Executive Committee Meeting

The meeting was called to order by Dr. Theresa at 10:20am on **Monday, 5 May 2025**, in the President's conference room.

Those present were: President/CEO, VPs Joey, Delihna & Steven; IT Consultant (IEQA rep); Acting Dean and Deans of all campuses; the Comptroller, HR Manager, EO and ES II.

Apologies: VP for IEQA is still on leave.

- The Committee reviewed the minutes from the 24 March 2025 meeting.
- The EO clarified that most board policies discussed—**Policies 5608, 7003, 7002, and 7005**—were approved at the April 2025 Board of Regents meeting, with the exception of **Policy 1221** and some Human Resources policies.
- Dr. Theresa provided context for a new Dean joining the committee. The Committee welcomed the new Kosrae campus Dean, Ms. Andrea Hadik.
- The minutes from the last EC Meeting in March (24^{th}) was endorsed and approved by the Committee.

Old Business

a. Board Policy 6017 (Professional Development)

- The committee resumed discussion on **Board Policy No. 6017**, which had been tabled at the April 2025 Board meeting.
- The said policy will be re-presented to the Board again in June by the new HR Manager, Mr. Gee Leong Bing.

- Several policies were identified as needing review and revision:
  - **Board Policy No. 1221 (Board Committees):** Discussion focused on clarifying the President's role.
  - Debate ensued regarding whether policy reviews should begin with the Executive Committee or be routed through the appropriate standing committees.
  - Policies concerning the hiring and assessment of the President were also discussed. The Committee agreed these require updates, including the development of a new assessment instrument.
- Concern was raised regarding limited engagement from the Faculty and Staff Senate in the review process.

New Business

- **Board Policy No. 6003 (Governance):**

- The Committee determined it should first be reviewed by the Human Resources Committee.
  - A suggestion was made by VP Joey to consider relocating it to ***Chapter 1*** on Board governance for better alignment.

- **OTP (Chapters 1 & 2):**
  - **Board Policy Nos. 1211, 1212 & 1301** have been forwarded to Human Resources for the standard review process. These policies primarily address the selection of a new president, the evaluation of the position, and other Board-related matters. As noted in the updated Board Master Planning Calendar, there are currently no ***Chapter 2*** policies scheduled for review.

- **IA (Chapter 3):**
  - Three policies assigned to the committee(s) are still under review and will be presented at the next meeting.
  - Dr. Theresa requested that the work be completed by the next session.
- **EMSS (Chapter 4):**
  - Policies have already been routed to the proper committees for their review and feedback. Updates will follow at the next EC meeting.
- **IS (Chapter 5**):
  - Policies will be routed to the proper committees for their review and feedback. Updates will follow at the next EC meeting.

- **HR (Chapter 6):**
  - **Board Policy No. 6003 (Governance)**
    - The Committee determined it should first be reviewed by the Human Resources Committee.
    - A suggestion was made by VP Joey to consider relocating it to ***Chapter 1*** on Board governance for better alignment.

- **IT (Chapter 8):**
  - IT Consultant reported that the IT Committee completed reviews of four policies, which will be tabled for discussion at the next meeting.
  - Dr. Theresa inquired about the **technology fee**—IT Consultant clarified that it is mandatory for all students and charged per term.

- Dr. Theresa emphasized the need to improve institutional performance evaluation systems as highlighted by the accreditation team.
- Dr. Theresa underlined the urgency of showing progress and addressing the lack of focus on performance evaluations.
- Dr. Theresa also mentioned the need for training and updating the current performance evaluation policy.
- VP Steven added that several policies under **Chapter 6** are under review and emphasized the need for standing committees to complete their evaluations.

- Dr. Theresa stressed the importance of committee functionality and noted that a lack of quorum should not become a barrier to approving necessary updates.

- Dr. Theresa reminded the committee of their responsibility as effective fund managers, stressing the importance of understanding institutional expenditures.
- VP Joey proposed scheduling the **next Executive Committee meeting for May 30, 2025**, noting the limited window for standing committees to convene and finalize their reports.
- Dr. Theresa supported the proposal and emphasized the need to meet deadlines and adhere to directives.

Adjournment: The meeting was adjourned at 12:30PM