to bring the campuses together without sacrificing quality. A memo from MT in May recommended foregoing the Dean position and giving the oversight responsibilities to a designated person. The logic of having the Director of Career and Technical Education located at the national campus while the programs were at Pohnpei campus was raised. Since Grilly has done well as acting Dean and led the thinking of coming together, he, as Director of Career and Technical Education, will be relocated to Pohnpei campus and given the responsibility for oversight at Pohnpei campus. Like the situation with Lourdes, we will pilot the change and assess in six months. **VP Habuchmai moved and VP Harriss seconded that EC endorses the plan for the Director of Career and Technical Education assume the administrative responsibilities for Pohnpei campus. The motion passed unanimously.** EC endorsement was sought because this move is outside the normal process and came from the Pohnpei Campus MT.
4. The Comptroller's communication about deadline for end of fiscal year spending usually creates reprogramming requests. It is not responsible to spend the money because it is there; if not spent, the money goes into the fund balance and stays in the college. The Deans and VPS were asked to scrutinize reprogramming request to see if it is essential and critical or if it better serves to go back to the fund balance (meaning of signature). VP Harriss further suggested that a memo be required with reprogramming requests explaining why money is being reallocated and what outcome it would be supporting. This is line with being responsible stewards. The current reprogramming request form does not require much information. VP Dereas suggested that requests from the campuses go through respective offices for their endorsement as they are more familiar with the work at hand. VPs must be more attentive before forwarding requests to the President. **VP Harriss moved and Acting VP Oducado seconded that all requests for reprogramming be accompanied by a memo explaining the reason for reprogramming and what outcome or goal it would support. The motion passed unanimously.** This practice will help the budget preparation process.

Similarly for TAs, essential information should be provided and VPs attentive to costs and linkage to goals. This is how we can generate additional resources; the fund balance is for the collective good.

Attention was also requested for the website. Information should be current and accurate. If a change is made, ensure change is made in connected areas.

5. The next Board meeting is on September 9-10. The prior week will be very busy. The PPEC presidents will be having their meeting September 5-6. The ALOs from PPEC institutions may also be meeting at the same time. Dr. Beno, President of ACCJC, will be coming for the meeting. Convocation is scheduled for the afternoon of the 6th at 3:00 in the practice gym. Academic regalia will be required. If response from invited guests is huge, we may change the venue. A dinner is

planned the evening of 6<sup>th</sup> for VIPs and invited guests, probably at Cliff. A fundraising dinner is planned for the 7<sup>th</sup>.

Celebration of reaffirmation of accreditation, outside of the Convocation, will be planned for faculty and staff hopefully when the Regents are here, maybe at PCR. Funds will be provided to the state campuses so they can do the same. Dates have not been set yet. Plans also include doing something for students on campus like a cookout to acknowledge their interaction with the visiting team and to accreditation.

The timeline for the next Board meeting was discussed. Items for the meeting include updates on the Beca study, investment, and accreditation; and report on COMET regarding some procedural issues that were raised. The Beca study is on target to be completed by the end of September. A report on the study will be presented to the Board in January.

President Daisy is looking forward to the year. We have lots to be thankful for: good Board; good relationship with the leadership; FMI as training center; the Foundation when up and running – do fundraising; when Beca study completed back to JEMCO for frozen funds; and; and a bold and aggressive plan with NDOE for teachers. President Mori has asked how collectively can we improve education and recoup the decrement. We must link career technical education to laboratory school, run by our faculty and center for entrepreneurship. President Daisy was invited to Japan for the FSM –Japan 20<sup>th</sup> anniversary; he will be working with Floyd and Ambassador Sato on potential partners.

The old washers and dryers from the residence halls are open for bidding. New coin-operated industrial washers and dryers have been installed and has generated \$3,500. This will be kept in a separate account for maintenance and utilities. Separate accounts should also be maintained for IT and TCO to monitoring.

VP Harriss said keeping separate accounts to track funding generated from inquiry by students at Chuuk Campus on what happens to the fees that they pay. Whereabouts of the lab fees for the scuba diving class was raised; the course will not be offered because new equipment is needed but funds are not available. President Daisy asked for an estimate of what is needed; the course will run this fall.

VP Harriss moved and VP Dereas seconded that the meeting be adjourned. The meeting adjourned at 12:22 p.m.

<b>Comments/Upcoming Meeting Date &amp; Time/Etc.:</b>
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<b>Handouts/Documents Referenced:</b>
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▪ Preparation Timeline for Next Board Meeting
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<b>College Web Site Link:</b>
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<b>Prepared by:</b>
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Norma Edwin
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<b>Date Distributed:</b>
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8/5/13
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<b>Approval of Minutes Process &amp; Responses:</b>
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<b>Submitted by:</b>		<b>Date Submitted:</b>	
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<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>
<ol style="list-style-type: none"><li>1. Double check link for the master calendar to ensure what should be on it are there;</li><li>2. EC endorsed Pohnpei campus management team recommendation that the Director of Career and Technical Education assume the administrative responsibilities for Pohnpei campus;</li><li>3. Reprogramming requests be accompanied by a memo explaining the reason for reprogramming and what outcome or goal it would support;</li><li>4. Similar attention should be given to TAs and website be checked for currency and accuracy; and</li><li>5. Provide the president with the estimate to equipment needed for the scuba diving course.</li></ol>