

College of Micronesia FSM

Committee Minutes Reporting Form			
Committee or Working Group		<i>Council of Chairs</i>	
Date	Time	Location	
Friday, November 22, 2013	13:00	Board Conference Room	
Members Present			
Titles/Reps	Name	Present	Absent
COC Vice Chair/Curriculum & Assessment	Gardner Edgar	X	
Human Resources	Morehna Rettin-Santos	X	
COC Chair/Finance	Richard Womack	X	
Planning and Resources	William Haglegam	X	
Recruitment, Admission and Registration	Lucia Donre - Sam		Advising workshop
Information Communication and Technology	Shaun Suliol	X	
COC Secretary/Facilities & Campus Environment	Dana Lee Ling	X	
Faculty and Staff Senate Vice Chair/Faculty representative	Ringlen Ringlen	X	
Faculty and Staff Senate Vice Chair/Staff representative	Ross Perkins		X
Additional Attendees			
President	Dr. Joseph Daisy		
Vice President Administration	Joseph Habuchmai		
Agenda/Major Topics of Discussion:			
1:00 Minutes 1:05 Announcements – how we get onto list Shaun Announcements other Committee Chairs—others 1:10 1:40 – Review of FY2015 Budget · Questions—Comment · Check on FY2014 1:40—Topic-How Can CoC be of maximum service to the college as we face the serious challenges ahead			
Discussion of Agenda/Information Sharing:			
In a preamble to the meeting, the chair passed around an article by Doug Lederman written 11 November 2010 titled The Pressure to Prioritize. The article references Dickeson and a workshop on program prioritization. At 13:06 the chair called the meeting to order. The chair noted that the Council of Chairs (CoC) Terms of Reference (TOR) should specify the ability			

of the committee to go into executive session.

The minutes were brought up for approval and after the motion was seconded, the committee unanimously approved the minutes of 25 October 2013. The one modification was the correction of the date.

The chair then asked about the apparent loss of the group email addresses. The chair of the Information and Communication Technologies committee fielded the question. He noted that the lists were turned off about a month ago due to abuse including outside spam. A new system is in now place. In this new system only those who by the nature of their position require access to the group email addresses can request access. Following approval, the requestor will be trained by IT personnel and sign off on a form.

Note that this procedure does not apply for standing committee group email addresses, those are restricted to use only by members of the standing committee. The above applies primarily to the campus wide addresses that once existed.

The IT division is trying to avoid recreating the problems of the past system. There are guidelines and formats that must be followed. Training is done by IT, a form is signed. Routing of announcements should preferentially be through the news items feed. For example, every Monday the menu gets posted to the COMFSM news feed. Material at the national site can be routed through either Juan P. Santos or Shaun Suliol for review. There are others trained to submit material to the news feed, for example the administrative assistant in the division of natural sciences and mathematics.

The Curriculum and Assessment Committee (CAC) chair sought guidance from the CoC on responding to a member request. A member of CAC suggested a change in meeting time. The member is requesting that the meeting be moved back ten minutes to 1:10 P.M.

The CoC chair noted that the meeting times have been set in place [for the past two years], faculty were instructed to join committees that they could attend.

The chair of the Facilities and Campus Environment committee noted that faculty and students are only given five minutes to move between classes and this has been sufficient. He went on to say that time management and ending the class on time is under the control of the instructor. The CoC chair concurred, and again noted that faculty were to join committee they could attend.

Discussion included the shortness of the hour and the loss of time that a late start would incur. The suggestion was made that the faculty member might want to consider a committee with a meeting time that was more agreeable to their class schedule.

At 1:21 the CoC chair turned proceedings over to the Vice President for Administration (VPA). He then outlined the budget process and numbers being looked at to date. The VPA has been updating the Planning and Resources Committee and the Finance Committee (FC) as work proceeds on the budget. He noted that minutes of committee meetings were available on the college web site for details. As the college further develops the budget, the college is adopting a plan to move to where 60% of the budget is in personnel. 10.8 million. At present personnel is on the order of 65% of the budget. The VPA noted that Total Cost of Ownership will cover all preventative maintenance and energy costs.

The VPA noted that there are additional needs that need to be taken into account – accreditation, overloads, water for some campuses, recruitment of students, needs of the president's office. These items can be handled if personnel is brought down to 60%. The good news is that the college is going to stay within [the 60% personnel model budget]. We will be engaged in meetings with various units going forward. Still to be looked at is the mechanics of the 5% decrease in personnel. The college will need to look at how to bring that down to 60% from 65%. This is a task that all will be involved in. A group will be convened to develop criteria to move from 65% to 60%.

The chair asked about step increases for everyone including those at the end of their salary track.

The response was that there would be no pay freeze, that step increases were being planned for with a 5% increase in the salary item.

In response to a question of how to characterize the effort to move from personnel being 65% of the budget to personnel being 60% of the budget, the president made clear that there would be no across the board five percent reduction in budgets. The effort is to obtain a reduction in personnel costs by five percent. Some areas would see some contraction, other areas might have to expand. This effort will be a thoughtful approach, carefully considered. A more complex approach. A simple approach damages institutional morale. The college needs to be very thoughtful about these decisions.

A member noted that a board meeting is upcoming in Chuuk in December and asked about the time lines. The president responded that the college is on track to meet the budget time lines. He expressed the hope that the cabinet will complete their work today. The budget should be with the EC by Wednesday.

CoC chair noted that Human Resources Committee was asked to review the layoff policy. The HR chair asked that the COC help provide support to the HR committee on guiding suggestions, options, assist the HR committee. The COC chair responded in the affirmative and noted that the COC stands ready to be of assistance to the HR committee in their work.

CoC chair asked if housing is a personnel cost as this would bring personnel up to 66%.

In further remarks, the president noted that no decisions have been made but that everything will be looked at. Freezes and step increase delays are not long term solutions and avoid making harder decisions that have to be made. The college will be seeking long term solutions. This work is harder and more nuanced but results in a long term solution. Now that accreditation is being tended to in an ongoing way, the college can turn to decisions on how big should the college be, make prioritization decisions.

CoC chair discussed ways in which the committee can be maximum service to the college. The chair asked if everyone had received a note from the faculty staff senate officers soliciting input. The role of the Executive Committee would be similar – to route things out to committees and to gather back input from those committees.

CoC chair noted the early participatory governance committee meetings that had no administrators. The president shared a perspective:

When I came my understanding was that before participatory governance the president made

decisions, vice presidents made those decisions that president did not make. There was little participatory governance. When the participatory governance system came into being, the pendulum swung the other way with too little administrative participation. The college is growing into this new culture of participative governance.

CoC chair explained that all of the original committees in the college early years came from faculty and staff initiatives.

The CAC chair brought up a discussion in CAC as to "who starts something." At present, an office of the college presents something to the committee, the committee discusses it, shares it system-wide. That is the structure being used in CAC.

The chair explained that TORs should be reviewed every year and the TOR should include specifics on who submits things to the committee and how.

The president noted that he is happy to come to the CoC anytime, he left it as a standing invitation. If there is something specific the committee wants the president to hear, or an issue the committee wants the president to be aware of, matters that the committee might want addressed, he is open to attending, listening, responding.

The CoC chair proposed to write a memorandum to HR from CoC in regards looking at the layoff policy, process, procedures. The committee consented to the proposal.

The Council of Chairs adjourned at 14:03.

Handouts/Documents Referenced:

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College Web Site Link:	http://wiki.comfsm.fm/Committee_Minutes/Council_of_Chairs		
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Prepared by:	Dana Lee Ling	Date Distributed:	22 November 2013
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Approval of Minutes Process & Responses:

Submitted by:		Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities

Chair will draft a memorandum to the Human Resources committee in regards the layoff policy, process, and procedures.

Next meeting 06 December 2013