

College of Micronesia-FSM Governance Policy

1.0 Policy:

It is the policy of the College of Micronesia-FSM to promote a shared governance environment which involves the commitment and participation of all campus constituencies and to be guided by the college's value statements in the development of policies and procedures.

2.0 Purpose:

The purpose of the College of Micronesia-FSM Shared Governance Model is to ensure participatory decision-making. Its fundamental premise rests upon active and responsible involvement of all college employees and students. An inherent characteristic is a commitment made by the President as well as members of all constituency groups to engage in interactive communication. The Shared Governance Model is a system of committees and subcommittees which address institutional needs and provide a conduit for system communication. Through this model, details of issues and policy matters are to be brought into a forum where full participation in the decision-making process can be assured. This model presumes that there will be timely response to all recommendations and resolutions.

The goal of the Shared Governance Model is to engage all members in the college community in guiding the college to achieve its mission of "assisting in the development of the Federated States of Micronesia by providing academic, career and technical educational opportunities for student learning." Recognizing that everyone's time is valuable, it is important for each committee to have meaningful issues to address and for a structure to exist that will ensure committee issues are heard and appropriately addressed. Subcommittee recommendations are forwarded through appropriate standing committees and ultimately to the President and his Cabinet for action. Operations under the Shared Governance Model shall conform to the latest edition of Robert's Rules of Order. Attendance at committee meetings is part of an employee's responsibilities when assigned to a committee and is necessary for the model to be successful; therefore attendance at committee meetings is to be considered in the employee's performance evaluation.

3.0 Application:

This policy applies to all standing committees, subcommittees and ad hoc committees and the college community at large.

4.0 Responsibilities:

The President has the overall authority of implementing the Governance Policy.

5.0 Procedure:

The President is charged by the Board of Regents to responsibly manage the affairs of the college in accordance with their wishes and in line with the Federated States of Micronesia enabling legislation that established and authorizes the college. A system of standing committees and employee and student organizations are established to allow faculty, staff, students and administrators to participate in the generation of ideas and to discuss and make recommendations on matters relative to the college. All committees and organizations are ultimately advisory to the President to assist him in carrying out his responsibilities.

A. Shared Governance Process

The shared governance process occurs through the standing committee structure, Faculty/Staff Senate and Student Body Association. These structures are defined in the attached Appendix A. This committee structure and organizations afford broad-based participation in the governance process by all campus constituencies.

B. Assuring Representation

- Each state campus is to institute the following extension of standing committees: management council, curriculum committee, student services committee, ~~and~~ personnel committee, **endowment fundraising committee, staff development committee, and cooperative research and extension advisory committee**. The state campus director is to serve as the chairman of the management council. The responsibilities of the management council include that of the planning and finance committee, and membership includes the director, instructional coordinator, student services coordinator, fiscal officer, Faculty/Staff Senate president, Student Body Association president, and a faculty or staff representative depending on whether the F/SS president is a member of the faculty or staff. The instructional coordinator is to chair the curriculum committee; the student services coordinator is to chair the student services committee; and secretary or administrative officer to the campus director is to chair the personnel committee.
- These state campus committees are to appoint at least one representative to the main standing committees. These representatives have two major responsibilities. They are responsible for bringing the state campus faculty, staff, and students' interests and concerns to the attention of the main standing committees. They are also and perhaps especially responsible for bringing the issues that are under consideration of the main standing committees to the attention of the state campus community.
- The Faculty/Staff Senate and Student Body Association are to appoint their representatives to standing committees as appropriate. These representatives are responsible for bringing the Senate and SBA's interests and concerns to the

attention of the standing committees and for bringing issues that are under consideration of the standing committees to the attention of the Senate and SBA.

- The main standing committee chairs and all members of the committees are to establish appropriate timelines for discussion, information gathering and dissemination, and consideration of the issues before their committees.
- All main standing committee members represent the college community, some with particular responsibility to particular constituency. All have a responsibility to ensure that communication is frequent, thorough, clear and timely.

6.0 Definitions:

- Cabinet: the primary vehicle to foster collaborative development or review of college procedures.
- Standing committees: representative groups that focus on a specific area of college operations. These groups are intended to be on-going groups that identify issues, collect facts, and recommend solutions to appropriate departments and the President.
- Ad hoc committees: groups appointed for a limited time period to review specific issues or concerns and to make recommendations on the issue or concern to a committee. These groups may also be called working groups or task forces.

Approved BOR 12/7/06.

Appendix A

College of Micronesia-FSM Standing Committees

The main standing committees of the College of Micronesia-FSM are as follows:

1. Cabinet
2. Planning and Resources Committee
 - a. Assessment Committee
 - b. Auxiliary Services Advisory Committee
 - c. Endowment Fundraising Steering Committee
 - d. Facilities and Campus Environment Committee
 - e. Finance Committee
 - f. Information Communications Technology Committee
 - g. Personnel Committee
 - h. Staff Development Committee
 - i. Sponsored Programs Committee
3. Curriculum Committee
 - a. Learning Resources Committee
4. Student Services Committee
 - a. Financial Aid Committee
5. Admissions Board
6. Cooperative Research and Extension Committee
7. Accreditation Committee
8. Publications Committee

(3/3/08)

GOVERNANCE POLICY

AND

STANDING COMMITTEES TERMS OF REFERENCE

COLLEGE OF MICRONESIA-FSM
December 2006