

College of Micronesia – FSM

Committee Minutes Reporting Form			
Committee or Working Group		<i>Council of Chairs</i>	
Date 27 September 2013	Time:	Location:	
	1:00 P.M.	Board Conference Room	
Members Present			
Titles/Reps	Name	Present	Absent
COC Vice Chair/Curriculum & Assessment	Gardner Edgar	X	
Human Resources	Morehna Rettin-Santos		X
COC Chair/Finance	Richard Womack	X	
Planning and Resources	William Haglegam	X	
Recruitment, Admission and Registration	Lucia Donre - Sam	X	
Information Communication and Technology	Shaun Suliol	X	
COC Secretary/Facilities & Campus Environment	Dana Lee Ling	X	
Faculty and Staff Senate Vice Chair	Ringlen Ringlen	X	
Additional Attendees:		Ross Perkins on behalf of the IEQA Secretariat	
Agenda/Major Topics of Discussion:			
<ol style="list-style-type: none"> 1. Election of officers 2. Committee reports 3. Recommendations from the Secretariat 			
Discussion of Agenda/Information Sharing:			
<p>1. Dr. Richard Womack was nominated and elected to serve as COC chair. Gardner Edgar was nominated and elected to serve as COC vice chair. Dana Lee Ling was nominated and elected to serve as COC secretary.</p> <p>The Chair accepted noting that he wants to strengthen communications. He committed to getting information on EC matters back to COC members by the next day. The chair noted that he has been critical at times of some aspects of the participatory governance system. Deadlines sometimes drive processes too quickly for meaningful participation in the process. He called for the development of a master agenda with all timelines and deadlines published therein.</p> <p>2. Committee reports</p> <p>FC: The chair shared an email to the committee the text of which is included at the end of this document.</p> <p>RAR: Nothing to report as yet.</p> <p>CAC: A plan is in place to review course outlines. CAC is also preparing for the task of program review. CAC is also looking at their membership, and the TOR is undergoing an annual review. On 07 October the first batch of outlines will be coming in to CAC. CAC wants to review all outlines on a five year cycle. CAC has set a goal of reviewing 25% of the outlines each academic year. The FMI outlines are also a focus of CAC this year. CAC will also be looking at assessment issues and concerns.</p> <p>The COC chair noted that the education division requires that outlines be available for review internally – within the division – for a month prior to CAC submission.</p>			

CAC will be meeting biweekly and the minutes are up to date. Some course outlines which were approved have yet to be posted on the college web site.

The CAC chair also reported on a meeting with the college president in regards both a request to form a student services and life committee and a connected issue related to how that particular request wound up being considered by cabinet. The president explained his reasoning and his desire to see student services and life integrated into the existing standing committees.

ICT: ICT has not physically met since electing the ICT chair. The committee held an on line meeting with roll call and only 11 members responded. The ICT chair also wants to determine the active membership in the committee. The current membership list may include inactive members. The IT director has asked the ICT to update the technology policy at the college. The policy is aging and does not cover some of the new technologies in use on campus. For example, there is an internal WiFi policy in use by IT, but that policy has yet to be formally recommended and approved.

The vendor list needs work. Vendors are not honoring the one year vendor warranty required by college policy. The college needs a procedure for vendors to become approved vendors. Existing vendor lists must be updated.

Inquiries about the possibility of adopting BlackBoard Learn (a learning management system) or other technologies have come up in committee or have been communicated to be discussed. The ICT chair noted that at present IT has no official opinion on preferred learning management systems. The ICT chair noted that the COC secretary pushes Engrade. The COC secretary noted that he had advocated this in the past, but now feels that no one package will meet all the needs and desires of instructors. The COC secretary offered to speak to the ICT committee on the LMS systems in use at the college later in the term.

A member noted that bandwidth issues on Pohnpei campus constrain the use of on line technologies including the taking of Cisco systems tests on line.

The ICT chair also questioned the membership make-up of ICT. The ICT chair noted that making informed technical decisions is difficult. The committee has members who reserve their opinions because they do not feel qualified to weigh in on a technical matter.

The ICT chair wrapped by noting that the college is testing “GoToMeeting” videoconferencing software from Citrix. An IT staff member is presently in Yap installing an ADSL linkage that should improve connectivity. If tests succeed, this technology will be shared with committees to help improve participation from other campuses.

PRC: PRC is reviewing their TOR, gearing up for the budget process. The budget deliberations will be towards the end of October. The finance committee and PRC will get the budget by 30 October. The handbooks says that finance and PRC are to have two to three weeks to consider the budget. With the budget due to the board by 19 November, Finance and PRC would have to have the budget by October ending.

The chair of the finance committee asked about the nature of the budget submission at that time. The finance chair inquired as to whether the budget would arrive in finance with the cuts already made.

The representative of the IEQA secretariat noted that the budget would arrive with cuts in place. The projections are now complete and the administration is moving on to the allocations phase. He noted that he is monitoring the process to ensure that the process continues to move forward and remain on a time line for deliverables to finance and PRC by the end of October.

FCE: The committee recommended the student conduct code to the administration with the caveat that the code was not yet complete nor compliant but that the committee had taken the code as far as the committee could. FCE also moved and voted to not recommend the CCTV policy.

FSS: Ross Perkins was elected president and will serve on the executive committee, Ringlen Ringlen was elected vice president and will serve on the council of chairs, Christina Madison was elected secretary. Professor Susan Moses will be the at-large faculty representative, Director Francisco Mendiola will serve as the at-large staff representative. Uni Yamase was elected treasurer. FSS will be meeting on Monday 30 September.

3. The IEQA secretariat representative proposed COC meetings on 11 October, 25 October, 22 November, and 06 December. The COC chair noted the gap created in November by the holiday on the eighth. The presence of an FCE meeting on the 15th may lead to a COC meeting on 01 November.

The chairs were instructed to ensure that approved minutes were being posted and to email all minutes via BCC to all faculty and staff. The ICT chair then explained some of the technical measures being implemented in regard the group addresses. The management team is considering which group addresses will be restricted in terms of who can send to the list. The ICT chair asked if the standing committees should be on that list of group addresses that are restricted in terms of who can send to the group address. [There will also need to be members of each committee who are on the white list to send to restricted group email addresses in order to circulate agendas and minutes.]

The IEQA secretariat then spoke about the 22 recommendations that had been separately circulated to the chairs.* The secretariat explained that the request to “take action” was meant broadly. The COC chair held up a paper with the 22 recommendations, questions were scrawled on the paper. The COC chair said that he had questions, a lot of questions. Who will provide training? Who will these be recommended to? The IEQA secretariat asked that questions be directed to the VPIEQA. The secretariat asked that the COC secretary post the recommendations in Google Docs and share that document to the COC membership. The secretary agreed to take that lead.

A motion to adjourn was made, seconded, and received a unanimous vote at 14:00:29.

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Recommendation 1: Committees should elect their vice chair with the understanding the vice chair will automatically become the chair the following year.

Recommendation 2: Committees must hold elections at the same time of the year to prevent disruption to Council of Chairs.

Recommendation 3: Committee chairs need recognized for service.

Recommendation 4: In general, recognize and reward committee service. We should recognize all committee members and formally reward them for exemplary service. This might be part of a merit system and through employee performance evaluations.

Recommendation 5: Conduct ongoing training for committee chairs on how to conduct effective meetings, maintain civil discourse, and strategies for engaging all participants.

~~Recommendation 6: Committees should develop a new member orientation. (eliminating this one)~~

Recommendation 7: Enhance communications between standing committees by ensuring Council of Chairs is meeting regularly and receiving administrative support.

Recommendation 8: Committees should offer open meetings, allowing and encouraging guests to attend, with permission.

Recommendation 9: Allow committees continued flexibility in the modification of the Terms of Reference so as not to stifle innovation and approaches that work best for a given committee at a given time. However, changes must go through the secretariat to ensure continuity in protocols and to avoid generation of additional problems through such innovations that might occur due to loss of historical knowledge and lacking awareness of the broader potential ramifications of such changes.

Recommendation 10: The ALO should serve as the secretariat to the committees.

Recommendation 11: Strive to increase feelings of committee engagement for staff members who are not currently able to serve on a committee. Ensure offices are meeting to share what is happening in committees in order to solicit the collective recommendations from constituents. Encourage supervisors to rotate staff members who serve every couple of years.

Recommendation 12: Increase awareness that the role of committees is to form recommendations towards continuous improvement, not to make the final decision. Ensure members understand the administration takes the final decision as the administration is held accountable, not the committee. Committee input must be considered in genuine earnest by the administration; and, the administration must provide timely feedback, including the rationale for final decisions. Such rationale should include a clearly articulated reflection of the committee's decision, when the committee's recommendation cannot be upheld (either in person or as a guest for a committee meeting).

Recommendation 13: Increase faculty supervisor awareness that it is their responsibility to ensure they are not scheduling faculty for classes and for service on a committee that has a time conflict.

Recommendation 14: Supervisors should allow faculty and staff to serve on their committee of interest to increase motivation for service, where possible.

Recommendation 15: Supervisors need to meet regularly with their faculty/staff to ensure accountability for meeting attendance and to make clear the important role faculty/staff have towards representing the unit's consensus at committee meetings. Regularly meetings will also ensure faculty/staff are aware of what is occurring on all standing committees through reporting and information sharing with one another.

Recommendation 16: Encourage off-island officers rather than restricting leadership opportunities to those who can be present in person, and for no other good reason.

Recommendation 17: Take an inventory of all committee communications and streamline these so that we are not overwhelming people with too much information.

Recommendation 18: Include committee updates and highlights at the all campus meetings.

Recommendation 19: Generate newsfeed summaries of committee updates and highlights monthly.

Recommendation 20: When committees are making decisions that directly impact students, actively seek student input rather than speculating on the potential impact and student preferences. Actively seeking student input must evolve beyond opening meetings to students and expecting students to attend. Serious attempts to engage and dialogue with students should be made and documented.

Recommendation 21: Reduce faculty overloads to ensure they have adequate time available to serve committees effectively.

Recommendation 22: Plan an event similar to the summit where exemplary committee members are brought in from all campuses to convene for a week around a focused theme, as well as individual meetings.

Recommendation 23: Though there are benefits to continuity in committee membership from year to year, members should be encouraged to participate on a different committee after three-five years of continuous serve.

Handouts/Documents Referenced:

College Web Site Link:

Prepared by:	Dana Lee Ling	Date Distributed:	27 September
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Approval of Minutes Process & Responses:

Submitted by:		Date Submitted:	
Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities			
1. Meetings of COC will be held on 11 October, 25 October, 22 November, and 06 December			
2. The 22 recommendations from the IEQA secretariat will be posted into Google Docs.			

Attachment text from FC chair edited for the purposes of these minutes.

Subject: Finance Committee

Good Morning **Comptroller and VPA:**

It appears in my switch from PRC has ended me up in the Chair position of the Finance Committee. They (FC) were having an on-line meeting to elect a new chair and I chimed in to introduce myself to FC and [was elected as the chair].

I am happy to see the **Comptroller** as FC “ex-officio” on the TOR’s that I read. I can only open some of the minutes this [morning] so I don’t know how the committee has handled the ex-officio matter—But I would ask you to be with us every meeting. I never understood the initial pronouncements that committees should not have administrative personnel—those in the know and had chaired the committee when we were differently organized. I saw the “purge” and was puzzled by it. –PRC would have done well to have the **VPA** “embedded” as he would have served as a proper link to the Executive Committee. I think that would have dispelled that “last minute” feeling we had--when decision had been made and PRC was asked for approval. I still think **VPA** ought to be imbedded with PRC.

FC meets the second Monday of each month. Therefore the next FC Meeting looks like October 14th –4:00. Since our meeting is so far off and someone must already be looking at some serious adjustments. As I told the FC at the Campus Meeting I asked for a got the 1.2 million from the President on purpose—Folks needed to know there is serious business at hand. VPA bring us a balanced budget! What was the last figure (or time) this happened? \$700,000 for 2012? In the end the money was recovered but not before abusing the Fund Balance. Truthfully—I could not have thought of any other way.

On behalf of the FC kindly consider

- Sending FC a copy of whatever 2014 budget documents—you are looking at as you begin wrestling with looking at adjustments. I would think the FC needs the detailed 2014 budget document. I.E—the Ground Zero figures
- Sending once again the FIXED DATES that FC (and PRC) must follow for YOU. When must a balanced budget be achieved for the BOR and FSM Government? –and in the interim at what dates do you need FC to meet? I would think you would need a special meeting or two—Oct 14th-November 11th and December 9th won’t jive with what I presume as some fixed deadlines.
- Sending what exactly you will be discussing with FC at the 10/14 –that’s my reason for sending us a 2014 document ASAP
- Inviting me as a representative of FC to any Adjustment Meetings or even Brainstorms that are going on prior to October 14th.

On this last thought—don't think I have any bright ideas—I really don't. Actually I have a couple but they will just harm me personally so I won't bring those to anyone's attention ☺ --- Should there be any such Slash and Burn meeting—I will report them to the FC the following morning when I do my committee work. Perhaps this will help give us some additional feeling participation. Too we might get a few good ideas and of and of course firm objections for 65% pay reductions or 17 hour work weeks.