

Executive Committee Meeting

Date: 30 May 2025

Location: President's Conference Room & Zoom

Present: Acting President/VPEMSS, VPIS, VPIA, Acting Dean Chuuk Campus, Dean Kosrae Campus, Dean CTEC Campus, and Deans of Yap and FSM-FMI Campuses, Chairwoman of the M-Team, and SBA Representative.

Additional Attendees: Dr. Theresa (via Zoom), Comptroller, IT Consultant, HR Manager and EO.

1. Opening

The meeting commenced with an opening prayer, followed by a review and approval of the May 5th meeting minutes.

- May 5th minutes reviewed and approved
- The agenda was amended to include additional board policies and administrative procedures.

2. Board Policy Review and Approvals

A series of board policies were reviewed and acted upon.

- BP No. 1211 – *Assessing the President*: Endorsed without changes
- BP No. 1221 – *Board Committees*: Endorsed with clarified language on membership
- BP No. 1300 – *Board Bylaws*: Approved for alignment with governing bylaws
- BP No. 6003 (renumbered to BP No. 1610) – *Governance*: Moved to Chapter 1
- VPIA Policies: Three policies, including *Maintaining Contact Hours*, submitted; resubmission requested using correct template

3. Board Policy Amendments Discussion

The committee discussed proposed revisions to key academic and student-related policies.

- BP No. 3302 – *Maintaining Contact Hours*: Equity concerns raised; revisions recommended
- BP No. 3111 – *Attendance Policy*: Suggested standardization of allowable absences and consequences
- BP No. 3110 – *Special Awards Policy*: Reviewed for clarity on award types and top student selection
- Action: Working group formed to finalize recommendations before the 10 June Board meeting

4. Admissions & Credit Card Policy

The committee addressed admissions standards and financial oversight policies.

- BP No. 4205 – *Public Health Certificate Admissions*: Endorsed; includes three

GPA-based pathways

- BP No. 4207 – *Associate Degree Admissions*: Endorsed
- BP No. 5603 – *Corporate Credit Card Usage*: Concerns raised about overspending and balances; deferred for committee review
- *Incentive Policy for Grants*: Approved 15% indirect cost recovery for externally funded grants

5. Employment and Incentive Policies

Several employment-related policies were reviewed with updates and approvals.

- BP No. 6007 – *Employment Policy*: To be presented to the Board in June; revisions ongoing regarding 10-month vs. 12-month contracts
- BP No. 6015 – *Professional Development Plan*: Approved with minor edits
- BP No. 6016 – *Incentive Program*: Approved with removal of consecutive-year eligibility requirement
- HR confirmed funding support in FY26 budget

6. Service Awards & Performance Evaluation

The committee reviewed recognition policies and performance evaluation standards.

- *Service Awards Program*: Approved monetary rewards ranging from \$50 (5 years) to \$300 (30 years); non-monetary options (e.g., leave) also approved
- BP No. 6017 – *Performance Evaluation*: Endorsed
- BP No. 6025 – *Position Classification*: Approved with minor editorial revisions

7. Faculty Workload Policy

Proposed updates to faculty workload definitions and compensation were discussed.

- Revisions included class size, LMS transition compensation, and workload clarifications
- Concerns noted regarding faculty-student ratios and overload limits
- VPIA to consult with Curriculum Committee, Deans, and ICS
- Recommendation: Report faculty attendance at standing committee meetings

8. Policy Review and Updates

Several existing policies were endorsed with minor updates.

- BP No. 6027 – *Tuition Waiver Policy*: Endorsed with editorial changes
- BP No. 6029 – *Code of Ethics*: Endorsed with editorial changes
- BP No. 6031 – *Human Resources Access and Confidentiality Policy*: Endorsed with editorial changes
- BP No. 6032 – *Controlled Substance and Alcohol-Free Workplace and College Premises Policy*: Motion passed to remove betelnut from the list of controlled substances; sakau allowed for ceremonial use
- IT Policies reviewed, including technology fee use
- BP No. 8600 – *Computer Hardware Procurement*: Tabled for Finance Committee review; full IT policy review deferred to the August Board meeting

9. Program Modifications and Deletions

The committee evaluated academic program revisions and deletions.

- *Public Health Program*: Deferred to VPIA for revisions to prerequisites and general education requirements
- *Computer Information Systems Program*: Deferred due to course deletions needing clarification
- *Law Enforcement Program*: Deletion from 2015 discovered without formal approval; concerns raised over Pell eligibility for enrolled students; issue tabled for SLT discussion