College of Micronesia-FSM

Management Team (M-Team)
Terms of Reference

A.   Authority

The M-Team operates through the authority of President. Recommendations of new and revised policies by the M-Team, are submitted to the Executive Committee for approval**.** The chair notifies the Executive Committee of action items taken to improve effectiveness and efficiency of office operations.

B.   Purpose

The M-Team is established to improve communication, efficiency, and effectiveness among divisions, offices, departments, and campuses, ensure experiential decision-making, enhance team building and integration and provide authentic and effective participatory governance.

C.   Membership

The members of the M-Team consist of all deans, directors, and comptroller as follows:

- Chuuk Campus Dean
- Kosrae Campus Dean
- Pohnpei Campus Dean
- FSM-FMI/Yap Campus Dean
- Comptroller
- Dean of Academic Programs
- Director of Admissions, Records and Retention
- Director of Career and Technical Education
- Director of Development and Community Relations
- Director of Financial Aid
- Director of FSM-FMI
- Director of Human Resources
- Director of Information Technology
- Director of Institutional Research and Planning
- Director of Learning Resource Center
- Director of Maintenance and Security
- Director of Student Life
- Lead Counselor

D. Organization

The M-Team shall vote for officers of the team consisting of the Chairperson, Vice – Chair and Secretary on the first meeting of the fiscal year. The term of the officers shall be for one fiscal year, from October – September of the following year.

The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure the terms of reference for the team are met and matters brought before the team are judiciously addressed;
- Prepare and distribute the agenda prior to each meeting; and
- Ensure team minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.
- Transmit action items and follow – up the resolution of the transmitted action items.

The responsibilities of the vice chairperson are to:

- Preside over meetings in the absence of the chair; and
- Assist the chairperson with the above responsibilities.

The responsibilities of the secretary are to:

- Take and prepare accurate minutes;
- Distribute and post the minutes in a timely manner;
- Record attendance of team members;
- Maintain files and records of the team;
- Document the electronic voting via email to adopt an action item; and
- Coordinate with IT for the uploading of the adopted minutes of meeting on the appropriate site.

Responsibilities of team members are to:
- Regularly prepare for and attend team meetings;
- Actively participate in meetings;
- Share information from committee discussions, recommendations and decisions; and
- Provide necessary data and information from their respective area of representation.
- Members may appoint a representative to act in his/her stead in a meeting. The member's representative has the full right and obligations of the position and his/her vote will be officially recognized on behalf of the member being represented.

E.   Meetings

Meetings are to be held at least once a month. The schedule of meetings is determined at the beginning of each term. The chairperson can reschedule the regular meeting upon consent of the majority of the members. The chairperson may call special meetings when there is work that needs to be completed before an upcoming deadline.

Meetings may be held face-to-face or via teleconferences or other communication technologies. A quorum requires at least fifty – one percent or 10 members present in the meeting in order to act and adopt any action item. If members present are less that 10 but more than twenty-five percent or 5 members present, the team can proceed with the discussions on the agenda items but can not adopt an action item. On this case, electronic voting via email can be utilized when necessary. However if a member expresses objection for an electronic vote, the matter is tabled to the next regular or special meeting.

Electronic voting via email requires a majority vote of fifty – one percent or 10 members from all members to adopt a motion. Results of electronic voting are to be documented by the Secretary of the team.

Silence and/or no response from members within three days from the date of email shall be considered a favorable vote for the adoption of the action item and/or minutes of meeting.

F. Responsibilities
The M-Team's responsibilities are to provide recommendations on matters relating to the following:

1. Review non-academic program assessment/review and non-academic program prioritization.
2. Changes in organizational and reporting structure of divisions, offices, campuses, and departments.
3. Flow of communication including transmittal of documents between and among divisions, offices, campuses, and departments.
4. Sharing information, having purposeful dialogue, and solving problems among divisions, offices, departments, and campuses.
5. New policies and procedures including amendments to existing policies and procedures that were recommended by committees, divisions, offices, campuses, and departments.
6. Take actions to improve effectiveness and efficiency of office operations.
7. Any other issues and concerns that will improve the operations and activities between and among divisions, offices, campuses, and departments.

G. Communication & Distribution of Information

Agenda items may be provided by team members, committees, vice – presidents or the President. The chairperson compiles the agenda and forwards it to team members prior to meetings.

All meetings are to have minutes of meeting to be distributed electronically within three working days of the meeting to members for their review. Members are to comment within the next three working days. The minutes are voted on electronically within one week of the meeting and then posted on wiki. The Secretary maintains a file of all minutes and coordinates the uploading of the minutes on the appropriate site with the Director of Information Technology.

Following each meeting, the chairperson informs all concerned of decisions and forwards recommendations from the committee to the relevant parties. The chairperson also updates the members of the action taken on the committee's recommendations.

Committee members convey concerns and input on current issues from their respective areas to the committee. They also discuss the issues being addressed by the committee and share committee minutes with the community they represent.