**College of Micronesia – FSM**

**Management Team Minutes Reporting Form**

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

|  |  |  |
| --- | --- | --- |
| **Date:** October 11, 2017 | **Time:** 10:00-11:00AM | **Location:** BOR Conference Room |
|  |  |  |

|  |
| --- |
| **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 |  |
| 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 | Official Travel |
| 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 |  |
|  |  |
| Additional Attendees: |  |

|  |
| --- |
| **Agenda/Major Topics of Discussion:** |
| 1. September Minutes
2. TOR
3. Program Review
4. Others
 |

|  |
| --- |
| **Discussion of Agenda/Information Sharing:*** **Welcoming**
* The commenced at 10:18 am with the Chairman reading of the mission statement
* The Chair welcomed and thanked everyone for joining the meeting to share their thoughts and provide valuable inputs on items of agenda.
* **Minutes of September , 2017**
* It was suggested and agreed to delete the “of” ……..” on page 2.
* It was re-emphasized and agreed that if a member is going to be absent from a meeting, s/he should notify the chair beforehand and send representative to participate and share office updates during the meeting. Reason(s) of absence should also be stated.
* It was moved to adopt the minutes with the minor change stated above.
* **Term of Reference (TOR) for the Management Team**
* The team quickly reviewed the TOR and noted few suggestions. These suggestions are to organize and accurately reflected the official College Titles of the M-Team members. It was suggested and agreed that since this area fall under the auspice of Human Resources, the Director of Human Resources will input the correct titles of the M-Team.
* Vice Chair conveyed Vice President of EMSS suggestions to include the supervisor of Security & Saftey in the M-Team and all agreed to the recommendation.
* A question was raised regarding the inclusion of the Executive Director Mason in the M-Team and others who holds equivalent positions. It was agreed that the Chair will look into the matter and report it in the next meeting.
* Regarding the question of “ What constitute the M-Team quorum so it could transact business,” Dean of Chuuk Campus suggested and supported by Director of HR that it would be safe if the phrase use only the “percentage” and the number be deleted due to the fact that it may be possible that in the future, membership may be increased as the college expanded, and there won’t be any need to revise the clause if the number is deleted. For example, with the current membership, quorum is 12 members and if additional members are added, the TOR will have to change to 13 or 14 depending on the increase.
* A motion was made by Director of HR and was seconded by the Registrar that when the TOR is approved, there should be a reference made either at the top or at the bottom of the document indicating the date by which the TOR was revised and approved.
* With the final comment, team members voted and approved the changes that will be made to the TOR.
* **Program Review**
* Chairman noted that certain offices including the Business Office and some EMSS units will have their Program Review to be reviewed within two months. He has done his research and look into previous notes made by the former Director of IRPO on this subject but decided it would be too confusing to talk about it.
* Chairman solicited inputs from team members and it was obvious that members lack clear direction on their exact roles.
* A member noted that the college bid out and awarded someone to create a clear narrative of the Program Review and Assessment process but don’t know the status of the work
* A question was also raised regarding the college plans and the TracDat
* It was apparent that M-Team members who were present were not given clear direction from their supervisors on the subject and suggestions were made to seek clear direction or guidelines from the Vice President Harriss.
* **Others:**
* Chairman alerted members about the need of service alignment when the budget work begin on Budget Development for FY 2019 to support student success. In particular, emphasis was place on the need for system or college wide alignment of services and coordination and collaboration between offices with collegewide responsibilities with state campuses.
* Director of HR moved for adjournment and was seconded by Director of IT

Meeting adjourned at 11:22 am. |
|  |

|  |
| --- |
| **Comments/Upcoming Meeting Date & Time/Etc.:**-  |

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

|  |
| --- |
| **College Web Site Link:** |

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

|  |
| --- |
| **Approval of Minutes Process & Responses:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Submitted by:** |  | **Date Submitted:** |  |

|  |
| --- |
| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:** |
|  |
| **Action by President:** |
| **Item #** | **Approved** | **Disapproved** | **Approved with conditions** | **Comments** |
|  |  |  |  |  |