

Committee Minutes Reporting Form		
Committee or Working Group		<i>Facilities & Campus Environment</i>
Date	Time	Location
Nov 20, 2015	13:00	Board Conference Room
Members Present		
	Titles/Reps	Names
1.	Chair (National Campus Faculty)	Michael Mueller, <i>present</i>
2.	Vice Chair	Romino Victor, <i>present</i>
3.	Secretary	<i>none</i>
4.	"Ex-Officio Member "- Director, Maintenance	Francisco Mendiola, <i>present</i>
5.	Chuuk Maintenance	Benjamin Akkin, <i>absent</i>
6.	Chuuk Faculty	Muity Nokar, <i>absent</i>
7.	FMI Maintenance	John G. Giltamngin, <i>present</i>
8.	Kosrae Campus Faculty	Teodoro Bueno, <i>absent</i>
9.	Kosrae Campus Faculty	Lyte Chapap, <i>absent</i>
10.	National Campus Faculty	Don Buden, <i>present</i>
11.	National Campus Faculty	Reynaldo Garcia, <i>present</i>
12.	National Campus Faculty	Roldan Laquerta, <i>present</i>
13.	National Campus Faculty	Ringlen Ringlen, <i>present</i>
14.	National Campus Faculty	Ikoli Ilongo, <i>present</i>
15.	National Campus Faculty	Paul Gallen, <i>present</i>
16.	National Campus Faculty	Rafael Pulmano, <i>present</i>
17.	National Campus Security	Warren Ching, <i>absent</i>
18.	National Staff LRC	Bruce Robert, <i>present</i>
19.	National Staff IT	Christopher Gilmete, <i>present</i>
20.	National Staff CRE	Fredson Ardos, <i>absent</i>
21.	National Maintenance	Alfred Olter, <i>absent</i>
22.	Student Representative	Carie-Ann Clyde Yauwelmong, <i>absent</i>
23.	National Campus Residence Hall	Marlou Gorospe, <i>absent</i>
24.	National Campus Recreation	Loatis Seneres, <i>present</i>
25.	Pohnpei Faculty	Cindy Pastor, <i>present</i>
26.	Pohnpei Faculty	Nestor Mangubat, <i>present</i>
27.	Staff Representative	Loatis Sneers, <i>absent</i>
28.	Pohnpei Faculty	Jean Ranahan, <i>present</i>
29.	Pohnpei Campus Faculty Rep.	Mathew Thiel, <i>absent</i>
30.	Pohnpei Campus Faculty Rep.	Salba Silbanuz, <i>present</i>
31.	Pohnpei Campus Maintenance	Bruno Barnabas, <i>present</i>
32.	Yap Maintenance	Moses Faimau, <i>present</i>
33.	Yap Campus	Edmund Woguth, <i>absent</i>

Additional Attendees

VP IEQA Frankie Harriss

Agenda/Major Topics of Discussion:

1. Call to order
2. Approval of the minutes of our last meeting (October 16, 2015)
3. Old business: Budget for 2017 and shuttle bus fee
4. New business

Discussion with VP Frankie Harriss concerning these topics:

- 1.) Draft summary outlining newly proposed channels of communication between FCE and EC
- 2.) Requirements for committee meeting minutes
- 3.) Use of sub-committees to give individual members more responsibility
- 4.) Pre-approving recommendations to save the committee time

5. Adjournment

Discussion of Agenda/Information Sharing:

The minutes for Oct. 16, 2015 were approved.

VP Frankie Harriss informed the committee about **newly proposed channels of communication** between FCE and EC:

Chairs of the standing committees, vice chair, or a designated member of a standing committee will have the following pathways to bring recommendations to EC:

- 1.) A chair may forward recommendations for the EC agenda through the committee or Ex Officio through respective vice presidents
- 2.) A chair may forward recommendations for the EC agenda through respective vice presidents
- 3.) A chair may forward recommendations for the EC agenda through the secretariat

Committee minutes should meet the following qualifications:

- 1.) All action items need to be listed and clearly described.
- 2.) All reasons for why a decision was made should be included in the minutes.
- 3.) Members should remain anonymous, unless they request to be quoted.

The **creation of sub-committees** at the state campuses could create problems, such as additional meetings and redundancies between committees. However, since the FCE committee has a lot of members, it might be practical to split it up into two working groups with separate strategic long-term goals.

Action Item:

Faculty members should have an alternative to being a standing committee member, such as functioning as an advisor to a student organization/club. This would allow the faculty to serve the college and/or community in a variety of ways and also ensure that standing committees do not have too many members. It was voted unanimously that the current college policy should be amended accordingly, which will require a formal proposal.

The meeting was adjourned at 2.00PM.

Handouts/Documents Referenced:

- **Agenda for Nov.20 committee meeting**
- **Draft Summary Action Items 11.08.15**
- **Proposed Budget for 2017**
- **Minutes for Oct. 16, 2015 FCE Committee Meeting**
- **Attendance Sign-Up Sheet**

Prepared by: Michael Mueller

Date Distributed: Nov. 25, 2015