

College of Micronesia-FSM

Management Team (M-Team) Terms of Reference

A. Authority

The M-Team operates through the authority of President. Recommendations of new and revised policies by the M-Team are submitted to the Executive Committee for approval. The chair represents the team on the Executive Committee.

B. Purpose

The M-Team is established to improve communication, efficiency, coordination and effectiveness among divisions, offices, departments, and campuses, ensure experiential decision-making, enhance team building and integration and provide authentic and effective participatory governance.

C. Membership

The members of the M-Team consist of as the following:

- Dean, Chuuk Campus
- Dean, Kosrae Campus
- Dean, Yap Campus
- Dean, Career & Technical Education Center
- Comptroller
- Director of Cooperative Research & Extension
- Director of Financial Aid
- Dean of FSM-FMI
- Director of Facility and Maintenance
- Director of Human Resources
- Director of Information Technology
- Director of Learning Resource Center
- Director of Procurement & Property Management
- Director of Student Life
- Dean of Academic Programs
- Director of ISLET
- Lead Counselor
- Registrar
- Supervisor, Safety & Security
- Director of Center for Entrepreneurship
- Executive Director for Institutional Advancement and External Affairs

D. Organization

The M-Team shall vote for officers of the team consisting of the Chairperson, Vice – Chair and Secretary on the first meeting of the fiscal year. The term of the officers shall be for two fiscal years.

The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure the terms of reference for the team are met and matters brought before the team are judiciously addressed;
- Prepare and distribute the agenda prior to each meeting; and
- Ensure team minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.
- Transmit action items and follow – up the resolution of the transmitted action items.

The responsibilities of the vice chairperson are to:

- Preside over meetings in the absence of the chair;
- Assume the responsibility of the chairperson in the event of absence; and
- Assist the chairperson with the above responsibilities.

The responsibilities of the secretary are to:

- Take and prepare accurate minutes;
- Distribute the minutes to the team within 5 working days from the meeting,
- Record attendance;
- Maintain files and records;
- Document the electronic voting via email to adopt an action item; and
- Upload the adopted minutes of meeting on the appropriate site within 2 days from approval/adoption.

Responsibilities of team members are to:

- Regularly prepare for and attend team meetings;
- Actively participate in meetings;
- Share information from committee discussions, recommendations and decisions;
- Provide necessary data and information from their respective area of responsibility.
- Members may appoint a representative to act in his/her stead in a meeting. The member's representative has the full right and obligations of the position and his/her vote will be officially recognized on behalf of the member being represented.

E. Meetings

Meetings are to be held at least once a month. The schedule of meetings is determined at the beginning of each term. The chairperson can reschedule the regular meeting upon consent of the majority of the members. The chairperson may call special meetings when there is work that needs to be completed before an upcoming deadline.

Meetings may be held face-to-face or via teleconferences or other communication technologies. A quorum requires at least fifty – one percent of members present in the meeting in order to act and adopt any action item. If members present are less fifty-one percent, but more than twenty-five percent, the team can proceed with the discussions on the agenda items but cannot adopt an action item. In this case, electronic voting via email can be utilized when necessary.

Electronic voting via email requires a majority vote of fifty + one percent from all members to adopt a motion. Results of electronic voting are to be documented by the Secretary-

Silence and/or no response from members within three days from the date of email shall be considered a favorable vote for the adoption of the action item and/or minutes of meeting.

F. Responsibilities

The M-Team's responsibilities are to provide recommendations on matters relating to the following:

1. Review non-academic program assessment/review and non-academic program prioritization.
2. Changes in organizational and reporting structure of divisions, offices, campuses, and departments.
3. Flow of communication including transmittal of documents between and among divisions, offices, campuses, and departments.
4. Sharing information, having purposeful dialogue, and solving problems among divisions, offices, departments, and campuses.
5. New and existing policies and procedures that were recommended by committees, divisions, offices, campuses, and departments.
6. Take actions to improve effectiveness and efficiency of office operations.
7. Any other issues and concerns that will improve the operations and activities of divisions, offices, campuses, and departments.

G. Communication & Distribution of Information

Agenda items may be provided by team members, committees, vice – presidents or the President. The chairperson compiles the agenda and forwards it to team members one week prior to meetings.

All meetings are to have minutes of meeting to be distributed electronically within five working days of the meeting to members for their review. Members are to comment within the next five working days. The minutes are voted on at the next meeting, unless an electronic vote is requested by the Chair.

Following each meeting, the chairperson informs all concerned of decisions and forwards recommendations from the team to the relevant parties. The chairperson also updates the members of the action taken on the team's recommendations on the incoming next meeting.

Team members convey concerns and input on current issues from their respective areas to the team. They also discuss the issues being addressed by the team and may share team minutes with the community they represent.