**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:** |
| January 25, 2017 | 01:00 P.M. | Board Conference Room |

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| **Members Present/Absent:** |
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| **Additional Attendees:** | None |

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| A**genda/Major Topics of Discussion:** |
| **PROPOSED AGENDA:**   1. Call to Order and review of Agenda and Approval of minutes 2. Old Business (Updates)    1. Revised by-laws    2. Message to the community    3. Did you know message for website 3. New Business    1. BP/AP 3302    2. HR Policies for review 4. Misc.    1. Next month meeting is February 1(time change to 12) 5. Adjournment |
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| **Discussion of Agenda/Information Sharing:** |
| 1. **Call to Order, Review Agenda and Approval of Minutes:** Meeting was called to order at @ **01:05 P.M.** by the FSS Vice President as delegated by the President as she had other urgent commitments to tend to. Meeting agenda was reviewed and approved as submitted. Minutes for January 11, 2017 meeting was adopted unanimously. 2. **Old business (Update)**:    1. **FSS Bylaws:** The revised bi-laws were reviewed and adopted after a discussion on whether to insert a procedure in terms of receiving and prioritizing issues brought to the executive committee. At-large member Ching made a motion to adopt the revised bilaws as is and create a subcommittee to work on a Standard Operating Procedures (SOP) guideline. Motion was seconded and approved with At-large member Ching heading the SOP subcommittee with President Henry, At-large Pohnpei rep. Schelter, and At-large Donre. The draft of the SOP will be disseminated at the next meeting.    2. **Message to the community**: A drafted communication to the Board of Regents, the President, and the college community was reviewed. Members discussed and decided that the communication be sent in a memorandum addressed specifically to the Board of Regents Chairman, President/CEO, Vice Presidents, Campus Deans & Directors, and chairs of all standing committees, whereas the “Did You Know” message be placed on the college’s newsfeed. A minor change to the “Did You Know” message was made to replace “send your concerns to the Faculty/Staff Senate c/o Sylvia Henry or Michael Muller” with “in the FSS mailbox at the National Campus”. 3. **New Business:**     1. **BP/AP 3302** – Policy was briefly discussed as members deemed the necessity to review it with ample time therefore it was recommended and tabled for further discussion in next meeting. Kosrae At-Large rep. Oviedo made a recommendation that the minutes of the Curriculum Committee (CC) regarding BP/AP 3302 be forwarded to all members to get an in depth knowledge of the issue at hand. A suggestion was also made to invite the Chairperson of the CC to the next meeting for clarifications purposes.    2. **HR Policies** were tabled to next meeting. 4. **Misc:** 5. Next regular meeting is scheduled for February 1st, 2017 at 12pm. 6. Adjournment: Meeting adjourned at 02:08 P.M**.** |
| **Comments/Upcoming Meeting Date & Time/Etc.:** |
| February 1,2017 @ 12:00 P.M. |

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| **Handouts/Documents Referenced:** |
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| **College Web Site Link:** |
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| **Prepared by:** | Lucy Donre | **Date Distributed:** | 1/25/17 |

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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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