**College of Micronesia – FSM**

**Management Team Minutes Reporting Form**

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

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| **Date:** September 27, 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 | Vacant Position |
| 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 | Medical |
| Comptroller | Roselle Togonon | X |  |  |
| Cooperative Research & Extension Coordinator | Engly Ioanis |  | X |  |
| Registrar | Doman Daoas | X |  |  |
| Director of Financial Aid | Faustino Yarofaisug (Vice Chair) |  | X |  |
| Director of FSM-FMI | Mathias Ewarmai |  | X |  |
| Director of Human Resources | Rencelly Nelson | X |  |  |
| Director Information Technology | Gordon Segal | X |  | Represented by Chris |
| Director of Learning Resources Center | Jennifer Helieisar | X |  |  |
| Lead Counselor | Penselynn Etse Sam | X |  |  |
| Director of Student Life | Krystilyn Atkinson  (Secretary) | X |  |  |
| Dean of Assessment | VACANT |  | X | Vacant Position |
| Director of Procurement and Property Management | Robert Jose Santos | X |  |  |
| Director of Institute for Student Learning and Excellence in Teaching | Denise Oen | X |  |  |
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| Additional Attendees: |  | | | |

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| **Agenda/Major Topics of Discussion:** |
| 1. May Minutes 2. New Strategic Plan 3. BP 6021 4. Others |

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| **Discussion of Agenda/Information Sharing:**   * **Welcoming** * The meeting was opened with the of reading of the mission statement * The Chair welcomed and thanked everyone for joining the first meeting of the Fall 2017 Semester. * The Director of ISLET was introduced and welcomed. This is a new position at COM-FSM National Campus, which aims to provide support for faculty who want to do new and innovative things, and is also meant to help bridge the gap between students and faculty member. * The chair provided an overview of the agenda, and the team approved that agenda. * **Minutes of May 17, 2017** * It was suggested to correct spelling of “National” on page 2. * The following was proposed and agreed upon by the team: If a member is going to be absent from a meeting, they should notify the team beforehand, so appropriate records can be kept regarding the reason for the absence. * It was moved to adopt the minutes with the minor spelling change stated above. * **New Strategic Plan** * The team reviewed the New Strategic Plan, which begins by listing the core values, vision and mission statements of the College. Human Resource voiced that these are also reflected in all vacancy announcements. * The Chair explained that the working group for the plan developed 2 strategic directions, both of which attempt to align all campuses under the umbrella of one college. The plan is all campuses will have similar plans moving forward to address and achieve these goals; it links the campuses for combined support to help achieve the College’s goals * The question was raised regarding the plans to accomplish measure of the success in the Strategic Plan. It was explained by the Chair that this is the general plan that was already approved by the Board. The leg work and detail will be in the Integrated Educational Masters Plan, which will be starting very soon * The strategic plan will drive the budget, with everyone on the same page. Budgets won’t be pulled away from the state campuses, but they will be created in conjunction with National Campus representatives. * There are three five year phases in place for Facilities, this document only represents the first phase, as it is a living document, that will need to be reviewed and updated every 5 years. * Concerns were raised regarding the strategic plan to reduce operational costs by 5 percent (strategy 2, bullet 1). It was expressed by Maintenance that it may be hard to decrease operating costs, given the rising costs of living and the expansion of the College, with the implementation of new facilities. Based on these two facts, operating costs are going to increase, so we may fail this part of the strategic plan. It was recommended that wording of this be analyzed and considered for revision. * These strategic plans should shape the development of outcomes and goals in TracDat moving forward. * This document focuses on measuring the success of the College, not each campus or department. * **Board Policy 6021** * The current proposed amendment is focused on Section 2: Grievance Committee. * HR is here to answer any questions that may remain, following communications for the Staff Senate. * HR explained that a committee must be assembled to have a hearing; a hearing is made up of 3 people: the person who is grieving appoints a person, the College appoints a person, and the 2 appointed individuals must appoint the 3rd person. All must be appointed along a specific timeline. * If you are asked to be on the grievance policy, you can say no, it’s not required; it’s your choice, there will be no negative impact or consequences for saying no. * Only employees of the college can preside over the hearing, outsiders may come in as witnesses. * The full responsibilities of the Committee are explained on page 3 of the policy. * If someone is related to the grieving party, they cannot serve as a member on the committee. If this information is not communicated and HR finds out anyways, there will be delays in the process and someone else will be appointed. * The legal counsel, along with the HR Director, is present during the hearings to provide support and advice. * All internal grievance procedures must be exhausted, before the issue is raised outside of the college. * The college must provide/is required to provide this opportunity for staff to grieve complaints. * This is an actual fact finding process, it’s not based on feelings or personal opinions. Concerns were raised about the staff being influenced by the college, or holding back out of respect and for fear of contradicting their supervisor and/or termination. HR responded by saying that we need people who know the college and its policies, in order to make an informed and fair decision. * Questions regarding the word “related” were raised, but it’s already explained in BP6024. * Any party may be selected as a member of the committee, as long as they are not from the same department as the individual grieving, as this may be a conflict of interest. Concerns were raised saying that individuals may prefer to select someone from their own department, as they will know and represent that individual better. * It was clarified by HR that the three-member committee is not representing anyone; they are simply reviewing the facts and following the procedures, to make an unbiased decision. If this is the case, then it was suggested to take out the word “representative” and replace it with “member.” * Everything that is provided to the lawyers is provided to the committee, as well. * The importance of having a clean process was expressed, it’s important that everyone understands what is being discussed and shared, this is why everything is held in English. * **Others:** * It was suggested that we share the outcomes from our TracDat assessment with each other. * It was proposed that departments share reports and future plans, it will be on the next agenda. IRPO may have our previous reports/plans, we will look into this. * The TOR was approved, but we need to insert our new member and update quorums and such. These changes will be addressed at the next meeting. * Self-evaluations of the M-Team should be done. Maybe in the future?   Meeting adjourned at 11:22 am. |
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| **Comments/Upcoming Meeting Date & Time/Etc.:**  - |

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| **Handouts/Documents Referenced:**   1. **May 17, 2017 Meeting Minutes** 2. **Stategic Plan 2018-2023** 3. **BP 6021** 4. **BP 6024** |

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| **College Web Site Link:** |

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| **Prepared by:** | Krystilyn Atkinson | **Date Distributed:** | 9/27/17 |

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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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