

<b>Committee Minutes Reporting Form</b>		
<b>Committee or Working Group</b>		<i>Facilities &amp; Campus Environment</i>
<b>Date</b>	<b>Time</b>	<b>Location</b>
Dec 11, 2015	13:00	Board Conference Room
<b>Members Present</b>		
	<b>Titles/Reps</b>	<b>Names</b>
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>absent</i>
5.	Chuuk Maintenance	Benjamin Akkin, <i>present</i>
6.	Chuuk Faculty	Muity Nokar, <i>present</i>
7.	FMI Maintenance	John G. Giltamngin, <i>absent</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>absent</i>
12.	National Campus Faculty	Roldan Laquerta, <i>absent</i>
13.	National Campus Faculty	Ringlen Ringlen, <i>present</i>
14.	National Campus Faculty	Ikoli Ilongo, <i>absent</i>
15.	National Campus Faculty	Paul Gallen, <i>absent</i>
16.	National Campus Faculty	Rafael Pulmano, <i>present</i>
17.	National Campus Security	Warren Ching, <i>present</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>absent</i>
25.	Pohnpei Faculty	Cindy Pastor, <i>present</i>
26.	Pohnpei Faculty	Nestor Mangubat, <i>absent</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>absent</i>
31.	Pohnpei Campus Maintenance	Bruno Barnabas, <i>present</i>
32.	Yap Maintenance	Moses Faimau, <i>absent</i>
33.	Yap Campus	Edmund Woguth, <i>absent</i>

**Additional Attendees**

none

**Agenda/Major Topics of Discussion:**

1. Call to order
2. Approval of the minutes of our last meeting (November 20, 2015)
3. New business
  - a.) **Motion:** Recommendation for an executive directive by the president to establish a yearly %Disaster Awareness and Preparedness Week+
  - b.) Discussion of a first draft for a formal proposal to amend the policy concerning faculty and staff committee duties

**Questions:** What alternative forms of service should be considered?  
How can supervisors best monitor these services?  
How many members should committees have?
  - c.) Discussion of %Mission Fulfillment Indicators+
4. Adjournment

**Discussion of Agenda/Information Sharing:**

The minutes for the Nov. 20, 2015 meeting were approved.

**Motion:** The following motion was voted on and passed unanimously: The committee recommends that the president passes an executive directive to establish a yearly %Disaster Awareness and Preparedness Week+. This procedure should take place in September and involve all campus sites. It will include fire drills, inspections of safety equipment, training of personal, and other appropriate activities.

The committee then discussed the issue of how faculty and staff can serve the college and community besides doing committee work. Suggestions include the provision of following services:

- 1.) Advising to student clubs
- 2.) Student conduct work
- 3.) Assessment work beyond the course level
- 4.) Supervising sports/cultural activities at the gym

It was further agreed upon that committee chairs should have a say in how many of their members will be allowed to substitute alternative services for committee work. This will ensure that all committees have a sufficient number (10-15) of members.

Next followed a discussion of the Mission Fulfillment Indicators. It was noted that the college currently meets 80% of its mission indicators, thereby exceeding the required 70%. However, the prolonged graduation/transfer rates continue to be problematic and will need to be addressed in the future.

Another ongoing problem keeps occurring when long-time employees are being transferred from special to regular contracts. Currently, during this process an employee will gain benefits but lose salary by being placed back to an earlier pay level. This seems unfair, since the employee often has been loyal to the college for many years and has gained valuable work experience, which should be taken into account. The FCE committee has already made a recommendation concerning this issue in the past, so it should now be dealt with in the Faculty Staff Senate.

In addition, it is the committee's understanding that employees should not be kept on special contracts for more than one year. Since this policy has not always been followed in the past, the committee sees a need to remain involved in this issue.

The meeting was adjourned at 1.45PM.

**Handouts/Documents Referenced:**

- Agenda for Dec. 11 Meeting
- Questions for Discussion
- Faculty Workload Policy 002
- Mission Fulfillment Indicators

**Prepared by: Michael Mueller**

**Date Distributed: Dec. 12, 2015**