**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:**  |
| February 1, 2017 | 12:00 P.M. | Board 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 | Family matter |
| 1. At-Large Member (National Faculty)
 | Lucia Donre | X |  |  |
| 1. At-Large Member (National Staff)
 | Warren Ching |  | X | On leave |
| 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 | Class from 11:00-12:30 |
| 1. At-Large Member (Kosrae Staff)
 | Maver Jonathan  |  | X | Workshop |
| 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 | Community Presentation  |
| 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. Call to Order and review of Agenda and Approval of minutes
2. Old Business (Updates)
	1. Revised Bylaws
	2. Message to the community
	3. Did you know message for website
3. New Business
	1. BP/AP 3302
	2. HR Policies for review
4. Misc.
5. Adjournment
6. Adjournment
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| **Discussion of Agenda/Information Sharing:** |
| 1. **Call to Order, Review Agenda and Approval of Minutes:**
	1. Meeting was called to order at @ 12:05 by the FSS President. Meeting agenda was reviewed and approved with the insertion of the ICT purchase policy under misc. Minutes for January 25, 2017 meeting was voted on and approved unanimously
	2. Recommendation from FSS President to secretary to include in the minutes the reason members are not available to attend the meetings. Other members present concurred.
	3. Another recommendation to secretary to list all motions, recommendations, suggestions by the committee under the summary so that others reading could understand issues discussed and actions taken.
2. **Old business (Update)**:
	1. **FSS Bylaws:**  In previous meeting, the committee entertained a motion to have At-large members Ching and Schelter prepare Standard Operating Procedure (SOP) and present it in today’s meeting. With the absence of At-large member Ching, SOP was tabled for next meeting. In general FSS Bylaws was adopted by the executive committee as amended and will be posted once Article VIII – Ratification is clarified. President Henry and At-large Member Donre were tasked to clarify if amended bylaws require 2/3 of votes from the Executive Committee members or the Senate (all members).
	2. **Message to the community**: FSS President reported the completion of the following:
		* Distribution of the memorandum on “Faculty/Staff Senate Engagement” to the COM-FSM Board of Regents, President/CEO, Vice Presidents, Campus Deans & Directors, and chairs of all standing committees. A copy of the letter will be placed on the Wiki for reference.
		* whereas the “Did You Know” message was tasked to Vice President Muller to have it up on the college newsfeed before the next meeting
3. **New Business:**
	1. **BP/AP 3302** – The Executive Committee endorsed BP/AP 3302 with the following recommendation to Curriculum Committee to:
		* Streamline AP 3302 sections 1 and 2 for clarity purposes. Member Schelter volunteered to assist with the amendment.
		* The word "Accordingly" in Section V is ambiguous and needs to be spelled out clearly, to indicate whether it means verbal warning, or written reprimand, or suspension, or termination or payment deductions.
	2. **Due to limited time available, HR Policies** were once again tabled for next meeting.
4. **Misc:**
5. ICT purchase policy – no discussion or actions taken.
6. **Adjournment:** Meeting adjourned at 01:08 P.M. Next regular meeting is scheduled for February 15, 2017 at 01:00 pm.
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|  **Comments/Upcoming Meeting Date & Time/Etc.:** |
| February 15,2017 @ 01:00 P.M. |

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| **Handouts/Documents Referenced:** |
| * **Draft Agenda**
* **Draft Minute 1/25/17**
* **BP/AP 3302 – Policy**
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| **College Web Site Link:** |
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| **Prepared by:** | Alfred Olter  | **Date Distributed:** | 2/8/17 |

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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:** |
| * Meeting Minute for January 25, 2017 was approved and ready for posting
* Instruction to Secretary to indicate in the minute reasons why members are not attending.
* Instruction to Secretary to summarize all actions taken by the committee in the Summary section of the Minute.
* Amended Bylaw (2/1/17) shall be posted once Section VIII-Ratification is clarified.
* BP/AP 3302 is endorsed by the executive committee with recommendation to streamline sections 1 & 2 for clarity and spell out what the word “accordingly” in section V really means. Whether verbal or written reprimand, suspension or termination or monetary deduction in pay.
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| **Action by President:** |
| **Item #** | **Approved** | **Disapproved** | **Approved with conditions** | **Comments** |
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