**College of Micronesia – FSM**

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

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| **Committee or Working Group:** | Management Team |

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| **Date:** February 8, 2017 | **Time:** 10:00-11:00AM | **Location:** BOR Conference Room |
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| **Members Present/Absent:** | | | | |
| **Title/Representative** | **Name** | **Present** | **Absent** | **Reasons** |
| Director of Institutional Effectiveness | VACANT |  | X | No Employee |
| Director of Maintenance | Francisco Mendiola |  | X |  |
| Dean of Academic Programs | Maria Dison | X |  |  |
| Chuuk Campus Dean | Kind Kanto | X |  |  |
| Kosrae Campus Dean | Nena Mike | X |  |  |
| Pohnpei Campus/CTEC Director | Grilly Jack (Chair Person) | X |  |  |
| FSM-FMI/Yap Campus Dean | Lourdes Roboman | X |  |  |
| Comptroller | Roselle Togonon | X |  |  |
| Cooperative Research & Extension Coordinator | Engly Ioanis |  | X |  |
| Registrar | Doman Daoas |  | X | Off-Island (COMET Testing) |
| Director of Financial Aid | Faustino Yarofaisug (Vice Chair Person) | X |  |  |
| Director of FSM-FMI | Mathias Ewarmai |  | X |  |
| Director of Human Resources | Rencelly Nelson | X |  |  |
| Director Information Technology | Gordon Segal | X |  |  |
| Director of Learning Resource Center | Jennifer Helieisar | X |  |  |
| Lead Counselor | Penselynn Etse Sam | X |  |  |
| Director of Student Life | Krystilyn Atkinson  (Secretary) | X |  |  |
| Dean of Assessment | Richard Andrews | X |  |  |
| Director of Procurement and Property Management | Robert Jose Santos | X |  |  |
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| Additional Attendees: |  | | | |

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| **Agenda/Major Topics of Discussion:** |
| 1. Approval of last meeting’s minutes 2. Review of TOR 3. Meeting Schedule 4. Miscellaneous |

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| **Discussion of Agenda/Information Sharing:**  - It was agreed that we add in the reading of the Mission Statement as part of our agenda for all future meetings.  - It was questioned whether or not we should name specific names in the meeting minutes. It was agreed that we will bring this concern up with VPIEQA to see what the correct procedure is.  - We recommend that the college adapt a formal protocol for the creation of meeting minutes.  - We still need to confirm with VPEMSS to see if the Chief of Security should be included in these meetings or not, since Security is now under EMSS.  - We still need to follow up on concerns related to Title 9 Coordinators and the conflict of interest that may exist with them being Security Officers.  - The meeting minutes for December 12, 2016 were confirmed.  - The Director of Institutional Research and Planning will now tentatively be known as the Director of Institutional Effectiveness (this needs to be verified).  - Spelling errors were corrected in the TOR, including the following titles: Director of Maintenance & Security is now Director of Maintenance, Director of Institutional Research and Planning is tentatively changed to Director of Institutional Effectiveness (this needs to be verified).  - We agreed that we need to finish refining the TOR and will wait to take action on it until a later date. We will all look at the TOR and bring edits and suggestions to another meeting to be determined at some point in the near future.  - It was decided that we will meet the second Wednesday of every month at 10AM. Matthias won’t be able to attend, as he has class, but the date/time works for everyone else.  - Rencelly reminded supervisors about the need to complete evaluations on a timely manner. Additionally, it is asked that evaluations be completed in blue and black ink only.  - Krysti asked about the use of the Wiki page and process of updating it. Krysti will request access to update the list of members and we will continue with posting approved meeting minutes there.  - Grilly informed us there will be no more mail runs between Pohnpei Campus and National Campus, instead documents will be scanned, uploaded and emailed. There have been some difficulties with this change, for example, unnecessary repeated printing of papers. Rencelly also raised concerns about the quality of scanned papers, as well as, papers being lost in the transition. These challenges will be documented and passed along to the appropriate parties.  - Kind asked if a staff is taking on two jobs or filling in for a vacant position on top of their own duties, what happens to their compensation – is this covered by “other duties as assigned” or should they receive further compensation? Faustino also raised concerns regarding this – when does the work reach the level where a step increase is needed? This needs to be addressed and brought up with the appropriate parties. We will review this and address it more in-depth at a future meeting.  - Roselle informed us that the Business Office will be doing all of the wire transfer and mailing of checks from here on out, effective immediately. This is due to the increasing cost of gas, the need to monitor funds more closely, and to reduce the use of college cars. The question regarding Pohnpei Campus’ role in this was raised: what will Pohnpei Campus’ Business Office do with their checks and vendor payments?  - Faustino raised concerns about information sharing and taking time to focus on the positive work that our offices are doing. He suggested that we send monthly highlights from each of our offices, to share with each other. This would also help us to better understand how other offices function and the work they do. It was agreed that this will become a part of our monthly meetings.  - Financial Aid has awarded almost 100% of this semester’s PELL grants, bringing in the all the funds at the beginning of the semester. |
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| **Comments/Upcoming Meeting Date & Time/Etc.:**  - March 8th at 10:00AM |

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| **Handouts/Documents Referenced:**   1. **Dec. 12, 2016 Meeting Minutes** 2. **Terms of Reference** |

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| **College Web Site Link:** |

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| **Prepared by:** | Krystilyn Atkinson, Secretary | **Date Distributed:** | 2/8/17 |

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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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