**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:**  |
| January 11, 2017 | 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 | Kosrae State Constitution Day |
| 1. At-Large Member (Kosrae Staff)
 | Maver Jonathan  |  | x | Kosrae State Constitution Day |
| 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 |  |
| 1. At-Large Member (Yap Staff)
 | Sarah Mooteb |  | x | Email explaining urgent report that needs to be completed and submitted |
| 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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| **Note:** \* FSM Telecommunication Internet main fiber-optic line is under repair for the past 2 weeks and may be a problem with off campus dialing in to join the meeting.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. Review FSS Bi-Laws
3. 3. New Business
	1. Official Communications to Board of Reagents
4. 4. Misc.
	1. Issues from standing committees
5. 5. Adjournment
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| **Discussion of Agenda/Information Sharing:** |
| 1. **Call to Order, Review Agenda and Approval of Minutes:** Meeting was called to order at @ **01:05 P.M.** by the FSS President Sylvia Henry. Meeting agenda was reviewed and approved as submitted. Minutes for December 7, 2016 meeting was voted on and approved with correction on date of the meeting.
2. **Old business (Update)**:
	1. **FSS Bilaws:** The Executive Senate further reviewed the bi-laws and several recommendations for changes were made for members to better understand its roles and responsibilities. Most recommended changes were on Article V to include changing Section 2 to read “The policy regarding Faculty/Staff Senate general meetings is as follows:, and Section 3 **Quorom:** After further discussion, a motion was raised to adopt the bi-laws with the proposed changes. The motion was voted on and adopted unanimously.
	2. To initiate an awareness campaign for this year’s Faculty/Staff Senate, its actual roles & functions, and how community input plays an active role in our effort in promoting a healthy working environment, the Faculty/Staff Senate agreed to the following:
* Quickly review, revise, and adopt FSS Bilaw
* Write official communication to President and Board of Regent to acknowledge the presence of the Faculty Staff Senate in Board Meetings, Executive Committee Meetings, and Standing Committees as a body representing the interest of all employees within this college community.
* Create a news feed on the college web page “DID YOU KNOW. . .” to show who we are, what we can do, how powerless our voice is without community input and support, and mediums available for any member to bring in issues of concern.
* Utilize mass email to communicate with every member of the college community.
1. **New Business:**
	1. See **Discussion of Agenda/Information Sharing:** 2b, bullet #2. . .
2. **Misc:**
	1. A recommendation initiated by At-large Member Donre for members to consider having 2 meetings per month to better prepare its members on details of the bi-laws, roles and responsibilities, protocol in receiving and addressing concerns, etc. so the committee can focus on actual issues or concerns. Recommendation was voted on and approved unanimously. Next meeting is set on January 25, 2017.
3. Adjournment: Meeting adjourned at 02:22 P.M**.**
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|  **Comments/Upcoming Meeting Date & Time/Etc.:** |
| January 25,2017 @ 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:** | 1/12/17 |

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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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