

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group		Faculty and Staff Senate (AY14-16)		
Date:	Time:	Location:		
July 16, 2014	2:10 p.m.	Board's Conference Room		
Members Present				
Titles/Reps	Name	Present	Absent	
Staff	Martin Mingi	X		
Staff	Penselynn E. Sam	X		
Faculty	Ikoli Ilongo		X	
Staff	Karleen Samuel	X		
Faculty	Faustino Yarofaisug	X		
Faculty	Kasiano Paul		X	
Additional Attendees:				
Agenda/Major Topics of Discussion:				
<p>New Business</p> <p>1) Minute dated on July 01, 2014 adopted by Senate 2) TORs Update from Faustino Yarofaisug and Martin Mingii</p> <p>A) Faustino Yarofaisug shared that committee's term of reference (TORs) were similar with each other's TORs except RAR and HR Committees. These two committees channel's of communication or recommendation does not go to the Vice Presidents but President. One of them lists names of members and the other list position instead of names. There's no faculty and staff representative in some committees and only two have student representatives (EC and RAR). Where do senate fit into the college governance structure?</p> <p>B) Martin Mingii shared that Norma Edwin had no involvement in EC and other committees, beside the Human Resource Committee. Therefore she has no knowledge about the development of other TORs.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> ▪ Recommend committees to revisit TORs and revise if needed. ▪ Senate to study Committee's minutes to be informed of what is happening in the system. ▪ Delegate senate members in committees or involve staff & faculty to update senate. <p>C) Motion granted to assign new senate members of FY August 2014-2016 to study committees by reviewing meeting minutes, issues concerning staff & faculty, members of committees, meeting with chair committees to find who can possibly update senate on matters involving staff & faculty.</p> <ul style="list-style-type: none"> ▪ Faustino Yarofaisug is assigned to study Planning resources committee ▪ Karleen Samuel is assigned to study Recruitment, Admission & Retention ▪ Penselynn E. Sam is assigned to study Information Communication Technology ▪ Martin Mingii is assigned to study the Human Resources Committee ▪ Kasiano Paul is assigned to study the Facilities and Campus Environment ▪ Ikoli Ilongo is assigned to study the Curriculum & Assessment (CAC). <p align="center">Council of Chair – pending</p>				

Executive Committee – pending

3). Senate report to Board Meeting in August 2014

- Martin Mingii will submit minutes of their meetings to Ross Perkins (Senate President) to be included in the Senate report to Board.

4). Senate membership dues

- Make list or obtain a list from HR Office of all National Campus employees and share work among Senate executive members to collect membership fees to help cover Senate activity expenses

5). Miscellaneous

- New Senate members are required to attend training in August 2014.
- Senate will look into possible incentives and trainings
- Karen Simion requested that a representative from new Senate speak at the Convocation and members agreed that Kasiano Paul would represent the new Senate for FY 2014-2106.
- Senate is concerned about status of the Direct Deposit and whether if it will be mandatory for all staff & faculty to open an account for the Direct Deposit

Next meeting will be announced.

Meeting adjourned at 3:50 pm.

Discussion of Agenda/Information Sharing:

- 1) Adoption of Minute dated July 01, 2014
- 2) TORs update
- 3) Senate Report to Board
- 4) Senate Membership Fees

Handouts/Documents Referenced:

College Web Site Link:

Prepared by:

Karleen Samuel

Date Distributed:

July 19, 2014

Approval of Minutes Process & Responses: Minute approved via email on 2/12/15

Submitted by:

Karleen Samuel

Date Submitted:

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