**College of Micronesia – FSM**

**Committee (Working Group) Minutes Reporting Form**

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| **Committee or Working Group:** | **Staff/Faculty** |

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| **Date:** | **Time:** | **Location:** |
| 9/27/12 | 11:30 a.m. | Room 105 |

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| **Members Present:** |
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| **Titles/Reps** | **Name** | **Present** | **Absent** | **Reason** |
| Dean, Kosrae Campus | Kalwin Kephas | X |  |  |
| IC,  | Nena Mike | X |  |  |
| Std Services Spec./ Peer Counseling | Maver Jonathan | X |  |  |
| CRE Coordinator | Kenye Killin |  | X |  |
| SSC | Arthur Jonas | X |  |  |
| Carpentry/Faculty | Nestor Acosta | X |  |  |
| ACE/Faculty | Wiggin Sigrah | X |  |  |
| ACE/Faculty | Robert Jonas | X |  |  |
| Fiscal Ofc/Business Ofc. | Alik Phillip | X |  |  |
| IT Technician/IEQA | Hiroki Noda | X |  |  |
| System spec/IEQA | Renton Isaac | X |  |  |
| English/Faculty | Skipper Ittu | X |  |  |
| ET/Faculty | Murphy Ribauw | X |  |  |
| Supr/Maintenance | Teodoro Bueno | X |  |  |
| Worker/Maintenance | John Johnnyboy | X |  |  |
| Youth/CRE | Paliknoa Sigrah | X |  |  |
| Ag/CRE | Jackson Albert | X |  |  |
| Nutr./CRE | Julie Timothy | X |  |  |
| Janitor/Maintenance | Srue Charley | X |  |  |
| Secretary/Administration | ShrueMiako Sahm | X |  |  |
| FAO/Student Services | Eileen Nena | X |  |  |
| OAR/Student Services | Dokowe George | X |  |  |
| Educ./Faculty | Rosalinda Bueno | X |  |  |
| AFT/Faculty | Tara Tara | X |  |  |
| Home/CRE | Shirley Jackson |  | X |  |
| Research/CRE | Dr. Verma |  | X |  |
| Research/CRE | Salik Cornelius |  | X |  |
| Acct Clerk/Business Ofc | Elsa Cornelius | X |  |  |
| AHEC | Roslyn Reynolds | X |  |  |
| Nursing | Meryulyn Livaie |  | X |  |

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| **Additional Attendees:** |  |

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| A**genda/Major Topics of Discussion:** |
| * Assignment on College-wide standing committees : terms of reference on website: wiki.comfsm.fm
* Local standing committees:
* Updates, Concerns, and Issues from Offices, divisions, and departments.
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| **Discussion of Agenda/Information Sharing:** |
| * **Assignments on College-wide Standing Committee: Terms of Reference (TOR)**

Human Resources – Arthur JonasRecruitment Admissions and Retention – Dokowe GeorgeFaculty/Staff Senate – Murphy Ribauw / Maver JonathanCurriculum Assessment – Nena Mike and Rosalinda BuenoTAC – Renton IsaacFinancial Aid – Eileen Nena \*Planning and Resource Allocation – Tara Tara and Skipper IttuMid-level Management Team – Kalwin Kephas \*Finance Committee – Alik PhillipFacilities and Environment – Dr. Verma and Robert JonasCooperative Research and Extension – Kenye Killin and Paliknoa SigrahComments:1. Rosalinda remarked that the membership of Curriculum and Assessment has reached 27 and there is a suggestion made in their meeting to have no more than one member representing the state campuses.
* Updates, Concerns, and Issues:
	+ Dokowe is soliciting all interested to submit essay prompts for the November 2012 COMET. Please forward those prompts to dokoweg@comfsm.fm.
	+ Paliknoa announced that there he has not heard from CRE committee and asking people to send their concerns regarding CRE to him for submission.
	+ Skipper announced a scheduled meeting for PRC in October.
* **Others**
* 2013 budget update from Comptroller - sections of the budget for the state campuses will be separated from the National Campus and given back to the Campus Deans.
* UB received an approval for a no costs extension until December 31, Morgan, Evelyn, and Edna will continue on closure activities.
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| **Comments/Upcoming Meeting Date & Time/Etc.:** |
| * Next meeting is subject to call.
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| **Handouts/Documents Referenced:** |
| * None
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| **College Web Site Link:** |
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| **Prepared by:** | Kalwin Kephas | **Date Distributed:** | 9/27/12 |

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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:** |
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| **Action by President:** |
| **Item #** | **Approved** | **Disapproved** | **Approved with conditions** | **Comments** |
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