

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

Committee or Working Group:	Executive Committee
------------------------------------	---------------------

Date	Time	Location
January 27, 2017	2:00 PM – 3:00 PM	Board Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy	X		
VPAS	Joseph Habuchmai	X		
VPEMSS	Joey Oducado	X		
VPIA	Karen Simion	X		
VPIEQA	Frankie Harriss	X		
Dean, Chuuk Campus	Kind Kanto	X		
Dean, Kosrae Campus	Nena Mike	X		
Dean, Yap Campus	Lourdes Roboman	X		
Director, CTE	Grilly Jack	X		
Chair, Management Team	Grilly Jack	X		
President, Faculty/Staff Senate	Sylvia Henry	X		
President, SBA	Jayvee Tamagginney	X		Hiromi Taulung
Recorder	Norma Edwin	X		

Additional Attendees:	Emma Garcia, Chair of Human Resources Committee
------------------------------	---

Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Reading of the Mission Statement 2. Call to Order; Declaration of Quorum 3. Review of Agenda 4. Review of Minutes – November 18, 2016 5. Old Business <ol style="list-style-type: none"> a. Action Item – HRC TOR b. Action Item – EC TOR 6. New Business <ol style="list-style-type: none"> a. VPIEQA <ol style="list-style-type: none"> i. Action Item – SPWG Core Values Review and Recommended Changes ii. Information – SPWG Mission Review Survey and Report

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. Reading of the Mission Statement: VP Harriss recited the mission statement. 2. Call to Order; Declaration of Quorum: President Daisy declared a quorum and opened the meeting at 2:00 PM. 3. Review of Agenda: HRC Chair Emma Garcia to present HRC TOR. President Daisy to introduce other items after the agenda. 4. Review of Minutes – November 18, 2016: VP Habuchmai announced submission of budgets on January 12th. VP Harriss moved and Director Jack seconded adoption of the minutes as presented. The motion passed unanimously.

5. Old Business

- a. **Action Item – HRC TOR:** HRC Chair Emma Garcia briefly went over the changes to the TOR: clarification of the process; membership (need replacement for Yap rep); role of FSS; meeting date; summer schedule; and dissemination and input. Suggestions were made to redo the first bullet on page 2 to read “Review proposed and existing HR policies and/or procedures and make recommendations.” Clarification requested on “master development plan” in the third bullet. VP Harris moved and Director Jack seconded to adopt the HRC TOR with the proposed changes to the first bullet on page 2 and pending clarification of “master development plan” by HR Director. The motion passed unanimously.
- b. **Action Item – EC TOR:** Recent changes to EC TOR and current discussion on placement of Dean of Assessment were summarized. Assessment Team determined not a participatory committee so the Dean would not sit on EC. VP Simion liked the flow chart for documents in the HRC TOR and would like to see that in all TORs. VP Harris questioned how votes will be taken for a person on EC wearing two hats. Suggestion made to move on with adoption of the TOR and dedicate time at the next meeting to deliberate further on member with dual responsibilities. VP Simion moved and VP Oducado seconded on the suggestion. The motion passed unanimously.

6. New Business

a. VPIEQA

- i. **Action Item – SPWG Core Values Review and Recommended Changes:** VP Harris presented background information on the core values and the review process. The proposed changes include: alphabetize the core values; move *Complete all duties and assignments* to **Professionalism**; move *be positive and encouraging* to **Teamwork**; rephrase *Be transformative, think outside the box* to **Be transformative; be creative and/or innovative**; may list Learner-Centeredness as Learner-Centered; retain *Explore your curiosity*; propose additional principle of best practice *Solicit input and suggestions from stakeholders*; and edit *Do no harm; Be ethical* to **Be ethical**. Suggestion made to also alphabetize the principles. Director Jack moved and VP Habuchmai seconded to adopt the recommended changes plus the suggestions to alphabetize the principles. The motion passed unanimously. Full report: http://www.comfsm.fm/dcr/misc/SPWG_CoreValues_Report_19DEC2016%20FINAL.pdf
- ii. **Information – SPWG Mission Review Survey and Report:** VP Harris reported on mission statement review and the areas identified for review based on input from the summit. A survey with options to four mission statements is ongoing. The top choices will be presented to the board. Final report pending completion of the survey

7. Miscellaneous

a. President

- i. Faculty Staff Senate: President has met with the FSS officers; plan to meet regularly.
 - ii. Evaluation Process: New process proposed; discussion encouraged. The current process was cited in our accreditation report; proposal to make process more manageable.
 - iii. Betel Nut Law: This is subject to interpretation and difficult to enforce. The college will move forward on the requirements and continue our policy.
 - iv. Soccer Field: Inaugural ceremony scheduled for next week.
 - v. Incentive Day: Feedback from FSS survey indicates having a separate incentive award day. We are back in compliance.
- b. **Dean, Yap Campus:** Working on resolving concerns identified at FMI; waiting for funds to fix the roof. Expressed appreciation for support.
 - c. **Dean, Kosrae Campus:** New IC identified; on board next month.
 - d. **Dean, Chuuk Campus:** Requested copy of laws on betel nut and smoking. Expressed thanks for funds for their holiday party which they are holding that day.

- e. **Director, CTE:** Update from Management Team. They have not yet met but officers have been updated on current issues. Their first meeting scheduled for second week next month to discuss current schedule and approve the TOR.
 - f. **Faculty Staff Senate:** The officers have met three times and are learning their roles and reviewing the bylaws. Next meeting discussing standard operating procedures for presenting and reviewing issues. The executive committee is now posed to act.
 - g. **Bingo/Raffle:** Requests made for bingo prize donations and for assistance in selling the tickets. Incentive prize to top three ticket sellers: first- \$100; second- \$75, and third - \$50. Director Jack reported the local made dining set and refurbished motorcycle on display outside their shop to generate interest.
8. **Adjournment:** VP Harriss moved and FSS President seconded that the meeting be adjourned. The meeting adjourned at 3:00 PM.

Comments/Upcoming Meeting Date & Time/Etc.:

-

- Handouts/Documents Referenced:**
- Agenda – January 27, 2017
 - Minutes – November 18, 2016
 - HRC TOR
 - EC TOR
 - SPWG Core Values Review and Recommended Changes Report

College Web Site Link:

-

Prepared by:	ne	Date Distributed:	
---------------------	----	--------------------------	--

Approval of Minutes Process & Responses:

Submitted by:		Date Submitted:	
----------------------	--	------------------------	--

- Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**
1. Adopted minutes of November 18, 2016.
 2. Adopted HRC TOR with changes to the first bullet on page 2 and pending clarification on “master development plan” from HR Director.
 3. Adopted EC TOR; plan to further deliberate on member with dual responsibilities at the next meeting.
 4. Adopted the recommended changes to the core values and to further alphabetize the principles under each core value.