**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:**  |
| March 1, 2017 | 01:18 P.M. | Office of Institutional Effectiveness (OIE) |

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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 | All Campus Meeting |
| 1. At-Large Member (Chuuk Staff)
 | Kersweet Eria |  | X | All Campus Meeting |
| 1. At-Large Member (Kosrae Faculty)
 | Sharon Oviedo  |  | X | All Campus Meeting |
| 1. At-Large Member (Kosrae Staff)
 | Maver Jonathan  |  | X | All Campus Meeting |
| 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 |  |
| 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 Proposed Agenda and Approval of minutes
2. Old Business (Updates)
	1. Ratification of bylaws (result of survey)
3. New Business : HR Policies for review
	1. BP 6009 (Compensation) - Feedback
4. Misc.
5. Adjournment
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| **Discussion of Agenda/Information Sharing:** |
| 1. **Call to Order and review of Agenda and Approval of minutes:**
	1. Meeting was called to order by FSS President @ 01:18 P.M in the Office of the Institutional Effectiveness.
	2. Proposed agenda was adopted via unanimous vote
	3. Revised minutes of 2/15/17 meeting was discussed and adopted via unanimous vote and ready for posting of College Wiki.
2. **Old Business (Updates):**
	1. Ratification of bylaws by campus: With the absence of Executive Members from Chuuk, Kosrae, and Yap campuses, the Faculty Staff Senate Executive Committee could not continue further discussion on this topic. FSS President congratulated National and Pohnpei campus for conducting their surveys on-time and will seek the assistance from other campuses to complete their surveys as soon as possible and send results in for tabulation. It was agreed that members Lucy and Warren and David will review the surveys and do a summary of the outcome for next meeting.

 1. **New Business:**
	1. BP 6009 (Compensation) – Feedback? A brief summary of the general comments from recent survey was shared among the members. And it was obvious that majority of comments from both National and Pohnpei Faculty Staff Senate were negative not in favor of the proposed amendment. Majority disliked the proposed amendment to the Compensation Policy simply because it was deemed unclear. Final recommendation will be prepared once all surveys are done at each of the campuses turned it for At-Large Members (David, Luci and Warren) to compile the comments, create a systematic means for analysis and prepare summary of the outcome for review and discussion in our next meeting. FSS President will communicate with FSS At-Large Members from all campuses to expedite their meeting schedule to complete the FSS survey and send it for analysis.
2. **Misc:**
	1. **Special Meeting:** FSS President is calling for a special meeting on March 15, 2017 @ 01:00 in Presidents Conference room**.** One of the main agenda was to address President Daisy’s request to assist in circulating the Performance Evaluation Policy throughout the college system for input so it can be returned to HR Director to do proper touch-up and submitted as an agenda item at the COM-FSM’s Board Meeting scheduled in Chuuk on May 1, 2017.
	2. **Memo for Board Binder:** FSS President will draft a memo indicating FSS accomplishments or highlights to be included in the upcoming Board meeting scheduled here in Pohnpei. FSS Vice President Muller and At-Large Member Schelter volunteered to review the memo prior to submission to the Executive Assistant to the President, Ms. Edwin.
3. **Adjournment:** Meeting was adjourned at 02:05 P.M
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|  **Comments/Upcoming Meeting Date & Time/Etc.:** |
| March 1,2017 @ 01:00 P.M. |

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| **Handouts/Documents Referenced:** |
| * **Draft Agenda**
* **Draft Minute 1/25/17**
* **BP/AP 6009 – Policy**
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| **College Web Site Link:** |
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| **Prepared by:** | Alfred Olter  | **Date Distributed:** | 3/13/17 |

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| **Approval of Minutes Process & Responses:** |
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| **Submitted by:** | Alfred Olter  | **Date Submitted:** | 3/13/17 |

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| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:** |
| * Minutes of 2/15/17 was adopted and ready to be posted on the College WIKI
* FSS President will follow through with Chuuk, Kosrae and Yap campuses on the pending FSS Survey on Bylaws and Feedback on BP6009
* Special meeting is scheduled on March 15, 2017 @ 01:00 P.M. at the President Conference Room
* FSS President will draft memo for Board Binder and Vice President and At-Large Member Schelter volunteered to review memo prior to submission.
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| **Action by President:** |
| **Item #** | **Approved** | **Disapproved** | **Approved with conditions** | **Comments** |
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