**College of Micronesia – FSM**

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

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| **Committee or Working Group:** | Management Team |

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| **Date:** October 28, 2016 | **Time:** 10:00-12:00 | **Location:** BOR Conference Room |
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| **Members Present/Absent:** | | | | |
| **Title/Representative** | **Name** | **Present** | **Absent** | **Reasons** |
| Director of Institutional Research and Planning | Jimmy Hicks  (Chair Person) | X |  |  |
| Director of Maintenance and Campus Security | Francisco Mendiola |  | X | Out of the Office |
| Dean of Academic Programs | Maria Dison | X |  |  |
| Chuuk Campus Dean | Kind Kanto | X |  |  |
| Kosrae Campus Dean | Nena Mike |  | X |  |
| Pohnpei Campus/CTEC Director | Grilly Jack | X |  |  |
| FSM-FMI/Yap Campus Dean | Lourdes Roboman |  | X |  |
| Comptroller | Roselle Togonon | X |  |  |
| Cooperative Research & Extension Coordinator | Engly Ioanis |  | X |  |
| Registrar | Doman Daoas | X |  |  |
| Director of Financial Aid | Faustino Yarofaisug (Vice Chair Person) | X |  |  |
| Director of FSM-FMI | Mathias Ewarmai | X |  |  |
| Director of Human Resources | Rencelly Nelson | X |  |  |
| Director Information Technology | Gordon Segal | X |  |  |
| Director of Learning Resource Center | Jennifer Helieisar | X |  |  |
| Lead Counselor | Penselynn Etse Sam | X |  |  |
| Director of Student Life | Krystilyn Atkinson  (Secretary) | X |  |  |
| Dean of Assessment | Richard Andrews | X |  |  |
| Director of Procurement and Property Management | Robert Jose Santos | X |  |  |
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| Additional Attendees: |  | | | |

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| **Agenda/Major Topics of Discussion:** |
| 1. Approval of last meeting’s minutes 2. Revise the Terms of Reference 3. Explanation of new Procurement Procedures 4. Update on Budgets |

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| **Discussion of Agenda/Information Sharing:**  The minutes for our last meetings were adopted.  We have a new member – Doman Daoas, who is the new Registrar for National Campus at COM-FSM and is taking Joey Oducado’s place on the committee.  The following updates for the Term of Reference were discussed and agreed upon:   * To remove Director of Development and Community Relations from our list of members, because it is vacant, not budgeted for, and is now a part of IT (Director of Information Technology). * To combine Pohnpei Campus Dean and Director of Career & Technical Education into Director of Pohnpei Campus and Career & Technical Education, since Grilly Jack holds both titles. * To change Director of Admissions, Records & Retention to match Doman’s title of Registrar * To include new members – Dean of Assessment, Director of Procurement & Property Management, and Director of Cooperative Research & Extension. * To change the wording of membership to match current members list: “all deans, directors & comptroller” has been changed to simply “as the following” with all titles listed. * Change the language under Responsibilities, # 7, to change “among and between” to “of” to more accurately reflect departmental operations. * Under Responsibilities, bullet 4, replace “representative” with “area of responsibility.” * Change the term of officers to 2 years and remove specific months of service. * Under the responsibilities of the Vice-Chair, add in the following bullet, “assume the responsibility of the chairperson in event of absence.” * Clean up language about quorum – just leave 51% for voting and over 25% for discussion. * Change “committee” to “team” under the Communication & Distribution of Information section. Also, remove the sentence about the Secretary uploading minutes, as it is already listed in the responsibilities section for the Secretary. Change three working days to five working days for distributing meeting minutes. Add in the option to vote on minutes at the next meeting and only vote electronically if the Chair requests it. * The revised Terms of Reference will be transmitted to the Executive Committee for approval.   Titles and responsibilities should reflect actual responsibilities of directors and deans, but as of right now, it is not a responsibility of the Management Team to do so, that is up to supervisors. However, maybe we can make the recommendation to do so.  Bobby provided updates on the new Procurement Process.   * Concerns were raised about the removal of “Open POs.” Gordon thinks we should consider not putting up such strict rules that prevent flexibility, but Bobby reminded us that we need to be sure to follow and abide by the policies. This initiative was put forth because unsanctioned spending has been occurring. * Communication concerns regarding the initiation of this new policy was brought forth.   Gordon provided an update on the pending Internet repair. It is scheduled to begin on 5th of November and should end the 12th. Although, this is not exact and can change. Internet status and reliability will not be guaranteed during this time.  Roselle provided an update on the new budgets for 2018 and the financial status for Fall 2016.   * In order to reach our projected revenue for 2018, 50% of the students at the National Campus will need to take an additional 3 credits, as compared to this year, because Congress has not approved funding requests. This in turn would lead to a need for further academic offerings, but the lack of resources may prevent this. * Questions regarding salaries were raised, specifically for professors. |
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| **Comments/Upcoming Meeting Date & Time/Etc.:** |

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| **Handouts/Documents Referenced:**   1. **Terms of Reference** 2. **PowerPoint on Procurement Process** 3. **2018 Budget Excel Spreadsheets** 4. **2016 Financial Aid Spreadsheets** |

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| **College Web Site Link:** |

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| **Prepared by:** | Krystilyn Atkinson, Secretary | **Date Distributed:** | 11/4/16 |

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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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