

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

Committee or Working Group:	Executive Committee
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Date	Time	Location
September 18, 2013	11:02 AM	Board Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy	x		
VPAS	Joseph Habuchmai	x		
VPCRE	Jim Currie	x		
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		
Dean, Yap Campus	Lourdes Roboman	x		
Director, Career & Technical Ed.	Grilly Jack	x		
Chair, Management Team	Karen Simion	x		
Chair, Council of Chairs				
President, Faculty/Staff Senate	Ross Perkins	x		
President, SBA	Sebastian Tairuwepiy	x		
Chief of Staff	Universe Yamase	x		Recorder

Additional Attendees:	Norma Edwin, Executive Assistant to President
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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 4. Reports <ol style="list-style-type: none"> a) VPAS <ol style="list-style-type: none"> i. Adjustment of FY 2014 budget ii. FY2015 budget preparation b) VPIA c) VPCRE d) VPSS e) VPIEQA

- f) Kosrae Dean
- g) Chuuk Dean
- h) Director of CTE
- i) Yap Dean
- 5. Update from committees
 - a) MT
 - b) FSS
- 6. Update from SBA
- 7. President

Discussion of Agenda/Information Sharing:

President Daisy opened the meeting at 11:02 a.m.

- 1. Call to order; declaration of quorum-Cleared
- 2. Review of Agenda-Cleared
- 3. Adoption of minutes

Edits to August 7, 2013

- a) Reference to #10: revise 2nd sentence “The issue is employee or their dependents that are eligible for Pell and shuttling Pell money for take home” to “We need to evaluate HR process for employee and dependent tuition waivers to ensure compliance with USDE Title 4.”

*Motion accepted

Edits to August 21, 2013 minutes:

- b) Reference letter “2 b”-reduce description on Council of Chairs, and revise to “not all committees have elected their officers yet”.
- c) Reference to letter “2a”- edit section “Senate will be general meeting” to “Senate will hold a general meeting”

*Motion accepted

4. Reports

a) VPAS:

- 1. Currently, revising department’s mission statement along with the 4 separate offices’ mission statement.
- 2. Process of procuring a new bus from within the island. Need bus for resident hall to accommodate students on weekends and for activities. In addition to securing another bus for shuttling students to and from campuses. Meantime, we are looking to add a van to accommodate some overflow of student who are not accommodated through the bus runs. Asking Instructional departments to utilize one of their vans to help meet students’ needs.
- 3. Process of procuring a new generator to replace old generator for FSM national campus
- 4. Coming around to each department to get input on how it facilitates new employee orientation
- 5. Will work on 2014 budget adjustment as President administered a temporary hiring freeze on vacant positions.

6. This afternoon we have a meeting on 2015 budget in which will look at resource allocation according to the new budget manual that we are following. Look at budget allocation to offices, departments, and campuses.

7. Working with the deans at the state campuses regarding transportation/vehicle needs.

b) VPIA:

1. Wrote our mission statement and sent out to IRPO for assessment, and added “collaboration” into the mission. Last mission focused on “role responsibility base”, and we aligned the mission to the strategic direction. This new mission has “collaboration”, and “student success”. Divisions will be working on their missions.
2. DAP will be meeting with the new faculty this Friday. Want to know the new faculties’ experiences so far, and how we can better help them to adjust to their first few weeks. IA received concerns especially from HR that we worked so hard to recruit them, and once a new faculty arrives, we tend to forget him/her. Need to improve our services to new faculty and ask his/her suggestion for improvements.
3. Division chairs are working on their Tracdat.
4. Held our training with the campus deans on Tracdat, and had budget training when the deans were here at com national campus.
5. Meet with division chairs this Friday so we could review the FY 2014 and FY 2015 budget. Division chairs are responsible for developing their division budgets.

c.) VPCRE:

1. Have our reporting database template up and running. It will be used for the annual report to USDA.
2. Sent out a consultancy announcement for Western Sierra Professional Development yesterday and had 6 responses.
3. Satellite dishes and recharge stations are all up and running except for Pohnpei they still have yet to put up their solar recharge station.
4. Stopped by SPC and spoke to the person in-charge of alternative energy. He is off-island and won’t be back until Friday so I have scheduled a meeting with him for next week.
5. One volunteer, Dr Ishikawa, provided tremendous assistance to Pohnpei. He will be leaving next week.
6. 2 more volunteers are expected for arrival in January. One is a nutritionist, and the other will replace the agriculturalist.
7. Developed an input section of strategic plan to extend what we’re reporting on and I’ve submitted to VPIEQA for her comments. Did not do anything on our mission statement.
8. Trying to get the Pohnpei situation CRE flooding problem straightened out. Director of Maintenance is tasked with this situation.
9. Trying to settle the agent evaluations with the HR department. Haven’t received a response from HR Director. Have to meet her and see what she is doing about this. Need to follow up, and have been doing so with VPAS.

d.) VPSS:

1. Department is finalizing assessment into the tracdat, and all offices completed their assessment and closed their loops with improvement plans except for the student life division.
2. By late this week or next week, the department will meet to revisit the report on the improvement plan. From the improvement plan, we will identify our priorities, and articulate our new sets of outcome for FY14. Need to revisit posted information because

not many people are educated about our respective units. Make sure if an individual reads our reports, he/she is able to read the reports in a very succinct description. In our next outcome, our target for SS outcome should be linked to our IEMP, the WASC standard, the directions, and goals. Set a deadline so everything should be completed today in preparation for the SS meeting.

3. Commencement: received 110 college wide applicants for Fall 2013 graduation: 69 from National Campus, 14 from Pohnpei Campus, 15 from Chuuk Campus, 6 Kosrae Campus, 6 Yap Campus
4. Extending a one-week extension to encourage non-registered expected graduate students to work with their advisors to submit graduation application.
5. Application for SEG work-study is due today. National campus received 201 applicants, which is 67% of our available slot. We have 300 slots available for SEG work-study program. If received application count doesn't reach the 300 mark, we can extend application deadline until tomorrow.
6. Pell grant- national campus receiving applicants from state campuses. Aim to complete report to USDOE by this week.
7. College fair scheduled on Friday (September 20, 2013). Time: 2-4pm. Venue: Practice Gym.
8. COM SBA election will be discussed by SBA out-going election.
9. By Aim to increase retention, we hired 13 tutors.

e.) VPIEQA:

1. COC should be operational by Friday, September 27, 2013.
2. Remind your constituents to use forums as a place to address their concerns or take concerns to their respective committees. Encourage individuals to attend meetings. Help concerned individuals proactively seek facts and information using the processes and groups in place to put together formal recommendation based on factual information.

f.) Kosrae Dean:

1. Held our first Tracdat training with the coordinators yesterday.
2. Friday, the island will perform a "Clean Up The World Day" event and the Kosrae Campus will participate.

g.) Chuuk Dean:

1. Requesting Assessment Coordinator to come to Chuuk campus to train us for the Tracdat. Looking for funds to accommodate Mr. Perkin's travel to Chuuk.

h.) Directore of CTE:

1. Submitted our Tracdat report for Pohnpei Campus. Send out assignments. Scheduled to meet with those who were assigned with assignments from Tracdat to discuss how we'll move forward with the assignments.

i) Yap Dean:

1. Dr. Dacanay arrived this morning so the mental health and substance abuse session will start this afternoon.
2. Continuing to work on Tracdat. We are closing the loop for FY13 at both campuses and will continue to receive guidance from Director of IRPO and Assessment Coordinator for the Tracdat.
3. We are in the planning process for the ribbon cutting for the two new buildings on campus which are estimated to be performed in late October.
4. Rewrote and submitted job descriptions to VPIA and HR Director for FMI for their

review and actions.

5. Staff here completed the installation of satellite dish and recharging stations as of yesterday, September 17, 2013.

5. Update from Committees

a.) MT

1. The committee met early this month to elect our new Chair and Vice-Chair. This is my last executive meeting. New Chair of Management Team is Jenny Hainrick. Vice-Chair is Gordon Segal. Next week Management meeting will elect the Secretary. Right now, meetings are scheduled the 2nd Tuesday of the month at 2pm.

b.) FSS

1. Held elections. 16 nominees: 5 for faculty, 11 for Staff. Voted on September 13, 2013 (Friday)
2. 6 people elected: 3 staff, 3 faculty
3. 2 at large members: Susan Moses (Faculty) and Francisco Mendiola (Staff)
4. President: Ross Perkins, Vice President: Ringlen Ringlen, Secretary: Christina Madison, Treasurer: Uni Yamase
5. Great turnout of votes: 130 votes for national campus. 87 for staff and 43 for faculty. It is the highest voting turnout.
6. Have representatives from all the state campuses except for Pohnpei. Helping Pohnpei campus as they deal with its voter turnout issues. Working on this to get it resolved this week. Hope to have full representatives by the end of the week on board.
7. Established FSS meetings on Mondays from 1-2pm alternating with CAC meetings, and will take place in the President's Conference Room. We will include state campus representatives in these meetings to ensure broad base collaboration on decision making for FSS.
8. Aim to have state representation for FSS officers next year, and will be written into by laws.
9. Ross Perkins will serve on EC and Ringlen Ringlen will serve on COC

6. Update from SBA

1. Last meeting with EC.
2. Held SBA election last week and will be inducted Friday, September 20, 2013
3. Aim to provide a range of advisors from faculty, staff, sba, counselors, student services, and administrators
4. New SBA officers: President-Gasma Hadley, Vice President-James Tatogmai Jr., Secretary- Lilly Billen, Treasurer- Jon-Tyrone Celestine (all from Peer Advisor Group)

7. President:

1. With shortfall as a result of the recent COMET, will want to hear more at the cabinet meeting about midterm classes we are trying to offer in trying to mitigate the downturn. Leave it with VPJA, VPSS, and DAP to work on this.
2. VPAS will also put out the 2015 budget preparation process
3. Have all campus meeting at 1pm today

4. When you get announcements from COS, please respond. Information that needs to be addressed at EC meeting, please bring it forward. Policies should end here with us and recommendations come from various committees. We know a lot of policies are out of date.
5. Next WASC visit is Spring 2016.
6. Master calendar is created. Looking at communication protocol. Work for accreditation continues, but we need to gear up for the Spring 2016 visit.
7. Role of Chief of Staff: (a) help monitor the number of initiatives that were are undertaking therefore she will liaison with all the VPs and committees, (b) providing logistics for both Cabinet and Executive Committee meeting, putting out agenda requests, organizing the meetings, putting out the agenda, also conveying minutes (c) assuming number of responsibilities were once the duty of the Director of Community Relations, planning community meetings when the BOR meets (d) responsible for the lecture forum series (e) alumni database (f) provide oversight of assessment of grant opportunities for the institution, ex: Asian Native American Pacific Islander Serving Institutions (g) work with community health center project between Pohnpei State and FSM
8. The Lady Sharks will continue their fundraising efforts

Comments/Upcoming Meeting Date & Time/Etc.:

- a) Director of CTE and VPAS to attend Chamber of Commerce Small Business Development Center Meeting on behalf of President Daisy at 9am tomorrow (September 19, 2013)
- b) President: one bus is not enough and some students are left behind. There are concerns on safety issues, where students are pushing and shoving which may lead to injury as they try to get on board. Bring resources closer together so students and faculty have readily available transportation to move back and forth from state and national campus. Also working on a strategy to deal with students living in far distances to easily be transported to the college.
- c) VPIEQA suggests to VPAS to incorporate “collaboration” into the AS’s mission statement.
- d) VPIEQA offers support VPIA and DAP on new faculty orientation
- e) President: want update on committee work on their elections, their scheduled meetings, particularly Curriculum Assessment.
 1. VPIA: Chair of Curriculum Assessment Chair is Gardner. Elected their officers during the summer 2013 session. CAC had a big meeting/retreat in May and in mid summer semester, they had a follow up on their retreat.
 2. VPIEQA: All committees have their officers in place except PRC in which Assessment Coordinator is assisting them.
 3. Assessment Coordinator: PRC will meet next Thursday
 4. President: Get committees’ meeting schedules, and would like to attend some of their meetings.
 5. VPIEQA: Committees have a meeting on the 27th, Friday to elect their COC chair

6. Assessment Coordinator: By Thursday, should have officers for Planning Resource
- f) VPIA: visit the library as they moved the computers into the room on the left side. Library director said noise level decreased due to enclosed space and monitoring of students is well established due to student sign-ins.
 - g) VPIA: visit public health due to new learning materials
 - h) President: counseling center moved closer to residence halls
 - i) President: in regards to commencement, we have a new faculty member from Austria, therefore we need to secure an Austrian flag. Preset flags in alphabetical order to reduce the time.
 - j) VPIA and VPAS will talk to VPSS. Master students will walk with students this Fall 2013 graduation.
 - k) VPSS: the 69 COM graduation applicants do not include the UOG graduates
 - l) Kosrae Dean: Reports from VPAS and VPIA on revision of mission statement, how are national division mission statement connected to the state campus mission statement?
 - 1. VPIEQA: everything should be built off from the college's mission statement. Just a reminder we are not officially on the new mission statement. The earliest that could happen is January. The campus can't be doing work that doesn't support the college's mission. It is essential that there should be clear and tangible connections to your campus mission in support of the college mission. Additionally, for the campuses the challenge is you have many personnel who answer to department missions. Each year should review your mission statement each year for your budget.
 - 2. VPAS: our mission comes down to the campus in terms of the services. For instance, our new mission statement: "Administrative Department is committed to provide quality service and in support of maintenance facilities, security, human resources, food services, book store services, and finance for the success in the delivery of academic, career, and technical educational opportunities and programs for the Federated States of Micronesia". This mission encompasses everything within the entire organization down to the campus.
 - 3. VPIA: I'll forward our mission to the deans. IRPO approved IA mission, so will forward to deans to view/comment. Focus on student success, collaboration and the interests of our internal and external stakeholders.
 - m) VPIEQA: Professional Development Fund is not for expenses like airfare. Should use the funds for specific development. Suggestion: use funding for an assessment workshop, doing something on-line, bringing someone in. Sign your campus for something related to assessment to acquire training there. Assessment Coordinator will definitely be making sight visits and doing training. Work with Assessment Coordinator to get training schedules developed. Request campus deans to provide ideal date to schedule for training for Assessment Coordinator during Fall Semester and myself for Spring semester. Dialogue individually with each of you.
 - n) VPAS: We are in the process of upgrading the MIP in respond to the request from President to make available budget update to you regularly. We will provide 10 executive view access to administrators to go in and get update on President's budget whenever they are requested to. We will provide monthly update to President's e-mail.
 - 1. President: Look at ways to increase the cross-training to maximize the use of software programs that are available to us in the business office
 - 2. VPAS: We will be updating the program as transaction occurs
 - 3. President: Criteria must meet with the mission, strategic plan feeding into the IEMP.

4. VPIA: I am meeting with my division chairs and I would like President present. Division chairs complained about the last FY13 there were some budget cuts, and they had no say about this decision-making.

o) President: VPIEQA has oversight on IRPO. Any discussion about budgets happens with the VP first. Will visit Kosrae next week, and Yap at the end of October.

*Frankie motioned to adjourn and everyone agreed. The meeting adjourned at 12:20pm.

Handouts/Documents Referenced:

- September 18 Agenda
- August 7, 2013 Minutes
- August 21, 2013 Minutes

College Web Site Link:

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Prepared by:

COS

Date Distributed:

9/24/13

Approval of Minutes Process & Responses:

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Submitted by:

Date Submitted:

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

1.