

College of Micronesia FSM

Committee Minutes Reporting Form			
Committee or Working Group		<i>Council of Chairs</i>	
Date	Time	Location	
Friday, November 21, 2014	13:00	President's Conference Room	
Members Present			
Titles/Reps	Name	Present	Absent
Curriculum & Assessment	Susan Moses (Represented by Vice Chair Joseph Felix, Jr.)	X	
Human Resources	Marylene Bisalen	X	
Finance (Acting secretary)	Doman Daoas	X	
[Proposed Student Success Committee]	TBD		
Recruitment, Admission and Retention	Jeff Arnold		Off-island
Information, Communication, and Technology	Shaun Suliol (Represented by Secretary Dennis Gearhart)	X	
Facilities & Campus Environment (Acting chair for the meeting)	Dana Lee Ling	X	
Faculty and Staff Senate Vice Chair/Faculty representative	Kasiano Paul		Not by intent, thought the meeting was at 2:00
Additional Attendees			
Agenda/Major Topics of Discussion:			
Approval of minutes Officer elections Information sharing			
Discussion of Agenda/Information Sharing:			
Conference line up at 12:57. Quorum for discussion purposes at 13:07. Quorum for voting 13:09. The minutes of 26 September were adopted with one abstention.			
Officer elections Discussion of options was held. One member expressed reservations about electing a chair who			

was unable to be present at the meeting. The member noted that this had led to a prior chair elect declining the position. A member of staff was tasked with attempting to contact absent members during the meeting. The chair of FCE was nominated for the chair of the Council of Chairs and the nomination was seconded. The chair of FCE was elected by a unanimous vote of members present.

ICT

ICT has no items that required sharing with the Council of Chairs. ICT noted that Phyllis Silbanuz represents committee on standard IIIC.

CAC

CAC has been working on course outline modification forms, checklists, and rubrics. These forms are being sent to authors. The first batch will include one fourth of the courses in each program. There are new formats which are available from division chairs along with a check list and rubric.

CAC is doing a policy review. CAC has reviewed several policies including academic honors, major subject area, and course outlines. Major subject areas is a review of courses in various majors that are offered in sequence over many semesters. Students could wait up to a year if they switch majors and the courses they need are not available. The policy calls for students to be advised appropriately on the impact of switching majors given the long sequences of prerequisite courses that the new major might require. This is a policy that is still being developed.

CAC has also been examining the program prioritization recommendations. These recommendations have not been endorsed by CAC, CAC has noted that more data is needed before CAC would be willing to endorse any recommendations.

FC

FC is reviewing the 2016 budget. 2016 budget recommendations will be made at the next meeting on Monday 24 November.

HRC

HRC sent an email out several days ago to update the committee. The HRC chair sat in EC meeting last Friday. The revised HRC Terms of Reference were submitted to the EC and subsequently endorsed by the EC. HRC held their fifth meeting yesterday, 20 November 2014. The TOR will go back to EC to show that the committee made the recommended changes.

Policy 003, the tuition waiver for dependents of employees has also been discussed by HRC over three or four meetings. Coupled to policy 003 is section 10 employment benefits. Both are under review. The recommendations will be given to HR director to go further. This is an issue among members. They want college community input on that. HRC refined the policies, took out comments, added some additional language. HRC also worked on section ten of benefits, that section had to go together with 003. HRC wants college community input.

A member of COC asked whether the committee had considered the legal aspects of having

what would amount to two different tuition rates, one for when a student was eligible for financial aid and another when the student was not eligible for student aid. The college could be perceived as having crafted a policy to maximize the amount of money that the college would receive, at the expense of the financial aid provider. This could be portrayed, in the case of the Pell grant, as effectively seeking to gouge the United States government. The member also had reservations about the mixing up of what is an employee benefit with the financial aid status of a student. Employee benefits should not be dependent on the financial aid status of a child or other dependent.

The staff development program had yet to be shared with HRC, but will be shared at the next meeting. There is a proposal to eliminate the staff development subcommittee. Cabinet has approved terminating the subcommittee. Staff development requests will have to go through supervisors and on up to the appropriate vice president.

HR is developing new performance evaluation tools. These tools have not been covered in past meetings. This area will be a priority for HRC this year and will be included in the next meeting's agenda. This involves sections eight and thirteen in the new policies and procedures manual. There are two evaluation tools. HRC still needs guidance on in this area. HRC has moved to biweekly meetings to handle their load.

FCE

The chair reported on the October FCE committee "reach out local meetings" held in "student spaces." These meetings provided valuable insights into the needs of the students at the national, Pohnpei, and Yap campuses.

There is no update on signage directing taxis that the national college campus is a quiet zone area, no honking, nor signage to indicate taxi pick-up/drop off areas.

The Pohnpei campus covered walkways issue is with Bruno Barnabas, the inability to secure funding is the current hold on this project.

Funding for the 2014 items in the BECA report for Chuuk campus has not yet been identified. The plan to extend the Chuuk campus to the north, fence the perimeter, and create a car park led to a discussion as to whether this space would be better utilized as recreational space for basketball, volleyball. The current campus has no recreational facilities. Although the idea of a dual use space was entertained, but as a practical matter recreation and parking would happen at the same time and could not co-exist in the exact same space.

The chair reported on the situation with the security personnel on special contracts. The chair noted that policy forbids converting special contracts such as that of security to full time contracts. Policy also, however, forbids the current practice of renewing special contracts year after year after year. While the college is quick to cite the first policy, the college appears to ignore the second policy. To add insult to injury, in the few instances where a full-time position with benefits has been created to effectively replace a special contract, the multi-year veteran special contract employee was put in the position of having to take a large pay cut as they had to start in the new position as what was effectively a new employee. At least one special contract

employee resigned rather than take the pay cut that the full-time position which replaced his own position would have demanded.

The Chair noted that the participatory governance committee had made a recommendation on the conversion of security personnel and this recommendation was declined on policy grounds by the president with the request that the matter be returned to the VPA to resolve. The difficulty is that even if positions were budgeted and successfully retained through the financial planning process, the pay levels would be that of brand new employees on probation. In this regard the hands of the VPA are tied by policy.

Given that at this point the morally and ethically appropriate solution violates one existing policy, only the Board of Regents has the authority to fix this situation. Only the board could retain the current pay level of security staff while granting them the health and other benefits that come with being a full time employee. As the chair noted, security officers are effectively in the position of being a choice between feeding their family or having health benefits, but not both.

Finding a way to protect their salary while providing full-time benefits is the right thing to do. At present those who protect the health of the college family are ineligible for health protection for themselves and their own families. The Chair concluded that the FCE committee had done what it could, at this point only a committee with the authority to speak to the Board could resolve the problem. The FCE chair noted that the matter needed to be referred to the Faculty Staff Senate. The FSS representative is known to be aware of the issue.

Documents Referenced

None

College Web Site Link: http://wiki.comfsm.fm/Committee_Minutes/Council_of_Chairs

Prepared by: Dana Lee Ling **Date Distributed:** 11/22/14

Approval of Minutes Process & Responses:

Submitted by: Dana Lee Ling **Date Submitted:**

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities

Next meeting: Friday 16 January 2015