

**College of Micronesia – FSM
Committee (Working Group) Minutes Reporting Form**

Committee or Working Group:	Management Team
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Date:	Time:	Location:
04/15/14	2:00 pm	Board of Regents Conf. Room

Members Present:				
Titles/Reps	Name	Present	Absent	Reason
Dean, Kosrae Campus	Kalwin Kephas		X	
Director, Pohnpei Campus and Career & Technical Education	Grilly Jack		X	
Dean, Chuuk Campus	Kind Kanto		X	Tech failure
Director, Yap/FMI Campus	Lourdes Roboman	X		
Acting Dir. Financial Aid	Arinda Swingly	X		
Dir. Human Resources	Rencelly Nelson		X	Sick
Dir. Learning Resource Center***	Jennifer Hainrick	X		
Dir. Admission, Records, Retention/Registrar	Joey Oducado		X	
Dir. Information Technology**	Gordon Segal	X		
Comptroller	Danny Dumantay		X	Meeting with Auditor
Dir. Facilities and Maintenance	Francisco Mendiola			
Dir. Counseling*	Penselynn E. Sam	X		
Dir. Student Life	Morehna Rettin-Santos	X		
Cooperative Research & Extension Coord.	Engly Ioanis		X	
Dir. Career & Technical Education	Grilly Jack		X	
Dir. FMI	Mathias Ewarmai			
Dir. Institutional Research & Planning	Jimmy Hicks	X		
Dean Academic Programs	Maria Dison	X		

*** Chair ** Vice Chair *Secretary

Additional Attendees:	
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Agenda/Major Topics of Discussion:
1) HR Documents <ul style="list-style-type: none"> a) Procedures for Recruitment b) Standard III Human Resources 2) Measures of Success 3) Updates

Discussion of Agenda/Information Sharing:
1) HR Documents <ul style="list-style-type: none"> • The team went over the Procedures for Recruitment and a few comments were raised. Questions about how the procedure fits into the hiring freeze situation was responded with the comment that the procedure does not specifically target the freeze, but is a general procedure. Others were frustrated with the procedure in that supervisors will still need to make justifications on hiring. A positive note on the procedure is that once a position is vacated, HR automatically processes the paperwork for rehiring. • A discussion of Standard III ensued. Team agreed that a definition for diversity needed to be clear. It was suggested by Jimmy Hicks to look at diversity in the context of the FSM, the different states, languages, etc. 2) IRPO report <ul style="list-style-type: none"> • Jimmy Hicks presented the team with program costs per credit hour by semester, program and campus for AY 2012/13. Additional work will address revenue that is generated by programs.

He also updated the team on the status of setting targets for measures of success, where the institutional set standards have been reset and awaiting approval of VPIEQA before setting new targets can be made. Some required information on the targets still need to be collected from various offices.

3) Update from others:

- Yap Campus/FMI is currently working on course outline to include admissions criteria for FMI.
- IT National Campus needs the assistance from IRPO and Instructional Affairs to develop an assessment tool in the form of a survey to get feedback of the digital clock pilot project.

4) Meeting adjourned at 3:03pm.

Comments/Upcoming Meeting Date & Time/Etc.:

- Next Meeting is slated for April 29, 2014

Handouts/Documents Referenced:

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College Web Site Link:

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Prepared by:

Penselynn E. Sam

Date Distributed:

Approval of Minutes Process & Responses:

Submitted by:

Jennifer Hainrick

Date Submitted:

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

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Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments