**College of Micronesia – FSM**

**Committee (Working Group) Minutes Reporting Form**

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| **Committee or Working Group:** | Faculty Staff Senate |

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| **Date:**  | **Time:**  | **Location:**  |
| November 2, 2016 | 01:00 P.M. | President’s Conference Room |

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| **Members Present/Absent:** |
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| Title/Representative | Name | Present | Absent | Reasons  |
| 1. President
 | Sylvia Henry | X |  |  |
| 1. Vice President
 | Michael Muller | X |  |  |
| 1. Secretary
 | Alfred Olter  | X |  |  |
| 1. Treasurer
 | Ruthy Lebehn | X |  |  |
| 1. At-Large Member (National Faculty)
 | Lucia Donre | X |  |  |
| 1. At-Large Member (National Staff)
 | Warren Ching | X |  |  |
| 1. At-Large Member (Chuuk Faculty)
 | Danilo Mamangon | X |  |  |
| 1. At-Large Member (Chuuk Staff)
 | Kersweet Eria | X |  |  |
| 1. At-Large Member (Kosrae Faculty)
 | Awaiting election |  |  | No member assigned yet |
| 1. At-Large Member (Kosrae Staff)
 | Awaiting election |  |  | No member assigned yet |
| 1. At-Large Member (Pohnpei - Faculty)
 | David Schelter |  | X | Pohnpei campus Voip was in use by other committee meeting |
| 1. At-Large Member (Pohnpei Staff)
 | Bruno Barnabas |  | X | Pohnpei campus Voip was in use by other committee meeting |
| 1. At-Large Member (Yap Faculty)
 | Robert Yangerluo | X |  |  |
| 1. At-Large Member (Yap Staff)
 | Sarah Mooteb | X |  |  |
| 1. At-Large Member (FSM-FMI Faculty)
 | Joseph Falmed |  | X |  |
| 1. At-Large Member (FSM-FMI Staff)
 | Edmund Wogthuth |  | X |  |
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| **Additional Attendees:** | None |

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| A**genda/Major Topics of Discussion:** |
| **AGENDA**1. Call to Order:
2. New Business
	1. Incentive Award Ceremony
	2. Evaluation Process
	3. Identifying Faculty/Staff Senate representative in all standing committee to bring issue to us/ solicit issues from standing committees /state campus
	4. Membership dues acct. and collection
	5. Establish FSS mass email acct
	6. State campus issues
3. Adjournment:
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| **Discussion of Agenda/Information Sharing:** |
| 1. Call to Order: Meeting called to order at @ 01:05 by the President of the Faculty Staff Senate (FSS). President called the meeting to order at 01:05 P.M. The motion for the adoption of the Agenda was voted on and approved without modification.
2. New Business
	1. **Incentive Award Ceremony**
* **Issue:** the issue was raised by President Daisy that some members of the college community disliked the idea of combining the award ceremony with the Christmas party.
* **Action:** Due to time constraints, the Faculty Staff Senate (FSS) unanimously voted (yes) on the motion to keep **incentive award ceremony** per status quo or along with the college Christmas party this year and will consult and seek consensus of the college community for next year’s event.
	1. **Evaluation Process**
* **Issue:** the issue was raised by President Daisy for the FSS to look into means to help resolve problems relating to the evaluation process. Concerns include the evaluation process being too lengthy for supervisors handling many subordinates. The routing of a single evaluation took many months to be completed and has been cited by the accreditation for non-compliance.
* **Action:** a motion was made for FSS President and Vice President to meet with Director of HR to go over policies that may be affected or need to be amended to accommodate senate’s recommendation for one evaluation per person per contract for staff or one evaluation for each faculty per academic year. This would reduce the work load for supervisors doing the evaluation, and may resolve the issue cited by accreditation on timely evaluation process.
	1. **Identifying Faculty/Staff Senate representative in all standing committee to bring issue to us/ solicit issues from standing committees /state campus**
* **Issue:** To ensure that Faculty Staff Senate needs to be represented in all standing committees to address issues relating to faculty and staff.
* **Action:** After further discussion, the FSS filed a motion to have the President and Vice President draft a letter to all standing committee chairs to seek their assistance in representing the FSS in their respective committees and forwarding all faculty and staff issues **DIRECTLY** to FSS President and Vice President for further action.
	1. **Membership dues acct. and collection**
* **Issue:** an annual $10 membership fee is collected from all college employees. For the past several years, no collection has been made. Concerns were raised regarding the purpose of the membership fee.
* **Action:** The FSS agreed to continue collecting membership dues with the sole purpose of supporting the college Christmas party and other social activities sponsored by the senate. An official communication will be sent out by the President and Vice President to seek the college community’s support on the membership fee. Clarification was made by members that membership dues are optional and administered by administrators and staff senate of each of the campuses based on their needs.
1. Adjournment:
* Due to limited time, the FSS was not able to hold discussion on items e. Mass email account and f. state campus issues. Meeting adjourned at 05:05 P.M.
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| **Comments/Upcoming Meeting Date & Time/Etc.:** |
| Next meeting schedule will be posted once confirmed |

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| **Handouts/Documents Referenced:** |
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| **College Web Site Link:** |
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| **Prepared by:** | Alfred Olter | **Date Distributed:** | 11/4/16 |

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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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