**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:** March 22, 2017 | **Time:** 10:00-11:40AM | **Location:** BOR Conference Room |
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| **Members Present/Absent:** |
| **Title/Representative** | **Name** | **Present** | **Absent** | **Reasons** |
| Director of Institutional Effectiveness | VACANT |  | X | Represented by Dean of Assessment – Off-island |
| Director of Maintenance  | Francisco Mendiola  | X |  |  |
| 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(Chair) | X |  |  |
| FSM-FMI/Yap Campus Dean | Lourdes Roboman |  | X |  |
| Comptroller  | Roselle Togonon | X |  |  |
| Cooperative Research & Extension Coordinator | Engly Ioanis |  | X |  |
| Registrar | Doman Daoas | X |  | Off-Island (COMET Testing) |
| Director of Financial Aid  | Faustino Yarofaisug(Vice Chair) | X |  |  |
| Director of FSM-FMI | Mathias Ewarmai |  | X | (Teaching a class) |
| Director of Human Resources | Rencelly Nelson  | X |  | Represented by Morehna Santos |
| 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 | Off-island |
| Dean of Assessment | Richard Andrews |  | X | Off-island |
| 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. Minutes
2. TOR
3. Program review and assessment schedule proposal
4. Adjunct faculty
5. Doing the work for another position
6. Motor pool proposal
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| **Discussion of Agenda/Information Sharing:**The college’s mission statement was read at the beginning of the meeting by Doman.* Minutes of Feb. 8, 2017
* Under information sharing, 1st bullet under 2nd item, an update on that is that Kristy met with VPIEQA regarding the use of names in meeting minutes. Advice was to include names or specific items in the minutes to capture evidence. However, if that is not necessary, then no need to include names.
* Relocate CTEC before Pohnpei campus director to maintain consistency in official names of positions
* Fill in the December date to December 12 in the minutes referred to in the Feb 8 minutes
* Moved and adopted minutes with recently added changes
* TOR
* Section B. Purpose
	+ New insert: *coordination*
	+ Define “experiential decision-making” – decisions based on experience
* Section C. Membership
	+ Career and Technical Education and Pohnpei Campus Director to be changed to *Career and Technical Education/Pohnpei Campus Director* maintain consistency in the official title and clarify that there in only one position, not two.
	+ Director of Cooperative Research and Extension title – once TOR is approved, then the title will be reflected in the minutes
	+ Given that security has now been moved under the supervision of the VPEMSS, the possibility of including Security in the membership of M-Team has been held off for now, because the position is still evolving and student services is already well represented in the management team.
* Section E. Meetings
	+ Third paragraph - New insert: *(10 members)*
	+ Concern: Quorum is affected with only 10 members because there are still unfilled positions; Suggestion to be reworded to *50+1 percent of filled positions.*
	+ Recommendation: Reworded to 50+1 percent of *filled positions*.
	+ Concern: *However if a member expresses objection for an electronic vote, the matter is tabled to the next regular or special meeting.*
* Section F. Responsibilities
	+ Concern: Inconsistencies with the language used for responsibilities. There needs to be a re-wording or re-phrasing of the responsibilities to be consistent throughout, where some responsibilities are stated, beginning with action verbs while other are not.
	+ Recommendation: A small group of the M-Team that includes DAP, Director of Maintenance, M-Team Chair, and M-Team Secretary will work on revising the responsibilities and share with the team via email for input.
* Section G. Communication
	+ Concern: There is no time frame for when agenda items are sent to members for their review prior to meetings.
	+ Recommendation: The team recommend and agree that the time frame to be set to 3 days.
* Program review and assessment schedule proposal
* Proposing that the college move associates programs to a 4-year review cycle, breaking them up into the 4 years with reviewing 4 programs each year.
* The two-year review cycle does not allow time for faculty to be able to collect data, report, and implement recommended changes.
* Adjunct faculty
* Issue: Part-time instructors are getting less than what they were paid before and now lack the motivation to want to teach part-time again.
* Recommendation: Review and see ways we can increase salary to attract quality adjunct faculty – experience and support
* Suggestion: First to agree that this is an issue; revisit because discouraging people to teach part time;
* Maria: Team to recommend to revisit the rate of party-time faculty
* Issue of limited instructors is experienced at all campuses; use of staff to teach part time – usually be more cost effective because we won’t be paying housing, repatriation, benefits, etc. – should be offering more to teach part time; not only money but also quality/consistency of the program – having advantage of full-time there is continuity; priority should be full-time, but we should offer something more attractive to maintain flexibility in offering programs to our students; there are people that can teach, but the salary is not a motivating factor; in regards to quality of instruction – adjunct faculty are screened similar to full-time faculty; full-time faculty overload – compromise quality of instruction as well; The only discrepancy is the rating
* Recommendation:
* Doing the work for another position
* Staff working on other unfilled positions – If that’s the way the college should be run, then put in policy; if not, then change needs to be made;
* Ex: Dean CC and SSC; Dean YC and Director of FMI; DAP and IC Pohnpei campus
* Not only concerning compensation but also health issues and quality of life
* Chair & Vice-chair & Dean CC to work with HR Director to take everything into account and bring back to M-Team for more focused discussion
* Motor pool proposal
* A vehicle policy is being revised to include motor pool proposal and will be given to M-Team and HR committee for their review
* The policy proposes a consolidation of vehicles to be centralized at a certain location on campus
* Concerns are shared on whether specific programs that utilize transportation on a regular basis, e.g. Teacher Prep, are considered and what is the basis for the proposal?
* The policy will be shared with M-Team by the end of the day for review.
* Information Sharing

**IT*** Improvements on Internet connectivity are being planned for Pohnpei and Kosrae campus and to provide Wi-Fi capability at FMI campus.

**Learning Resources Center*** National campus library staff continue to provide assistance at the Pohnpei campus library on a weekly basis.

**Registrar*** COMET is almost done and will be sent to RA committee for their review. There is a big drop in the number of COMET takers, however, with an increase in better results. A review of IDP of current students yielded 183 potential program completers.

**Procurement Office*** Revisions to procurement policy have been approved by cabinet. The revisions eliminate gray areas in the policy and more specifics are added. This will be included in the next Board meeting for approval.

**HR*** Personnel manual procedures, in draft, submitted to President and cabinet for review with comments returned by President.

**DAP*** Instructional affairs is on track with improvements written in the self-study report and recommended by the visiting team and is working on convincing curriculum committee to have an LRC rep on the committee.

**Maintenance*** TC&I received $707,000 to execute contracts for projects
* The college saved over $100,000 in energy consumption due to energy savings program implemented at NC with the installation of LED lights and energy-saving air conditioners.
* Energy use has gone down more than 20% since 2010, but all are still encouraged to continue to save energy in their respective offices.

**FAO*** Completed 1800 records of students to verify and certify and sent back to Dept. of Education
* Compared to last year, the rate of Pell-grant is bigger with more than 1.5 million awarded to students as of March 10th.
* Helping students receive their money on time

**KC*** MOU with Economic Affairs on Greenhouse on government property
* FMI recruitment on campus
* Piggery program generated money from selling pigs, crops, and compost.
* Upcoming events – Quiz Bee; State Cultural Fair and Float competition; Task force for cultural day; Founding Day postponed to following week

**PC*** Exhibit tomorrow to Friday
* Preparations for founding day are underway
* Strategic planning meeting with Pohnpei state education with President Daisy
* Worked with Maintenance to identify venue to move TRIO programs to and design so minimal repairs are involved
* Worked with VPEMSS to hire one security officer
* Worked with IT to improve technology at Pohnpei campus
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| **Comments/Upcoming Meeting Date & Time/Etc.:**-  |

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| **Handouts/Documents Referenced:**1. **Feb. 8, 2017 Meeting Minutes**
2. **Terms of Reference**
3. **Draft 4-Year Program Review Cycle**
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| **College Web Site Link:** |

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| **Prepared by:**  | Jennifer Helieisar | **Date Distributed:** | 3/23/2017 |

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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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