

COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form

Committee		Management Team			
Date: April 12, 2022		Time: 10:18-11 PM		Location: Zoom Meeting	
		Meeting ID: 950 2296 8876 Passcode: 54321 https://comfsm.zoom.us/j/95022968876?pwd=RmFGT1dQWDMzMW9YZFZScFN0VWVNZz09			
Members					
	Titles /Reps	Names	P	A	Note
1.	Chairperson, Registrar	Doman Daoas	√		
2.	Vice Chairperson, Lead Counselor	Penselynn Etse Sam	√		
3.	Secretary, Dean, Yap Campus	Lourdes Roboman		√	
4.	Dean, Chuuk Campus	Kind Kanto	√		
5.	Dean, Kosrae Campus	Nena Mike		√	
6.	Dean, CTEC	Grilly Jack		√	
7.	Comptroller	Roselle Togonon	√		
8.	Director of CRE	Steven Young-Uhk		√	
9.	Director of Financial Aid	Arinda Swingly (acting)	√		
10.	Dean of FSM-FMI	Tioti Teburea		√	
11.	Director of Facility and Maintenance	Francisco Mendiola		√	On leave
12.	Director of Human Resources	Rencelly Nelson	√		
13.	Director of Information Technology	Shaun Suliol	√		
14.	Director of Learning Resource Center	Jennifer Helieisar		√	On leave
15.	Director of Procurement & Property management	Eugene Edmund		√	
16.	Director of Student Life	Loatis Seneres (acting)		√	
17.	Dean of Academic Programs	Maria Dison		√	

18.	Director of ISLET	Vacant			
19.	Supervisor, Safety & Security	Terry Marcus	√		
20.					

Additional Attendees

1.		
2.		

Major Agenda or Topic of Discussion

AGENDA

1. Moment of silence
2. Reading of Mission Statement – Vice Chair Penselyn Etse Sam
3. Roll Call – Secretary Lourdes Roboman
4. Review of Management Team Terms of Reference
5. Miscellaneous/Announcements
6. Adjournment

Discussion of Agenda and Information Sharing

- Meeting was called to order at 10:18am with a moment of silence, followed by roll call of team members. Eight (8) members were present, which does not constitute a quorum, but the team can proceed with discussions. Voting can be done thru e-mail or during next meeting.
- The team moved on to continue its discussion on the group’s terms of reference (TOR). During the last meeting the team ended with the membership part of the TOR. There was a discussion regarding the Director for the Center of Entrepreneurship and the Executive Director for Institutional Advancement and External Affairs to become members of the Management Team. Because the Director for the Center of Entrepreneurship reports directly to the VPEMSS, it was recommended by the VPEMSS to have him be part of the Management Team. The Executive Director for Institutional Advancement and External Affairs reports directly to the president, which is different from all the members of the management team and is already represented on the Executive Committee thru the president.

The team moved on to other sections of the TOR:

Under Organization section changes were made as follows:

The responsibilities of the secretary:

- Distribute the minutes to the team within five (5) working days from the meeting.
- Record attendance

-Upload the adopted minutes of meeting on the appropriate site within two (2) days upon approval/adoption

Section E. Meetings:

-Last sentence in the second paragraph was omitted.

-Third paragraph, the committee decided to leave out the number 10, and the words “of the team” in the last sentence.

Section F. Responsibilities

5. New and existing policies and procedures that were recommended by committees, divisions, offices, campuses, and departments.

Section G. Communication & Distribution of Information

- Second sentence in the first paragraph change to: The chairperson compiles the agenda and forwards it to the team members within one week prior to meetings.

-Second sentence in the third paragraph to include a timeline: The chairperson also updates the members of the action taken on the team’s recommendations in the next meeting.

-Last sentence in the last paragraph to read: They also discuss the issues being addressed by the team and may share the team minutes with the community they represent.

- The team went on to discuss the membership recommendations of the Director of the Center of Entrepreneurship and the Executive Director for Institutional Advancement and External Affairs. It was noted that the Management Team consists of members based on the functions of those offices they represent rather than whom they report to. The offices and programs that make up the Management Team are the administrative team that handles the day to day operations of the college.
- Announcements/Miscellaneous:
 - The HR Director announced that the team is invited to join a webinar training on April 26th which will cover termination and disciplinary process.
 - The registrar informed the team of the outcome of the early registration week. Campus wide the college has met 42% of its target. The numbers are based on continuing and returning students only. New students are not yet included in the numbers. New students will start summer term on June 13th. Online registration remains open for students to register online.
 - Announcement from Comptroller: Procurement Office will be moving online. An e-mail will be sent out to those who will be processing the PRs. All procurement will be done online. Online bookstore will be starting this summer.
- Meeting adjourned at 10:58am.

Next meeting: May 18, 2022

Handouts/Documents Referenced

2017 Management Team Terms of Reference

Prepared by:	Penselynn E. Sam	
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Approval of the Minutes and Response

	Titles /Reps	Names	Aye	Nay	Abstain	Remarks
1.	Chairperson, Registrar					
2.	Vice Chairperson, Lead Counselor					
3.	Secretary, Dean, Yap Campus					
4.	Dean, Chuuk Campus					
5.	Dean, Kosrae Campus					
6.	Dean, CTEC					
7.	Comptroller					
8.	Director of CRE					
9.	Director of Financial Aid					
10.	Dean of FSM-FMI					
11.	Director of Facility and Maintenance					
12.	Director of Human Resources					
13.	Director of Information Technology					
14.	Director of Learning Resource Center					
15.	Director of Procurement & Property management					
16.	Director of Student Life					
17.	Dean of Academic Programs					
18.	Director of ISLET					
19.	Supervisor, Safety & Security					

Submitted by		
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Summary Decisions/Recommendations/Action Steps/Motions with Timelines and Responsibilities

Actions by the President

Item	Approved	Disapproved	Disapproved with Conditions	Remarks
1				
2				
3				

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