

Participatory Governance Policy at COM-FSM



**Submitted to President Joseph M. Daisy
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By
Council of Chairs

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College of Micronesia-FSM

College of Micronesia-FSM Vision Statement

The College of Micronesia-FSM will assist the citizens of the Federated States of Micronesia to be well-educated, prosperous, globally-connected, accountable, healthy and able to live in harmony with the environment and the world community.

Mission

Historically diverse, uniquely Micronesian and globally connected, the College of Micronesia-FSM is a continuously improving and student centered institute of higher education. The college is committed to assisting in the development of the Federated States of Micronesia by providing academic, career and technical educational opportunities for student learning.

Strategic Goals (2006-2011)

1. Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyze information and to communicate effectively;
2. Provide institutional support to foster student success and satisfaction;
3. Create an adequate, healthy and functional learning and working environment;
4. Foster effective communication;
5. Invest in sufficient, qualified, and effective human resources;
6. Ensure sufficient and well-managed fiscal resources that maintain financial stability;
7. Build a partnering and service network for community, workforce and economic development;
8. Promote the uniqueness of our community, cultivate respect for individual differences and champion diversity; and
9. Provide for continuous improvement of programs, services and college environment.

Institutional Student Learning Outcomes

COM-FSM graduates will demonstrate that they can:

1. Communicate effectively
2. Employ critical thinking [& problem solving]
3. Possess specific knowledge and skills in a major discipline or professional program of study
4. Take responsibility and develop skills for learning
5. Interact responsibly with people, cultures, and their environment

COM-FSM's Values

Learner-centeredness

Learners are our primary focus and we provide quality instruction and services in a nurturing and safe environment.

Professional behavior

We are competent, service-oriented professionals with a commitment to life-long learning and a commitment to provide excellent and exemplary service to students, colleagues and the community.

Innovation

We provide a dynamic, creative, up-to-date, and innovative environment to allow the college community to function effectively in a global economy.

Honesty and Ethical Behavior

We are honest and abide by the COM-FSM Code of Ethics in all our personal and professional interactions to create and maintain trust and unity among ourselves and with our community.

Commitment and Hard Work

We commit and invest our time, energy and resources to create a rigorous, high quality-learning environment.

Teamwork

We live in a community where collaboration, open-mindedness, respect and support for each other help us achieve our mission.

Accountability

We are responsible for and accountable in our daily activities to our partners and the community we serve. We comply with all applicable regulations and use our resources efficiently and effectively to maintain a high level of trust and confidence.

1.0 Policy:

It is the policy of the College of Micronesia-FSM (COM-FSM) to promote a participatory governance environment that involves the commitment and participation of all campus constituencies and is guided by the college's mission, goals, values and institutional learning outcomes in the development of policies and procedures.

Participatory governance is defined as the process for shared development of policies, procedures and recommendations. Participatory governance provides the means through which all membership of the college community—students, faculty, administration and external stakeholder—can participate effectively in the systematic growth and development of COM-FSM. Participatory governance will be reflected in the functioning of the cabinet, Faculty/Staff senate, college-wide committees, and the college community at large.

2.0 Purpose:

The purpose of the COM-FSM Participatory Governance Policy is to ensure broad-based decision-making. Its fundamental premise rests upon active and responsible involvement of all college employees and students. This policy is a system of committees and subcommittees that addresses institutional needs and provides a conduit for communication. Through this system, details of issues and policy matters are to be brought to a forum in which broad-based participation in the decision-making process can be assured. Attendance at committee meetings is part of an employee's responsibilities and is necessary for this system to be successful; therefore attendance at committee meetings is considered in the employee's performance evaluation. The goal of the Participatory Governance Policy is to engage all members of the college community in guiding the college to achieve its mission, goals, values and institutional learning outcomes.

3.0 Application:

This policy applies to all standing committees, ad hoc committees, and the college community at large.

4.0 Responsibilities:

The President has the overall authority of implementing the Participatory Governance Policy for COM-FSM.

5.0 Procedure:

The President is charged by the Board of Regents to manage the affairs of the college in accordance with the Board's directives and in line with the Federated States of Micronesia's legislation that established and authorizes the college. A system of standing committees and employee and student organizations is established to allow faculty, staff, students and administrators to participate in the generation of ideas and to discuss and make

recommendations on matters pertinent to the college. All committees and organizations are ultimately advisory to the President to assist him/her in carrying out his/her responsibilities.

A. Participatory Governance Process

The participatory governance process takes place through the standing committee structure, Faculty/Staff Senate and the Student Body Association. This structure is defined in the Terms of Reference in Appendix A and the schematic in Appendix B. This committee structure and organization enable broad-based participation in the governance process by all campus constituencies.

B. Assuring Representation

All faculty members are expected to serve on one committee during a full academic year. Staff members will be appointed by their director/supervisor based on relevant skills and expertise.

C. Council of Chairs

The Council of Chairs is a direct link to the President for reporting and discussion of critical issues facing the different committees and facilitating a continuous flow of information in both directions. It also serves as a way for committee chairs to update each other on the activities of each of the standing committees.

D. Assessment

Each standing committee will conduct annual assessment and re-evaluation of terms of reference. This should be reported to the Council of Chairs.

6.0 Definitions:

Standing committees: representative groups that focus on a specific area of college operations. These groups are intended to be on-going groups that identify issues, collect facts, and recommend solutions to appropriate departments and to the President. The following lists the standing committees of COM-FSM;

Planning and Resources (PRC)

Curriculum and Assessment (CAC)

Retention, Admissions, and Recruitment (RAR)

Finance (FC)

Information and Communication Technology (ICT)

Facilities and Campus Environment (FCE)

Human Resources (HRC)

Financial Aid (FAC)

Council of Chairs (COC)

Ad hoc committees: groups appointed for a limited time period to review specific issues or concerns and to make recommendations on the issue or concern to a committee. These groups may also be called working groups

College of Micronesia-FSM

CAMPUS STAFF DEVELOPMENT COMMITTEE

Terms of Reference

A. Authority

As a subcommittee of the Human Resources Committee, the Campus Staff Development Committee operates through the authority of and reports to the Campus Director or Vice President for Administrative Services through the Office of Human Resources. Recommendations for educational leave and degree programs from the committee are forwarded through HR office and Campus Directors/VPAS to the President for approval.

B. Purpose

The Campus Staff Development Committee advises the Campus Director and/or the Vice President for Administrative Services on issues relating to staff development requests and programs at each campus. In any case where allocation of money is under Staff Development as one system and not by campus, the state campus committee will dissolve.

C. Membership

The members of the Campus Staff Development Committee are:

- Human Resources Representative
- Four Representatives (4), one from each department

At the beginning of the academic year, at the State Campus, the Campus Director with consultation with the Human Resources Office will recommend the HR Representative. The Campus Director and Coordinators from CRE, Student Services, and instructional affairs will each recommend a department representative.

At the National Campus, the Vice President for Administrative Services in consultation with the Human Resources Office will recommend the HR representative while each VP will recommend a department representative. The President then appoints the committee members based on the recommendations.

Responsibilities of committee members are to:

- Regularly prepare for and attend committee meetings;
- Actively participate in meetings; and

- Share information on committee discussion, recommendations, and decisions with and gather input from the area of representation.

D. Organization

The Human Resources Representative chairs the Campus Staff Development Committee or as appointed by the campus director. The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure 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; and
- Provide linkage with the Human Resources Committee by serving as a member.

A vice chairperson is elected at the beginning of the academic year. The responsibilities of the vice chairperson are to:

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

A member will elected committee secretary at the beginning of the academic year. The responsibilities of the secretary are to:

- Take and prepare accurate minutes;
- Distribute and post the minutes in a timely manner; and
- Record attendance of committee members.

E. Meetings

Meetings are held monthly (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. 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.

F. Responsibilities

The responsibilities of the Campus Staff Development Committee are to:

| 11-24-2011

- Review and develop staff development programs for the Campus that is linked to and supportive of the master staff development program and College priorities;
- Provide initial review of campus degree and educational leave for staff development requests and make recommendations to the President;
- Provide support and assistance on policy review and recommendation to the Human Resources Committee;
- Receive assignments from the Human Resources Committee;
- Review and make recommendations to the Campus Director or the Vice President for Administrative Services on non-degree short term staff development requests.

G. Communications & Distribution of Information

Agenda items may be submitted to the chairperson by other members, other committees, campus directors/VPs, or the President. 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 elected secretary distributes the official minutes to all committee members, Chair of the Steering Staff Development Committee, the Campus Director or Vice President for Administrative Services. The administrative office at each site maintains a file on official Campus Staff Development Committee minutes.

Following each meeting, the chairperson informs all concerned of decisions or forwards educational leave and degree program recommendations from the committee to the President through the chairperson of the System die Staff Development Committee. For non-degree short-term programs, campus recommendations are forwarded to the Campus Director or the Vice President for Administrative Services. 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.

**CURRICULUM AND ASSESSMENT COMMITTEE (CAC)
Terms of Reference**

A. Authority

The Curriculum and Assessment committee (CAC) operates through the authority of and reports to the President. Recommendations from the committee are submitted through the Director of Academic Programs (DAP) and /or Director of Vocational, Community and Continuing Education (DVCCE) to the Vice President for Instructional Affairs (VPIA) for approval by the President.

B. Purpose

The CAC advises the President on matters relating to curriculum, instructional program review and assessment, instructional course review and assessment, academic policies and procedures.

C. Membership

The members of the CAC are selected at the beginning of each academic year and must include:

- All Division Chairs
- All instructional coordinators
- All vocational coordinators
- Faculty representation
- Staff representation

The CAC will elect members to be Chair, Vice-chair and Secretary. Membership must be kept within a 20 number limit.

Responsibilities of committee members are to:

- Carry out assignments.
- Regularly prepare for and attend committee meetings;
- Actively participate in meetings;
- Share information on committee discussions, recommendations and decisions with the COM-FSM and gather input from their area of representation.

D. Organization

The chairperson is elected by the CAC. The chairperson's responsibilities are to:

- Forward recommendations through the DAP or DVCCE to the VPIA for approval/action by the President within 5 working days.
- Communicate with the VPIA's office for feedback on recommendations. The VPIA should act as a "secretariat" position (secretariat = administrative support) to the CAC.
- Preside over meetings.
- Ensure 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.
- Distributes the official minutes to the VPIA, President and COM-FSM.
- The chair maintains a file on all minutes.

The vice chairperson is elected by the CAC. The responsibilities of the vice chairperson are to:

- Preside over meetings in the absence of the chair.
- Review the meeting agenda with the chair and secretary.
- Assist the chairperson with the above responsibilities.

The secretary is elected by the CAC. The responsibilities of the secretary are to:

- Take and prepare accurate minutes.
- Distribute the minutes to the CAC members 3 working days after the meeting.
- Review the meeting agenda with the chair and vice chair.
- Record attendance of committee members.

E. Meetings

Meetings are held biweekly. The schedule is determined at the beginning of each academic term. The chairperson can call special meetings or upon consent of the majority of the members reschedule the regular meetings. Meetings can be held face-to-face or via teleconferences or other communication technologies. Twenty-five percent of members present constitute a quorum for discussion purposes. A majority vote of all members is required to act on a motion. Electronic voting can be utilized when necessary. When a member does not vote, it is recorded as a "non-vote" and that all other votes should be recorded as yes, no or abstain. When voting is required the chair will work to ensure that all members vote so there is a minimum of non-votes. Results of electronic voting are to be documented in the next committee meeting minutes.

F. Responsibilities

The responsibilities of the CAC are to:

- Develop or revise policies and/or procedures assigned to or identified by the committee.
- Review and recommend for approval all new and modified programs and outlines--this includes regular college offerings, short-term training and Continuing Educational Units (CEU's).
- Review instructional program assessments and evaluations and make recommendations.

G. Communications & Distribution of Information

Agenda items may be submitted to the chairperson by other members, other committees, or the President. The chairperson compiles the agenda with the assistance of the vice chair and secretary 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, if approved are officially adopted at the next meeting. Electronic voting may be utilized when necessary. The chairperson distributes the official minutes to the VPIA, President and COM-FSM. The chair maintains a file on all minutes.

Following each meeting, the chairperson informs all concerned of decisions and forwards recommendations from the committee to the President. 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.

**FACILITIES AND CAMPUS ENVIRONMENT COMMITTEE
Terms of Reference**

A. Authority

The Facilities and Campus Environment Committee operates through the authority of and reports to the President through the Director of Maintenance, Facilities, and Security, and the Vice President for Administration. Recommendations from the committee are submitted through the Director of Maintenance, Facilities, and Security and the Vice President for Administration to the President for action.

B. Purpose

The Facilities and Campus Environment Committee advises the Director of Maintenance, Facilities, and Security, the Vice President for Administration, and the President on matters relating to facilities planning, campus beautification, infrastructure maintenance, disaster preparedness, and safety, security and accessibility issues.

C. Membership

The members of the Facilities and Campus Environment Committee are:

- Faculty representatives from the national site
- Staff representative from the national site
- One faculty representative from each state site.
- One staff representative from each state site.

The committee will select officers by election at the first meeting of each academic school year.

Responsibilities of committee members are to:

- Regularly prepare for and attend committee meetings;
- Actively participate in meetings; and
- Share information on committee discussions, recommendations and decisions with and gather input from their area of representation.

D. **Organization**

Officers

A **chairperson** is elected at the beginning of the academic year. The chairperson's responsibilities are to:

- a. Preside over meetings;
- b. Ensure the terms of reference for the committee are met and matters brought before the committee are judiciously addressed;
- c. Prepare and distribute the agenda prior to each meeting; and
- d. Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.
- e. Minutes shall be distributed electronically for review by members within three working days.

A **vice-chairperson** is elected at the beginning of the academic year. The responsibilities of the vice chairperson are to:

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

A **secretary** is elected at the beginning of the academic year. The responsibilities of the secretary are to:

- Take and prepare accurate minutes;
- Assist the chairperson in preparing the agenda and distribute at least one working day prior to the meeting.
- Distribute and post the minutes electronically within three working days in; and
- Record attendance of committee members.

E. **Meetings**

Meetings are held at least once a month. The schedule is determined at the beginning of each academic term. Meetings may be held face-to-face or via teleconferences or other communication technologies.

A quorum is formed by the presence of five or more members of the committee including at least one officer or their designee. A simple 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 Facilities and Campus Environment Committee are to:

1. Develop or revise policies and/or procedures assigned to or identified by the committee;
2. Review and provide input on all major documents relating to facilities and campus environment, such as facilities master plan, maintenance plan, security plan, disaster preparedness and responsiveness plan, campus beautification plan, etc.;
3. Review and provide input on the infrastructure development master plan annually;
4. Review major renovation and or building requests;
5. Review and provide input on standards and specifications for infrastructure, equipment and procurement procedures.
6. Review assessments/evaluations of facilities and campus environment and make recommendations.

G. Communications & Distribution of Information

To ensure broad participation and input from the college community, agenda items can be submitted to the chairperson by the members of cabinet, college standing committees, faculty, staff, the Student Body Association, and the President.

- All meetings will have minutes 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 will be officially adopted at the next meeting. The secretary of the committee then distributes the official minutes to all committee members, the Director of Maintenance, Facilities, and Security, Security and Safety Supervisor, and members of cabinet.
- Publicly releasable information will be provided to the college web master for posting on the college web site.
- To ensure broad participation and input from the college community, the chairperson shall ensure that the Student Body Association, Campus Directors, Faculty/Staff Senate, and Offices that will be impacted by the recommendations are informed and to provide feedback within 15 working days. All information received shall be disseminated to the committee for further consideration and action at the next meeting and make

recommendations to the Director of Maintenance, Facilities, and Security, Vice President for Administration, and the President. All communications can be expedited by email prior to the next meeting.

The Maintenance Office maintains a file on official Facilities and Campus Environment Committee minutes.

Drafts: 05 April 2011, 06 September 2011.

Final draft: 09 November 2011.

By: Director of Maintenance and Security, Chair Facilities and Campus Environment Committee

College of Micronesia-FSM

FINANCE COMMITTEE
Terms of Reference

A. Authority

As a subcommittee of the Planning and Resources Committee, the Finance Committee operates through the authority of and reports to the President through the chairperson of the Planning and Resources Committee. Recommendations from the committee are submitted through the chairperson of the Planning and Resources Committee to the President for action.

B. Purpose

The Finance Committee gives **recommendations to the PRC, which** advises the President on matters relating to fiscal management of the College.

C. Membership

~~The members of the Finance Committee are:~~

- ~~●— Vice President for Administrative Services~~
- ~~●— Vice President for Instructional Affairs~~
- ~~●— Vice President for Support and Student Affairs~~
- ~~●— Vice President for Cooperative Research and Extension~~
- ~~●— Comptroller~~
- ~~●— Director of Institutional Research and Planning~~
- ~~●— Director of Human Resources~~
- ~~●— Campus Directors (5)~~
- ~~●— Business Office Manager~~
- ~~●— Director of Financial Aid~~
- ~~●— State Campus Accountant~~
- ~~●— Accounting/Finance instructor~~
- ~~●— Two faculty representatives (at least one from a state campus)~~
- ~~●— Two student representatives~~

~~At the beginning of the academic year, the Faculty/Staff Senate recommends the two faculty representatives, at least one from a state campus; the Student Body Association the two student representatives. The then President appoints the committee members based on the recommendations.~~

The members of the Finance Committee are:

A. Faculty and Staff Representatives

The members of the Finance Committee are appointed faculty or staff from different divisions/departments and from each campus. Each campus shall have at least one representative.

At the beginning of the academic year, the various divisions/departments appoint Faculty/Staff representatives.

B. Student Representatives

The Student Body Association appoints at least two student representatives.

Responsibilities of committee members are to:

- Regularly prepare for and attend committee meetings;
- Actively participate in meetings; and
- Share information on committee discussions, recommendations and decisions with and gather input from their area of representation.

D. Organization

The Comptroller chairs the Finance Committee. The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure 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; and
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.

A vice chairperson is elected at the beginning of the academic year. The responsibilities of the vice chairperson are to:

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

The state campus accountant serves as the secretary. The responsibilities of the secretary are to:

- Take and prepare accurate minutes;
- Distribute and post the minutes in a timely manner; and
- Record attendance of committee members.

E. Meetings

Meetings are held monthly. 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. **Quorum shall consist of at least three members from National and Pohnpei Campus and two from any off-island campus.** A majority vote of all members is required to act on a motion.

Electronic voting may be utilized when necessary, however if a member expresses objection for an electronic vote, the matter is tabled to the next special meeting for discussion and appropriate action. Results of electronic voting are to be documented in the next committee meeting minutes.

F. Responsibilities

The responsibilities of the Finance Committee are to:

- Address issues and matters relating to fiscal administration;:
- Review budgets (operations budget, FSM FMI budget, infrastructure development plan budget, auxiliary enterprise budgets and other budgets) for the College;
- Recommend tuition fees and other fees charged by the College;
- Recommend fiscal policies and procedures;
- Recommend closure and opening bank accounts and credit card accounts;
- Recommend use of fund balance and excess revenue; and
- Act on other fiscal matters as referred by the College community.
- Review assessments/evaluations of financial processes and services and make recommendations.

G. Communication & Distribution of Information

Agenda items may be submitted to the chairperson by other members, other committees, or the President. 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 Business Office then distributes the official minutes to all committee members and to the President. The Business Office maintains a file on official Finance Committee minutes.

Following each meeting, the chairperson informs all concerned of decisions or forwards recommendations from the committee to the President through the chairperson of the Planning and Resources Committee. 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

The college is actively working to improve its technical capacity to allow remote participation of members of the committee. Until that is achieved, 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 island where the meeting is held. 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).

(Cabinet – 2/18/08)

College of Micronesia-FSM

HUMAN RESOURCES COMMITTEE
Terms of Reference

A. Authority

The Human Resources Committee operates through the authority of and reports to the President through the Director of Human Resources. Recommendations from the committee are submitted through the Director of Human Resources to the President for action.

B. Purpose

The Human Resources Committee advises the President on matters relating to human resources, including all issues relating to staff development.

C. Membership

The members of the Human Resources Committee are:

- Human Resources Specialist
- Executive Assistant to the President
- Sponsored Programs Coordinator
- Payroll Accountant
- Faculty representative
- Professional staff representatives
- Classified staff representatives
- Chairpersons, State Campus Personnel Committee (5)
- Cooperative Research and Extension representative

At the beginning of the academic year, the Faculty/Staff Senate recommends the eight Senate representatives, two from each of the four personnel classifications and the Vice President for Cooperative Research and Extension the Cooperative Research and Extension representative. The President then appoints the committee members based on the recommendations.

Responsibilities of committee members are to:

- Regularly prepare for and attend committee meetings;
- Actively participate in meetings; and
- Share information on committee discussions, recommendations and decisions with and gather input from their area of representation.

D. Organization

| Last revised 11-24-2011

The committee members elect chair of the HR Committee. The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure 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; and
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.

A vice chairperson is elected at the beginning of the academic year. The responsibilities of the vice chairperson are to:

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

The committee members also elect the secretary. The responsibilities of the secretary are to:

- Take and prepare accurate minutes; and
- Distribute and post the minutes in a timely manner; and
- Record attendance of committee members.

E. Meetings

Meetings are held at least monthly. The schedule is determined at the beginning of the academic year. 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. 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.

F. Responsibilities

The responsibilities of the Human Resources Committee are to:

- Develop or revise policies and/or procedures assigned to or identified by the committee by researching the issues, soliciting input, gathering information, disseminating that information and finally formatting the policy for approval;
- Review assessments and evaluations of human resources services and make recommendations;
- Review and recommend revisions to the master development plan that is linked to college priorities;

- Review and make recommendations on all applications on staff development whether for degree or non-degree programs;
- Serves as a bigger umbrella for the campus staff development committees
- Each member is responsible for communicating with his or her director especially at the campus about matters relating to this committee.

G. Communications & Distribution of Information

Agenda items may be submitted to the chairperson by other members, other committees, or the President. 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 HR secretary then distributes the official minutes to all committee members and to the President. The HR Committee maintains a file on official HR Committee minutes.

Following each meeting, the chairperson informs all concerned of decisions or forwards recommendations from the committee to the President through the HR Director. The HR Director 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

The college is actively working to improve its technical capacity to allow remote participation of members of the committee. Until that is achieved, 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 island where the meeting is held. 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).

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INFORMATION COMMUNICATIONS TECHNOLOGY COMMITTEE
Terms of Reference

A. Authority

The Information Communications Technology Committee operates through the authority of and reports to the President through the IT director. Recommendations from the committee are submitted to Information Technology Director through the chairperson, then on to the President for action.

B. Purpose

The Information Communications Technology Committee advises the President on matters relating to technology issues for the college.

C. Membership

The members of the Information Communications Technology Committee are: (**tenative**)

- ⤴ Peter Pedrus
- ⤴ Nelchor Permitez
- ⤴ Shaun Suliol
- ⤴ Gardner Edgar
- ⤴ Phyllis Silbanuz
- ⤴ Dennis Gearhart
- ⤴ Renton Isaac
- ⤴ Cooper Etse
- ⤴ Edper Castro
- ⤴ Juvelina Rempis
- ⤴ Pius Mirey
- ⤴ Jake Sohlith
- ⤴ Monica Rivera
- ⤴ Alan Alosima
- ⤴ George Mangonon
- ⤴ Kenson Santos
- ⤴ Roger Arnold
- ⤴ Mason Tiphen
- ⤴ Darsy Augustine

The committee recommends that one student representative from the Student Body Association be added to the members of the committee.

Staff from the Information Technology Office provides administrative and technical assistance to the committee when possible.

D. Organization

Chairperson - The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure 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; and
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.

Vice chairperson - The responsibilities of the vice chairperson are to:

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

Secretary - The responsibilities of the secretary are to:

- Take and prepare accurate minutes;
- Distribute and post the minutes in a timely manner; and
- Record attendance of committee members.

E. Meetings

Meetings are held monthly. The schedule is determined at the beginning of each academic term. The chairperson may call special 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. 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.

F. Responsibilities

The responsibilities of the Information Communications Technology Committee are to:

- Develop or revise policies and/or procedures assigned to or identified by the committee;

- Advise on request for usage of technology fee funds;
- Develop and maintain the technology plan for the COM-FSM system;
- Coordinate information and communications technology provisions throughout the College to maximize its effectiveness;
- Recommend career development and training needs of ICT support personnel
- Recommend the information communications technology resources required to implement the Colleges strategic plan; and
- Review and recommend a preferred vendor list for technology purchases for the College.
- Review assessments/evaluations of information technology services and make recommendations.
- Regularly prepare for and attend committee meetings.
- Actively participate in meetings.
- Share information on committee discussions, recommendations and decisions with and gather input from their area of representation.

G. Communications & Distribution of Information

Agenda items may be submitted to the chairperson by other members, other committees, or the administration. 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 Information Technology office then distributes the official minutes to all committee members. The Information Technology office maintains a file on official Information Communications Technology Committee minutes.

Following each meeting, the chairperson informs all concerned of decisions or forwards recommendations from the committee to the President through the Information technology director. 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

The college is actively working to improve its technical capacity to allow remote participation of members of the committee. Until that is achieved, 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 island where the meeting is held. 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).

(02/15/12)

College of Micronesia-FSM

**RECRUITMENT, ADMISSIONS AND RETENTION COMMITTEE (RARC)
Terms of Reference**

A. Authority

The Recruitment, Admissions and Retention Committee (**RARC**) operates through the authority of and reports to the President. Recommendations from the committee are submitted to the President for action.

B. Purpose

The **RARC** advises the President in all matters relating to the recruitment, admissions and retention of students at the college.

C. Membership

The members of the RARC should consist of full-time faculty members and staff who have been recommended by division chairs and department heads. The OARR Director shall serve as an ex-officio non-voting member of the Committee.

D. Organization

The chairperson, vice-chairperson, and secretary of the RARC are elected by its members at the beginning of the academic year.

E. Responsibilities

1. Committee Members

The responsibilities of the committee members are to:

- Regularly prepare for and attend committee meetings;
- Actively participate in meetings; and
- Share information on committee discussions, recommendations and decisions with and gather input from their area of representation.
- Review and recommend policies, standards (including admissions standards), and regulations for the recruitment, admission and retention of students;
- Preview and evaluate the reliability and validity of COM-FSM Entrance Test (COMET) and make recommendations if need;
- Review statistical analysis of testing data;
- Recommend students for admission to appropriate programs;
- Oversee student recruitment;

- Act on other matters referred by the Curriculum Assessment Committee, (CAC), and Student Services Department and vice versa;
- Assist in the development and implementation of the institution recruitment and enrollment management plan and
- Review plans assessments and evaluations and make recommendations.

2. Chairperson

The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure 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; and
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.

3. Vice Chairperson

The responsibilities of the vice chairperson are to:

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

4. Secretary

The responsibilities of the secretary are to:

- Take and prepare accurate minutes;
- Distribute and post the minutes in a timely manner; and
- Record attendance of committee members.

5. Proxy

Responsibilities of proxy 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

F. Meetings

Meetings are held at a minimum once a month throughout the year. The schedule is determined at the beginning of each academic term. The chairperson may call special

meetings or reschedule regular meetings as necessary. In addition to face-to-face meetings, teleconferences and electronic meetings may be held. Twenty-five percent of the members constitute a quorum for discussion purposes. A majority vote of all members is required to carry a motion. Electronic voting may be utilized when necessary. Results of electronic voting are to be documented in the next committee meeting minutes.

G. Distribution of Information

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

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. Once minutes have been approved by a majority of members the secretary will send them out to the VPSS for approval.

Following each meeting, the chairperson informs all concerned of decisions or forwards recommendations from the committee to the President. 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

The college is actively working to improve its technical capacity to allow remote participation of members of the committee. Until that is achieved, 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 island where the meeting is held. Committee members may not serve as a proxy.

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).