

College of Micronesia – FSM
Chuuk Campus

**Management Council
Terms of Reference**

Article I. Authority

The Chuuk Campus Management Council, hereinafter referred to as the Council, operates through the authority vested in the Chuuk State Campus Dean.

Article II. Purpose

Section 1. General Purpose: The over-all purpose of the Council is to serve in an executive advisory capacity as a “think tank” to the Dean. The Council makes recommendations, by motion or consensus, for action by the Dean in order to fulfill the mission, goals, and student learning outcomes of the College of Micronesia – FSM, as articulated on behalf of the Chuuk Campus and as implemented by its three departments, namely Administration, Instruction, and Student Services.

Section 2. Responsibilities: The responsibilities of the Council include, but are not limited to, the following:

- (a) To recommend revision of policies and/or procedures assigned to or identified by the Council, relating to the general welfare and success of Chuuk Campus students and to the support units of internal stakeholders for student learning and success.
- (b) To review and recommend input on all major documents pertaining to the general welfare and support services of student learning and success.
- (c) To review and provide input on administration, instruction, and student services at Chuuk Campus.
- (d) To review campus-wide standing committees in their performance of assigned responsibilities and recommend improvement.
- (e) To review and recommend improvement to programs, projects, and initiatives related to student learning and success at Chuuk Campus.
- (f) To perform other duties and responsibilities, as assigned by the Dean.

Article III. Membership

Section 1. Selection: Designation of new members, specific to section 1a-1e of Article III, is at the discretion of the Dean. There shall be no more than 9 members, to include, but not be limited to, the following:

- (a) Two (2) Administration representatives, exclusive of the Dean;
- (b) Two (2) Instruction representatives, inclusive of the Instructional Coordinator;
- (c) Two (2) Student Services representatives, inclusive of the Student Services Coordinator;
- (d) Student Body Association representative; and
- (e) CRE representative.

Section 2. Tenure: Each member serves a term at the discretion of the Dean. The Dean may terminate membership of a serving member and designates a replacement, likewise, replaces any members who wish to withdraw from the Council.

Section 3. Additional Responsibilities: All members have additional responsibilities which include, but are not limited to, the following:

- (a) To carry out council assignments;
- (b) To prepare regularly for and attend council meetings;
- (c) To participate actively in meetings; and
- (d) To gather input from their areas of representation, share such input during council discussions, and duly inform representation personnel of council recommendations and decisions.

Article IV. Officers

Section 1. The Campus Dean is the Council chairperson, and the Instructional Coordinator is the vice-chairperson. The Campus Dean designates a secretary to serve in an "ex-officio" capacity.

Section 2. The responsibilities of the chairperson are:

- (a) To preside over meetings;
- (b) To ensure these terms of reference are met and judiciously address matters brought before the Council;
- (c) To prepare and distribute the agenda prior to each meeting; and
- (d) To ensure council minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.
- (e) To invite chairpersons of campus-wide committees and/or sub-committees to share necessary information for decision making.

Section 3. The responsibilities of the vice-chairperson are:

- (a) To preside over meetings in the absence of the chairperson;
- (b) To assist the chairperson with the chairperson's responsibilities; and
- (c) To provide oversight of any council sub-committee or ad hoc committee.

Section 4. The responsibilities of the secretary are:

- (a) To take and prepare accurate minutes, including record of attendance of council members;
- (b) To assist the chairperson in preparing and distributing the agenda at least one working day prior to the meeting;
- (c) To distribute and post the minutes electronically; and
- (d) To maintain all council documents on file.

Article V. Meetings

Section 1. Frequency: Regular council meetings shall be held at least once a month. The schedule of day and time is to be determined at the beginning of each academic year. Special meetings may be requested by any council member and shall be convened by the chairperson.

Section 2. Quorum: Quorum is set by a majority of all members. A simple majority vote of all members is required to act on a motion. In the event that quorum is not obtained, the council meeting may commence according to the agenda but shall not include any motion or consensus until quorum is established.

Section 3. Protocol: Council meetings shall be conducted according to Robert's Rules of Order.

Section 4. Committees: The Council may recommend from time to time establishment by the Dean any council sub-committee or campus-wide committee. The chairperson of such sub-committee or committee shall be designated by the Dean. The policy of co-optation stands at the pleasure of the Dean.

Article VI. Communications and Distribution of Information

Section 1. General Information: To ensure broad participation and input from the Chuuk Campus community, agenda items may be submitted to the council chairperson by members of administration, faculty, other staff, campus-wide committees, students, the Study Body Association, and external stakeholders, as necessary.

Section 2. Specific Procedures: All meetings shall have copies of minutes of council meetings distributed and posted within seven working days after adjournment of such meetings. Council members are to comment within the next five working days.

Section 3. Adoption of Minutes: The minutes shall be officially approved and adopted at the next council meeting.

Section 4. Distribution: By definition, all such communications and distribution of information shall be processed by the Dean through the electronic Chuuk Site (chksite@comfsm.fm).

Article VII. Effective Date

These terms of reference of the Chuuk Campus Management Council shall go into effect immediately following their official adoption by council members. The terms of reference shall be posted on the electronic Chuuk Site and in public display on campus.

/s/ 

Council Chairman

Official Adoption Date: January 2015
First Revision: Oct. 31, 2018