**College of Micronesia – FSM**

**Management Team Minutes Reporting Form**

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

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| **Date:** April 26, 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 |  | Represented by Dean of Assessment  |
| 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) | X |  |  |
| FSM-FMI/Yap Campus Dean | Lourdes Roboman |  | X |  |
| Comptroller  | Roselle Togonon |  | X | Official Travel |
| Cooperative Research & Extension Coordinator | Engly Ioanis |  | X | Official Travel |
| Registrar | Doman Daoas |  | X | Official Travel |
| Director of Financial Aid  | Faustino Yarofaisug(Vice Chair) |  | X | Official Travel |
| Director of FSM-FMI | Mathias Ewarmai |  | X | Teaching a Class |
| Director of Human Resources | Rencelly Nelson  | X |  | Represented by Morehna Santos |
| Director Information Technology | Gordon Segal | X |  |  |
| Director of Learning Resources Center | Jennifer Helieisar | X |  |  |
| Lead Counselor | Penselynn Etse Sam | X |  |  |
| Director of Student Life | Krystilyn Atkinson (Secretary) |  | X | Official Travel |
| 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. Minutes
2. Terms of Reference
3. Vehicle Policy
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| **Discussion of Agenda/Information Sharing:*** **Minutes of Mar. 22, 2017**
* No comments
* **Terms of Reference**
* Working group made some revisions to the TOR
* Comments:
	+ It should be clarified that one of the responsibilities of M-Team looks at both academic and non-academic program reviews and assessment in order to prioritize them. Minor typos were corrected.
* Recommendation:
	+ TOR revisions be shared and voted on electronically before the next meeting
* **Vehicle Policy – Proposed changes**
* Discussion:
	+ There are too many factors to consider before developing a policy on vehicle use such as cost benefit analysis. Data needs to be gathered on current practices on vehicle use.
	+ Most of the vehicle use issues are procedural. Existing policy covers all issues with the exception of a system for proper documentation to track the use of vehicles.
* Comments:
	+ Remove punishment of not complying statement to be incorporated into the procedures instead of policy.
	+ There must be a subsection on the use of vehicles policy that does not exempt the CRE and President on vehicle use.
	+ All college vehicles are insured. If driver is at fault, then police investigate.
* Recommendation: Table the proposed changes to the policy for the next meeting and move forward with suggestion for a directive from President for initiation and do a trial run before the development of a policy on the use of vehicles.
* **Others:**
* Suggestion to include Security in M-Team is withdrawn as VPESS has proposed that one of his heads of offices represents security.
* Adjunct salary is tabled for the next meeting

Meeting adjourned at 11:00 am. |
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| **Comments/Upcoming Meeting Date & Time/Etc.:**-  |

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| **Handouts/Documents Referenced:**1. **March 22, 2017 Meeting Minutes**
2. **M-Team Terms of Reference**
3. **Proposed Updates on BP-7002 (COM-FSM Vehicle Policy)**
4. **Proposed Updates on AP-7002 (COM-FSM Vehicle Admin Procedures)**
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| **College Web Site Link:** |

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| **Prepared by:**  | Jennifer Helieisar | **Date Distributed:** | 5/12/2017 |

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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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