**College of Micronesia – FSM**

**Committee (Working Group) Minutes Reporting Form**

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| **Committee or Working Group:** | Faculty/Staff Senate |

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| **Date:**  | **Time:**  | **Location:**  |
| December 7, 2016 | 01:00 P.M. | President’s Conference Room |

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| **Members Present/Absent:** |
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| Title/Representative | Name | Present | Absent | Reasons  |
| 1. President
 | Sylvia Henry | X |  |  |
| 1. Vice President
 | Michael Muller | X |  |  |
| 1. Secretary
 | Alfred Olter  | X |  |  |
| 1. Treasurer
 | Ruthy Lebehn | X |  |  |
| 1. At-Large Member (National Faculty)
 | Lucia Donre | X |  |  |
| 1. At-Large Member (National Staff)
 | Warren Ching | X |  |  |
| 1. At-Large Member (Chuuk Faculty)
 | Danilo Mamangon | X |  |  |
| 1. At-Large Member (Chuuk Staff)
 | Kersweet Eria | X |  |  |
| 1. At-Large Member (Kosrae Faculty)
 | Sharon Oviedo  |  | X | Was not informed. Have not been included in FSS email  |
| 1. At-Large Member (Kosrae Staff)
 | Maver Jonathan  |  | X | Was not informed. Have not been included in FSS email  |
| 1. At-Large Member (Pohnpei - Faculty)
 | David Schelter | X |  |  |
| 1. At-Large Member (Pohnpei Staff)
 | Bruno Barnabas | X |  |  |
| 1. At-Large Member (Yap Faculty)
 | Robert Yangerluo |  | X | Conflicting meeting schedule with FINAL EXAM |
| 1. At-Large Member (Yap Staff)
 | Sarah Mooteb |  | X |  |
| 1. At-Large Member (FSM-FMI Faculty)
 | Joseph Falmed |  | X |  |
| 1. At-Large Member (FSM-FMI Staff)
 | Edmund Wogthuth |  | X |  |
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| **Additional Attendees:** | None |

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| A**genda/Major Topics of Discussion:** |
| **PROPOSED AGENDA:**1. 1. Call to Order and review of Agenda and Approval of minutes
2. 2. Old Business (Updates)
	1. Mass email to be created for Faculty/Staff Senate – to improve information sharing
	2. Meeting with HR Director on Evaluation Process
3. 3. New Business
	1. Review FSS Bi-Laws
	2. FSS Roles & Responsibilities at COMFSM
4. 4. Misc.
5. 5. Adjournment
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| **Discussion of Agenda/Information Sharing:** |
| 1. **Call to Order:** Meeting was called to order at @ 01:00 by the FSS President Sylvia Henry. Proposed agenda was reviewed and unanimously approved via vote. Minutes of 11-02-16 was reviewed and adopted as submitted.
2. **Old business (Update)**: Update from FSS President and Vice President on their meeting with Director of Human Resources Office.
	1. **Mass email acct:** The FSS President and Vice President met with IT Office and have completed the requirements necessary to be eligible to send out mass emails to the college community. This email was created to assist with dissemination of information to the college community.
	2. **Evaluation Process:** After further discussion, the committee will allow Human Resource Committee to handle this because it is more an administrative issue and should be handled by the Human Resource Committee.
3. **New Business:**
	1. **Review FSS Bi-Laws:** Issue on the FSS Bi-laws were raised as an agenda item for members to help clarify FSS role and linkage within the college’s organizational structure. This will help clarify what issues this body can address and proper procedures and protocol in handling concerns raised by its constituents. Because of conflicting statements within the sections of the bi-law, a motion was raised, voted on and approved to table this and allow ample time for members to closely review and prepare recommendations in our next meeting.
	2. **FSS Roles & Responsibilities at COMFSM:** In order to fully understand the roles and responsibility of the Faculty Staff Senate (FSS), all members need to understand the details of its bi- law so too was tabled for review in next meeting.
4. **Misc:**
	1. **FSS Acct:** FSS Treasurer reported the FSS Account that only a few people have paid and though optional, FSS President asked if all executive committee members could lead by contributing first. Some raise questions on the purpose of the account and as explained by the FSS President, it was originally intended to support FSS functions to include Christmas Parties, but has been neglected for several years now. It was made clear to the state campus members that donations by the state campuses will be logged in under its respective campus and funding will be used by campus At-large members on their meetings and activities as they see fit.
5. **Adjournment:** Meeting adjourned at 02:05 P.M. and members were reminded that Faculty Staff Senate meetings are schedule on every **1st Wednesday of every month** @ 01:00 P.M. in the President’s Conference Room.
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| **Comments/Upcoming Meeting Date & Time/Etc.:** |
| January 4, 2017 @ 01:00 P.M. |

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| **Handouts/Documents Referenced:** |
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| **College Web Site Link:** |
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| **Prepared by:** | Alfred Olter | **Date Distributed:** | 12-8-16 |

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| **Approval of Minutes Process & Responses:** |
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| **Submitted by:** |  | **Date Submitted:** |  |

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| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:** |
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| **Action by President:** |
| **Item #** | **Approved** | **Disapproved** | **Approved with conditions** | **Comments** |
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