## College of Micronesia – FSM
## Minutes Reporting Form

| Meeting Group: | ICT Committee |
|---|---|

| Date: | Time: | Location: |
|---|---|---|
| October 26, 2021 | 3:00-4:00PM Pohnpei/Kosrae Time<br>2:00-3:00PM Chuuk/Yap Time | Zoom |

**Members Present:**

| Titles/Representative | Name | Present | Absent | Remarks |
|---|---|:---:|:---:|---|
| Chair | Edper Castro (NC) | ✓ | | |
| Vice-Chair | Petrus Ken (FMI) | ✓ | | |
| Secretary | Danilo Ibarrola (CTEC) | ✓ | | |
| CTEC Faculty Rep | Phyllis Silbanuz | ✓ | | |
| CTEC Faculty Rep | Nelchor Permitez | ✓ | | |
| CC Faculty Rep | Atkin Buliche | | ✓ | |
| CC System Spec. | John Dungawin | | ✓ | |
| NC Admin Services | Eugene Edmund | ✓ | | |
| KC Staff | Renton Isaac | ✓ | | |
| KC Faculty Rep | Hiroki Noda | ✓ | | |
| KC Faculty Rep | Penina Tulensru | | ✓ | |
| FMI Staff | Lee Rus | | ✓ | |
| YC Faculty | Rhoda Velasquez | | ✓ | |
| YC Staff | Berton Miginigad | | ✓ | |
| NC OARR | Vasantha Senarathgoda | ✓ | | |
| NC Faculty Rep | Dennis Gearhart | ✓ | | |
| NC Faculty Rep | Mike Dema | ✓ | | |

| NC Staff | Chris Gilimete | ✓ | | |
|---|---|---|---|---|
| NC Staff | Tetaake Yee Ting | ✓ | | |
| LRC Rep | Juvelina Recaña | ✓ | | |
| SBA Rep | | | | |

| Additional Attendees: | Shaun Suliol |
|---|---|

Agenda:

1. Review of Tech Fee (BP8000)

**Agenda/Major Topics of Discussion:**

**1. Review of Tech Fee (BP8000)**

1. Chair started the meeting at exactly 3:06 pm by presenting the agenda.
2. Petrus does the roll call.
3. Reading of the previous minutes of the meeting.
4. Chair shares a copy of the following documents;
   a. present BP 8000
   b. a copy of the BP8000 revised and approved by the Committee on its November 24, 2020, meeting, and
   c. newly proposed BP Tech Fee, including comments from committee members.

5. Chair asked if the $100.00 is for every semester or one school year.
6. IT Director Shaun responded that students pay it every semester. The Tech fee is needed in funding for long-term projects and it is a revolving fund. It also helps to continue the growth of Technology in the College. He also added that during the pandemic the CARES Act is utilized to pay for services and purchases related to Technology.
7. Phyllis added that in 1997 Tech fee was $50 and later increased to $100, and should upgrade it now because of the changing needs of the College.
8. Edper asked Phyllis if she is suggesting increasing the amount of the Tech fee or retaining it. Then Phyllis asked Shaun if the current $100 is addressing the needs of the college and if it is, then no need to change it.
9. Shaun responded that the $100.00 is enough in meeting the needs of the College. Although the enrollment is decreasing, Admin can supplement the Tech fee. The College is also considering to remove the Computer labs and provide a laptops to all students care off Tech fee. The Tech fee was originally based at $50 but was increased a few years ago to account

for the recent technological environment. He also said that plans to cut the funding for Software fees and charge it to the Tech fee and CARES Act.

10. Phyllis added that her advisees do not care about the Tech fee as long as they get the assistance they need and their laptops.
11. Chair inquire why it is $100.00 also during Summer. Why not make it $50.00 since the students are only taking their courses in two months.
12. Since the students are using the same technology and system during the regular semester and summer, the students need to pay the same amount of tech fee.

13. Chair presents the following appropriate expenditure for Tech fee;
    a. Implementing or upgrading instructional labs including computer hardware, software, video projectors/smart boards, and related equipment used for student class presentations.
    b. Implementing or upgrading of student-servicing computer labs including computer hardware, software, and other related equipment that allows students to perform off-classroom works/activities.
    c. Upgrading or improving campus network services and access to off-campus network services.
    d. Technology equipment and supplies used directly in classrooms and other learning spaces that are used by a wide breadth and significant portion of students.

14. Chair asked the committee members to give their comments and suggestion before the next meeting (Nov.23)
15. Phyllis suggested working on the revision within two weeks. She added that comments and suggestions should be consolidated until November 16 and voted on at the next meeting.
16. The majority of the members agreed on the suggestion.

17. Chair proposed to add limitations on the use of Tech fee. Since other Colleges specify the limitations in their policies. He specifically wants to limit the percentage to be used in internet fees so that it will not be abused.
18. Phyllis disagrees with the limitations because she said "We do not know what we will need in the future".
19. Shaun added that placing limitations will be very difficult especially if there is a shortfall on the budget. The College president still has the authority or prerogative for the good of the College.
20. Shaun mentioned examples of past leadership wherein Tech Fee was used for totally unrelated to ICT. Even with the then-ICT Director advising the past leadership not to go in that direction because it would go against the purpose of Tech Fee, the said leader proceed to do so. Thus, if there are some limitations included in the Tech Fee it would serve as a specific guide on what it is not for and what it is for.

21. Chair also suggested creating a Technology Fee Ad-hoc Committee.

    An advisory committee composed of ICT committee officers, one student per campus appointed by SBA of each campus, one member (non-officer) per campus from ICT committee and non-voting ex-officio members composed of ICT Director, VP for Student services and Comptroller. Ex-officio members could appoint a proxy from his/her department for

representation. The Technology Fee Advisory Committee (TFAC) shall meet once every year to review the usage of Technology Fee and draft some recommendations for the Executive Committee to consider. Also, student representatives and non-ex-officio members could propose projects that support and improve student life and learning for COM-FSM campuses.

22. Dennis points out that students' participation is really very limited and somewhat the students are not interested to participate. He proposed that the Tech fee should not be spent unless a committee (including a significant proportion of students) approves the expenditure. The Chair advised Dennis to include it in the proposal and if majority approves it then it should be included in the Tech Fee proposal.

23. Nel presents a question to the Chair. "What if we put limitations on the Tech fee policy and present it to the Board and they rejected it. What will be the next move of the Committee?"
24. Nel suggested to the Chair to meet the Cabinet and explain the reasons for the limitations in the Tech fee policy.
25. Phyllis said that the IT Director can present it to the Cabinet. She also added that the Committee cannot impose those limitations since the College president has the power to exercise his right to protect the College.
26. Shaun and Chair agree that it needs to be presented to the Cabinet. Gather their comments and suggestion. Polish the policy before presenting it to the Board.
27. Edper added that the Committee may not have the power to oppose the President but the ACCJC has guidelines to be followed.
28. Director Shaun said it's not so much ACCJC but that the petition is documented from ICT and he will bring it to the Cabinet.
29. Tetaake asked if the comment will be sent through email or comment directly on the google document.
30. Chair said to comment in the document directly.
31. IT Director suggests using the new email of the faculty, comfsm.edu.com.
32. Everybody agrees to comment directly on the google document.
33. Chair asked the meeting to be adjourned. The secretary moves to adjourn the meeting and Phyllis seconded. The meeting is adjourned at 4:06 pm

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

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**Handouts/Documents Referenced:**

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| https://docs.google.com/document/d/1hAGPHz5M2WkMXNbaqQqZWl7GoZppojB0p2dSWBaYiVk/edit |
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**College Web Site Link:**

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| **Prepared by:** | Danilo S. Ibarrola | **Date Distributed:** | 10/272021 |
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**Approval of Minutes Process & Responses:**

| Name | Aye | Nay | Remarks | Date voted |
|---|---|---|---|---|
| Edper Castro (NC) | ✓ | | | 10/27/2021 |
| Petrus Ken (FMI) | ✓ | | | 10/27/2021 |
| Danilo Ibarrola | ✓ | | | 10/27/2021 |
| Phyllis Silbanuz | ✓ | | | 10/27/2021 |
| Nelchor Permitez | ✓ | | | 10/27/2021 |
| Atkin Buliche | ✓ | | | 10/27/2021 |
| John Dungawin | ✓ | | | 10/27/2021 |
| Eugene Edmund | | | | |
| Renton Isaac | ✓ | | | 10/27/2021 |
| Hiroki Noda | ✓ | | | 10/28/2021 |
| Penina Tulensru | | | | |
| Lee Rus | | | | |
| Rhoda Velasquez | ✓ | | | 10/27/2021 |
| Berton Miginigad | | | | |
| Vasantha Senarathgoda | ✓ | | | 10/27/2021 |
| Dennis Gearhart | ✓ | | | 10/27/2021 |
| Mike Dema | ✓ | | | 10/27/2021 |
| Chris Gilimete | | | | |
| Juvelina Recaña | ✓ | | | 10/27/2021 |
| Tetaake Yee Ting | ✓ | | | 10/27/2021 |

**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

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|---|---|---|---|---|
| **Action by President:** | | | | |
| **Item #** | **Approved** | **Disapproved** | **Approved with conditions** | **Comments** |