

College of Micronesia–FSM Minutes Reporting Form

Meeting Group:	FCE Committee Officers <u>Addressing Concerns with FCE</u>
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Date:	Time:	Location:
11/13/20	4pm Pohnpei time	Zoom

Summary of Recommendations with Suggested Timeline & Responsibilities:		
Activities	Deadline	Person Responsible
Set up recurring Zoom meeting and share link with VPIEQA	Wednesday November 25th	Ex-officio
<u>Sharing Minutes & 'monthly memo'</u>	Within 3-5 working days of committee meeting (depends on your ToR)	FCE Secretary
1. Secretary – CC in VPIEQA ckocel@comfsm.fm when you send the draft minutes to your committee.	Within 3 working days of receiving	VPIEQA
2. VPIEQA – provide timely feedback in support of developing minutes-taking skills.	Before the month end	VPIEQA
3. VPIEQA – Use minutes to follow up absences.		

Members:				
Titles/Representative	Name	Present	Absent	Remarks
FCE – Ex Officio	Francisco Mendiola	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
FCE Chair	Bruce Robert	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
FCE Secretary	Amerihter Thozes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
FCE Vice Chair	Bruno Barnabas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
VPIEQA	Caroline Kocel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Agenda:

1. Late communications wrapping up last year's committee activities & no participation in training
2. Importance of accurate attendance, meeting links, and timely communications with members
3. Your concerns.
4. Next steps.

Agenda/Major Topics of Discussion:

1. Late communications wrapping up last year's committee activities & no participation in training

VPIEQA discussed the issues arising from the delay in wrapping up last year's committee activities and the non-attendance at the Committee Officers' training in September.

The delay in completing the self-evaluation survey caused a data inaccuracy in the biennial governance review.

VPIEQA presented the governance review, first presented at the Committee Officers' training in September, including the chapter which focuses on FCE.

We discussed how to interpret the data presented. There are no recommendations specific to FCE in the report. The FCE considers their own chapter to see if there are any issues they themselves wish to address.

2. Importance of accurate attendance, meeting links, and timely communications with members

VPIEQA had shared a collegewide email sharing the dates of all committee meetings and the links provided. Although we asked all Zoom meetings to be set up as 'recurring meetings' so that the link remains the same, FCE committee did not have a dedicated Zoom account at that time, and consequently, has been generating a fresh link which they share before each meeting. This has caused confusion and may be one reason contributing to low attendance in FCE.

Ex-Officio to try to use his Zoom account to set up recurring meeting and send the details to VPIEQA.

VPIEQA to review the document of meeting dates and zoom links and re-send in early January.

Sharing you minutes with VPIEQA - requesting secretaries to CC her in when emailing the draft minutes to their members within 3-5 working days of committee. This has three purposes: firstly, to provide direct feedback to secretaries to help them train in the writing and preparation of minutes; secondly, to provide potential material to be shared in a 'monthly memo', and thirdly, to follow up with those who are not attending.

Monthly memo is a new initiative to promote multi-directional communication across the college. Most people are not interested to read meeting minutes – monthly memo serves to summarize progress of important work and decisions taking place across the college.

3. FCE Committee Officers' concerns

- Some committee officers and participants have no or very slow internet at home, so need to come to the workplace to deal with work, including committee issues
- Very low attendance – creating and sharing a repeating link is one way to address this. Sharing the draft minutes with VPIEQA within three working days of the meeting is another – she will follow up with an email and 1-question survey.
- How to make recommendations to VPs and hold them accountable. VPIEQA wants to design a format and process for committees to make recommendations to VPs with timelines and official communications processes.
- Lacking clarity of participatory governance – some people worry that they are making the (wrong) decisions on behalf of those they represent. But, especially for smaller issues, they don't need to go back and ask everyone, they can speak on their behalf.

4. Next steps

See above "Summary of Actions, Deadlines, and Person Responsible"

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

[Governance Report draft](#)

[AY2020-2021 Committee Members & Calendars](#)

College Web Site Link:

<http://www.comfsm.fm/>

Prepared by:

C. Kocel

Date Distributed:

11/20//20

Approval of Minutes Process & Responses:

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Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments
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