

**College of Micronesia – FSM  
Committee (Working Group) Minutes Reporting Form**

<b>Committee or Working Group:</b>		Management Team		
<b>Date:</b> March 29, 2016	<b>Time:</b> 10:00-11:00 AM	<b>Location:</b> President's Conference Room		
<b>Members Present/Absent:</b>				
<b>Title/Representative</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Comments</b>
Director of Institutional Research and Planning	Jimmy Hicks (Chair)	X		
Director of Maintenance and Campus Security	Francisco Mendiola (Vice-chair)	X		
Dean of Academic Programs	Maria Dison, IDAP (Secretary)	X		
Comptroller	Roselle Togonon	X		
Lead Counselor	Penselynn Etse Sam	X		
Chuuk Campus Dean	Kind Kanto		X	
Kosrae Campus Dean	Nena Mike (Acting)	X		
Pohnpei Campus/CTEC Director	Grilly Jack	X		
FSM-FMI/Yap Campus Dean	Lourdes Roboman		X	
Director of FSM-FMI	Mathias Ewarmai	X		
Director of Admissions, Records and Retention	Joey Oducado	X		
Director of Financial Aid	Faustino Yarofaisug	X		
Director of Human Resources	Rencelly Nelson		X	Sick
Director of Learning Resource Center	Jennifer Helieisar	X		
Cooperative Research & Extension Coordinator	Engly Ioanis		X	
Director Information Technology	Gordon Segal	X		
Director of Student Life	Castro Joab (Acting)	X		
<b>Additional Attendees:</b>				

<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Changes to Academic Administrators' Evaluation</li> <li>2. Assessment Committee Proposal</li> <li>3. Review Process for Performance Evaluation</li> <li>4. Administrative Units Program Reviews</li> </ol>

## **Discussion of Agenda/Information Sharing:**

1. Changes to Academic Administrators' Evaluation – While the Team supports the concept, the following concerns or issues need to be clarified.
  - What are the implications to the compensation package for the counselors, librarians, library technicians? Will they now be classified as 12-month faculty? What about administrative secretaries?
  - Rubric differences in regards to appendix G being used now.
  - What criteria to use to determine evaluation of staff in regards to slo.
  - Clarify/ensure there are stated slo and assessment criteria.
2. Assessment Committee Proposal – While the Team supports the concept of having an assessment group the following recommendations were made.
  - Add someone from business office in the membership.
  - The proposed group has governance aspect so expertise from the respective offices should be invited to meetings when needed.
  - Need to add provision to bring in expertise at various times and when needed.
3. Review Process for Performance Evaluation – The Team's discussion of this item resulted in the following comments.
  - Trainings are imperative for effective implementation of the process and procedures.
  - Clarification on when signatures should be finalized.
  - Who are the co-supervisors? Clarification needed for who the co-supervisors are for each unit/activity.
  - VPs involvement through dialogue before signatures are affected.
  - Re-design form and establish a flowchart.
  - More timely evaluation is essential.
  - Processes and procedures for all forms of assessments including performance evaluation need clarity.
  - How is the performance evaluation linked to budget allocation?
  - There are too many required signatures on some documents. At present some documents require 4 signatures.
4. AU Program Reviews
  - Timeline will be established at a later time.
  - Team will review one program review together. Selection of which program review will be decided at the next meeting.

Meeting adjourned at 11:20 AM


**Comments/Upcoming Meeting Date & Time/Etc.**

Minutes of previous meeting adopted with modification mentioned by Kind.

**Handouts/Documents Referenced:**

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**College Web Site Link:**

<b>Prepared by:</b>	Maria Dison, Secretary	<b>Date Distributed:</b>	
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**Approval of Minutes Process & Responses:**

Minutes of January 20, 2016 – need to include request by Chuuk for M-team to assist with strategies to improve enrollment.

<b>Submitted by:</b>		<b>Date Submitted:</b>	
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

1)

**Action by President:**

Item #	Approved	Disapproved	Approved with conditions	Comments