

College of Micronesia-FSM

PLANNING AND RESOURCES COMMITTEE
Terms of Reference

A. Authority

The Planning and Resources Committee operates through the authority of and reports to the President. Recommendations from the committee are submitted through the Vice President for Administrative Services (VPAS) to the President for action.

B. Purpose

The Planning and Resources Committee advises the President in matters relating to planning and resource allocation and provides oversight and assists with setting the agenda for the following subcommittees:

1. The Curriculum and Assessment Committee (these were previously 2 separate committees)
2. Personnel and Staff Development Committee (these were previously 2 separate committees)
3. Finance Committee
4. Facilities and Campus Environment Committee
5. Information and Communications Technology Committee
6. Recruitment, Admissions, and Retention Committee

C. Membership

The members of the Planning and Resources Committee (**tentative**):

Ross Perkins-NTL F (Chairperson)
Richard Womack – NTL F
Brian Lynch-NTL F
Mariana Ben Dereas-NTL F (Secretary)
Verma Virendra Mohan-CRE
Switer Eter-CHUUK F
Cirillo Recanna–PNI F (TT)
Cindy Edwin –PNI
Engly Ioanis –PNI
Stephen Yarofalig-PNI
Jean Ranahan – PNI

Augustine Sannemai-FMI
Geraldine Mitagyow – YAP Staff
Tara Y. Tara—KOSRAE
William Haglelgam-IRPO (Vice Chairperson)
Pelma Palik-NTL S (BO)
Bruce Robert – NTL S
Julia Martin – NTL S
Kersweet Eta – CHUUK

At the beginning of the academic year, the Student Body Association (SBA) recommends the student representative. External stakeholders are invited by the President.

Staff from Institutional Research and Planning Office provides administrative and technical assistance to the committee.

The Executive Secretary to the VPAS will provide administrative support to the committee.

Responsibilities of committee members are to:

- Promote informed decision making of all leaders, managers, faculty, and staff;
- Encourage planning and evidence oriented behavior at all levels of the organization;
- Regularly prepare for and attend committee meetings;
- Actively participate in meetings;
 - When a member misses three consecutive meetings without a proxy, the chairperson has the authority to replace the member.
- Keep their respective committees and departments informed of the activities and issues of the Planning and Resources Committee through a variety of communications media;
- Bring information from their respective areas to the committee;
- Serve on working groups or subcommittees as needed.

D. Organization

A Chairperson is elected by the committee to serve a one year term. The responsibilities of the chairperson are to:

- Preside over meetings;
- Ensure that the terms of reference for the committee are met and matters brought before the committee are judiciously addressed;
- Prepare and distribute the agenda prior to each meeting;
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner;
- Forward committee recommendations to the President through VPAS within three working days.

A Vice Chairperson is elected by the committee to serve a one year term. The responsibilities of the vice chairperson are to:

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

A Secretary is elected by the committee to serve a one year term. The responsibilities of the secretary are to:

- Take and prepare accurate minutes;
- Distribute and post the minutes within three working days;
- Record attendance of committee members and electronic votes.

E. Meetings

Meetings: Meetings are held at least once a month or as needed. The schedule is determined at the beginning of each academic term. The chairperson may call special meetings, or upon consent of the majority of the members, reschedule the regular meetings. Meetings may be held face-to-face or via teleconferences or other communication technologies. Twenty-five percent of members present constitute a quorum for discussion purposes. Comments through email are considered participation and will be reflected on the minutes.

Decision making: The committee works on a consensus basis. If consensus cannot be reached and voting is necessary, a majority vote of all members is required to act on a motion. Electronic voting may be utilized when necessary. Results of electronic voting are to be documented in the next committee meeting minutes.

Working groups: Occasionally working groups, consisting of a subset of the members and/or members from outside the committee, are created by the chairperson to respond to a specific challenge. If a working group is required, working group meetings are held as needed for the duration of the task. The working groups report results to the full committee.

F. Responsibilities

The responsibilities of the Planning and Resources Committee are to:

- Develop cultures of planning and evidence as a basic responsibility of all leaders, managers, faculty and staff to ensure planning and evidence-oriented behavior occurs at all levels of the organization;
- Coordinate oversight guidance to PRC subcommittees;
- Oversee development, implementation, updating, and reporting on the College's strategic plan and sub plans.
- Provide oversight to ensure linking of planning, evaluation and resource allocation through strategic planning, annual budget preparation, implementation of the

- Institutional Assessment Plan, sponsored programs, and other planning and resource allocation activities;
- Provide oversight for coordination of assessment of institutional effectiveness.

G. Communication & Distribution of Information

Agenda items may be submitted to the chairperson by other members, other committees, or the President or VPAS. The chairperson compiles the agenda and forwards it to committee members prior to meetings.

All meetings are to have minutes which are to be distributed electronically within three working days of the meeting to members for their review. Members are to comment within the next three working days. The minutes are officially adopted at the next meeting. The Chair or Secretary then distributes the official minutes to all committee members and to the President. The PRC Committee will maintain a file on official Planning and Resources Committee minutes.

Following each meeting, the chairperson informs all concerned of decisions or forwards recommendations from the committee to the President through VPA. The chairperson also updates the members of the action taken on the committee's recommendations.

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

H. Representation by Proxy

Remote members of the committee may select a proxy to act in their stead. Proxies must be regular employees of the college and reside on the same island as the member. Committee members may not serve as a proxy.

Responsibilities of proxies are to:

- Attend committee meetings and perform the functions of a member in his/her absence;
- Communicate regularly with the committee member to clarify the member's view on issues and provide post meeting feedback; and
- Vote on behalf of the member.

When a proxy misses three meetings, the chairperson informs the committee member. A new proxy may be selected. When the committee member is able to attend a meeting, the member attends and keeps the proxy advised of the activities at that meeting (reversing the roles).