

EXECUTIVE COMMITTEE MEETING

Date: 24 March 2025 | Time: 11am (PNI & KSA time) | Venue: President's conf. rm. | Chair: A/g President & CEO

Zoom link:

<https://comfsm.zoom.us/j/3061339702?pwd=dnM3UmJKWW83V0JFdjhCNDNMbmVsUT09&omn=93865360716>

Meeting ID: **306 133 9702**

Meeting passcode: **133187**

I. Members:

- | | | | |
|-------------------------|---------------------------|-----------------------------------|--|
| 1. A/g President | 5. Dean, CTEC | 8. A/g Dean, Kosrae | |
| 2. VPIS | 6. A/g VPIEQA | 9. Dean, Yap & FSM-FMI | 11. Faculty & Staff Senate Rep. |
| 3. VPEMSS | 7. A/g Dean, Chuuk | 10. Chair, Management Team | 12. SBA Rep. (NC) |
| 4. VPIA | | | 13. Comptroller |

II. Additional Attendees: HR Consultant, IT Consultant & EO to the OTP.

III. Apologies: VPIEQA on personal leave.

IV. Agenda/Major Topics of discussion:

A. Welcome:

B. Prayer:

C. Reading of Mission Statement: *The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical educational programs characterized by continuous improvement and best practices.*

D. Call to order; declaration of quorum:

E. Review of agenda:

F. Review of Minutes: 11 March 2025 (*endorsed by the SLT*)

G. Old Business:

- a. **VPIS:** Chapters 5: Fiscal Affairs Policies; and 7 Facilities and Maintenance Policies
 - i. **BP No. 5608** - Policy to Provide Incentive for Securing of Grant Funding Policy- (***Propose to defer - no funding for incentives and also how to disburse, especially in regards to the rates and guidelines. A plan is being developed and will be presented at the next EC meeting for June BOR meeting.***
 - ii. **BP No. 5801** - Naming Opportunity of Facilities & Programs Policy (***Minor changes.***)
 - iii. **BP No. 7000** - Emergency Response Plan Policy (***Minor changes.***)
 - iv. **BP No. 7003** - COM-FSM Facilities Use Policy (***Refer to BP No. 7005; has the proposed excel sheet with fees been updated; has a sub-committee been created to address proposed fees?***).
 - v. **BP No. 7002** - COM-FSM Vehicle Use Policy (***Update verbiage/language.***)
 - vi. **BP No. 7005** - Physical Resources Contingencies Fund Policy (***AS IS with no changes, except for a request to EC to endorse and ensure funds are allocated towards the College's facilities.***)

H. New Business:

- a. **President: Chapters 1: Board of Regents Policies; 2: General Institution; and 6: Human Resources**
 - i. **BP No. 1221** – Board Committees Policy (***Has EC members found the necessary information to move this policy forward?***)
 - ii. **BP No. 1440** – Investment Policy (***Has this been endorsed by the appropriate committees?***)
 - iii. **BP No. 1540** – FSM Fisheries & Maritime Institute Policy (***Has IA gathered all comments and feedback by the FSM-FMI Dean to move this policy forward?***)
 - iv. **BP No. 2000** – College Catalog Policy (***Minor changes – IEQA representative to provide the proposed changes.***)
 - v. **BP No. 2100** – Communications Policy (***Has the IEQA representative created a working group and begun work on this policy?***)
 - vi. **BP No. 6007** – Employment Policy
 - vii. **BP No. 6025** – Classification Policy
 - viii. **BP No. 6026** – Faculty Workload Policy (***HR to update EC on BP Nos 6007; 6025-26***)
- b. **VPIA:** Chapter 3: Instructional Affairs Policies
 - i. **BP No. 3109** – Academic Suspension Policy
 - ii. **BP No. 3016** – Academic Standing Policy
 - iii. **BP No. 3108** – Academic Probation Policy

(Is IA ready to discuss these Ch.3 policies based on the recommendations from the last EC meeting?)

c. VPEMSS: Chapter 4: Enrolment, Management and Student Services Policies

i. **BP No. 4001** – Dual Enrolment for High School Students Policy

ii. **BP No. 4100** – COMET Entrance Criteria Policy

iii. **BP No. 4002** – Early Admission Policy

iv. **BP No. 4200** – Admission Requirements Policy

(The updated above Ch. 4 policies will be presented to the EC for endorsement by VPEMSS. Subsequently, VPEMSS proposed the deletions of BP Nos 4202, 4026 and 4100).

d. VPIEQA: Chapters 8: Information Technology – no policies to present.

e. VPIS: Chapter 5: Fiscal Affairs Policies

i. **BP No. 5604** -Use of Instructional Equipment Policy

(Any updates on the status of this policy with IA based on the recommendations by IS & EMSS?)

ii. **BP No. 5605** -Vehicle Policy

(Recommendation to delete as it is an exact copy of BP No. 7002)

V. Miscellaneous:

- a. **Board Policy No. 2001** - Policy on Policies Policy ***(to be presented by VPIS. This will allow a review committee (creation yet to be determined) to identify necessary changes and recommendations prior to endorsements by all relevant committees and the SLT).***
- b. Facilities Fees *(Endorsed by the SLT, and will be presented as FYI to the Board).*

VI. Adjournment: