

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

Committee or Working Group:	Faculty/Staff Senate
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Date:	Time:	Location:
February 15, 2017	12:00 P.M.	Board Conference Room

Members Present/Absent:				
Title/Representative	Name	Present	Absent	Reasons
1. President	Sylvia Henry	X		
2. Vice President	Michael Muller	X		
3. Secretary	Alfred Olter	X		
4. Treasurer	Ruthy Lebehn	X		
5. At-Large Member (National Faculty)	Lucia Donre	X		
6. At-Large Member (National Staff)	Warren Ching		X	On leave
7. At-Large Member (Chuuk Faculty)	Danilo Mamangon		X	
8. At-Large Member (Chuuk Staff)	Kersweet Eria		X	No phone line available (email)
9. At-Large Member (Kosrae Faculty)	Sharon Oviedo	X		
10. At-Large Member (Kosrae Staff)	Maver Jonathan	X		
11. At-Large Member (Pohnpei - Faculty)	David Schelter	X		
12. At-Large Member (Pohnpei Staff)	Bruno Barnabas		X	Hospital appointment
13. At-Large Member (Yap Faculty)	Robert Yangerluo		X	
14. At-Large Member (Yap Staff)	Sarah Mooteb		X	
15. At-Large Member (FSM-FMI Faculty)	Joseph Falmed		X	
16. At-Large Member (FSM-FMI Staff)	Edmund Wogthuth		X	

Additional Attendees:	None
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Agenda/Major Topics of Discussion:

PROPOSED AGENDA:

1. Call to Order and review of Proposed Agenda and Approval of minutes
2. Old Business (Updates)
 - a. Ratification of bylaws (dates to meet and vote)
 - b. Message to the community
3. New Business
 - a. HR Policies for review
 - b. BP 6009 (Compensation)
 - c. BP 6017 (Performance Evaluation)
 - d. BP 6001, BP 6032 (Controlled Substances)
 - e. BP 6023 (Outside Employment)
 - f. BP 6018 (Termination)
4. Misc.
5. Adjournment

Discussion of Agenda/Information Sharing:

1. **Call to Order and review of Agenda and Approval of minutes:**
 - a. Meeting was called to order by FSS President @ 01:05 P.M in the President's Conference Room.
 - b. Proposed agenda was voted on and approved as submitted.
 - c. Revised minute for 2/1/17 meeting was voted on and approved with changes to spelling of bylaws to bylaws, and the correction of date from 12:00 A.M to 12:00 P.M.
2. **Old Business (Updates):**
 - a. Ratification of bylaws (dates to meet and vote): With the amendments done to the FSS Bylaws, FSS President request At-large Members from all campuses to work with the campus Deans and Directors to schedule meetings with the FSS Senate (all faculty and staff) to review revised bylaws and if approved, to cast votes for

ratification. All meetings are asked to be done no later than the 1st week of March, 2017.

- b. Message to the community: Vice President Muller reported that message to the community issue has been done with a "Did You Know" message on the college news feed.
3. **New Business**: The following Board Policies were submitted by HR Committee for the Executive Committee to seek input from entire Senate.
- a. BP 6009 (Compensation) : As received from HR Committee, the amendments to BP 6009 was discussed but unresolved because the committee was unclear as to the reason or intend for the edition, so a motion was created and passed by the Executive Committee to include BP6009 in the agenda for the upcoming Senate meeting to be scheduled on the 1st week of March. The FSS President and Vice volunteered to meet with Director of HR to discuss more on the amendment.
4. Due to time constraints, all remaining Board Policies were tabled for the next meeting which is scheduled on March 1, 2017 @ 01:00-02:00 P.M.
- a. BP 6017 (Performance Evaluation)
 - b. BP 6001, BP 6032 (Controlled Substances)
 - c. BP 6023 (Outside Employment)
 - d. BP 6018 (Termination)
5. **Adjournment**: Meeting was adjourned at 02:00 P.M

Comments/Upcoming Meeting Date & Time/Etc.:

March 1, 2017 @ **01:00 P.M.**

Handouts/Documents Referenced:

- Draft Agenda
- Draft Minute 1/25/17
- BP/AP 6009 – Policy

College Web Site Link:

Prepared by:

Alfred Olter

Date Distributed:

2/8/17

Approval of Minutes Process & Responses:

- Revised minute for 2/1/17 meeting was adopted with changes to spelling of "bylaws" to "bills", and the correction on meeting time from 12:00 **A.M** to 12:00 P.M. The vote was noted unanimous.

Submitted by:	Alfred Olter	Date Submitted:	2/22/17
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

- Meeting Minute for February 1, 2017 was adopted by the Executive Committee and ready to be posted on the College's Wiki.
- At-Large Members are asked to schedule and hold senate meeting no later than the 1st week of March 2017 to discuss and vote on proposed amendments to FSS bylaws.
- The Executive Committee agreed to include BP-6009 (compensation) in the agenda for discussion in upcoming senate meeting. FSS President and Vice volunteered to meet with Director of HR to discuss the intent of the amendment of BP-6009 and will report back to the committee on next schedule meeting.
- Amended bylaw shall be posted once ratified.

Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments