

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

Committee or Working Group:	Executive Committee
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Date	Time	Location
January 23, 2014	2:00pm-3:13pm	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	Jennifer Hainrick	x		
Chair, Council of Chairs	Richard Womack			
President, Faculty/Staff Senate	Ross Perkins	x		
President, SBA	Gasma Hadley	x		
Chief of Staff	Universe Yamase	x		Recorder

Additional Attendees:	IT Specialist III
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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"> a) December 11, 2013 4. Reports <ol style="list-style-type: none"> a) Chuuk Dean <ol style="list-style-type: none"> i. Review and Adoption of Publication Standards Manual b) VPCRE <ol style="list-style-type: none"> i. Committee Self-Assessment 5. Update from Committees <ol style="list-style-type: none"> c) COC <ol style="list-style-type: none"> i. Micronesian Initiative- Recruitment/Retention- (Information Only)

6. Update from SBA
7. Update from President
 - i. Policies & Procedures Review Process/ COS

Discussion of Agenda/Information Sharing:

1. Call to order; declaration of quorum- cleared
2. Review of Agenda-Cleared
3. Adoption of Minutes
 - a) December 11, 2013, minutes was approved and adopted. President of FSS moved and Chair of MT seconded.
4. Reports
 - a) Chuuk Dean
 - i. The *Publication Standards Manual* was presented by Chuuk Dean and IT Specialist III. The manual serves as a guide for how publications/documents should follow an official college format when performing internal and external communications. VPIEQA moved and President of FSS seconded for adoption.
 - b) VPCRE
 - i. Committee Self-Assessment
VPCRE introduced ACCJC Standard IV.5.A which emphasizes self-evaluation and assessment of an institution's governance and decision-making structures and bodies. This is to remind standing committees both at the national and state campuses to perform their self-assessments as stated in their committee's TOR. Chair of COC will bring this to the COC meeting to remind them about their yearly self-assessment.
5. Update from Committees
 - a) COC
 - i. Chair of COC introduces an idea about reviving a Micronesian initiative that has been performed in the past. This initiative is to provide internship opportunities to Micronesian students with a Bachelor's Degree to serve as a professor's intern in Education for a year. The initiative will also help assists the interns to attain a master degrees with a teaching major. This idea will help to recruit and retain Micronesian educators to teach here at the college.
6. Update from SBA- None
7. Update from President
 - i. The college's policies & procedures need to be updated and revised in order to meet our [Communications Policy](#) goals for completion by 2016. All VPs, Deans, Directors are to play a major role in reviewing and revising policies, and noting which policies need to be presented to the applicable committee for review. COS will be overseeing the review process of the college policies and procedures with the help of VPIEQA and the IT team.

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Comments/Upcoming Meeting Date & Time/Etc.:
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Handouts/Documents Referenced:
▪ Publication Standards Manuel ▪ Accreditation Standard IV.A.5 ▪ CAC Evaluation Forms ▪ EC January 23, 2014, Agenda

College Web Site Link:
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Prepared by:	COS	Date Distributed:	1/24/14
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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. Chair of COC will address the committee self-assessment process to COC to ensure their yearly self-assessment is completed. 2. COS will sent out the past EC meeting directives assigned to an EC individual for future updates.