

**College of Micronesia – FSM  
Committee (Working Group) Minutes Reporting Form**

<b>Committee or Working Group:</b>	Executive Committee
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<b>Date</b>	<b>Time</b>	<b>Location</b>
December 11, 2015	2:00 PM-3:00 PM	Board Conference Room

<b>Members</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
President	Joseph M. Daisy	X		Chair
VPAS	Joseph Habuchmai	X		
VPCRE	Jim Currie	X		
VPIA	Karen Simion	X		
VPIEQA	Frankie Harriss	X		
VPEMSS	Joey Oducado	X		
Dean, Chuuk Campus	Kind Kanto	X		
Dean, Kosrae Campus	Nena Mike		X	Acting
Dean, Yap Campus	Lourdes Roboman		X	
Director, Career & Technical Ed.	Grilly Jack	X		
Chair, Management Team	Jimmy Hicks	X		
President, Faculty/Staff Senate	Martin Mingii	X		
Vice President, SBA	Darla Simina		X	
Chief of Staff	Universe Yamase		X	

<b>Additional Attendees:</b>	Roselle Togonon, Comptroller; Norma Edwin, recorder
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Reading of the mission statement</li> <li>2. Call to order; declaration of quorum</li> <li>3. Review of agenda</li> <li>4. Adoption of minutes             <ol style="list-style-type: none"> <li>I. November 27, 2015</li> </ol> </li> <li>5. Items for discussion             <ol style="list-style-type: none"> <li>A. VPAS                 <ol style="list-style-type: none"> <li>I. 2017 Budget</li> </ol> </li> <li>B. VPCRE                 <ol style="list-style-type: none"> <li>I. EC TOR</li> <li>II. Suggested Improvement for EC</li> </ol> </li> <li>C. VPEMSS                 <ol style="list-style-type: none"> <li>I. 9 Board policies for review</li> </ol> </li> <li>D. VPIEQA                 <ol style="list-style-type: none"> <li>I. COM-FSM mission indicators</li> </ol> </li> </ol> </li> </ol>

**Discussion of Agenda/Information Sharing:**

1. Reading of the mission statement- FSS President Mingii read the mission statement.
2. Call to order; declaration of quorum - cleared
3. Review of agenda - cleared
4. Adoption of minutes
  - A. November 27, 2015- Not all have access to the minutes posted in Dropbox.  
Clarification made that the SBA VP sits on EC this semester because the president has a class during the scheduled meeting time. The word “tardiness” in the discussion and summary should be clarified to indicate more significance. Dean Kanto requested clarification on professional counseling and first day of the term, and pointed out “B” should read “second offense” as “C” also reads “More than Two Offenses.” VP Oducado moved and Director Jack seconded that the minutes with the recommended change be adopted. The motion passed unanimously.
5. Items for discussion
  - A. VPEMSS
    - I. VPEMSS submitted nine policies (BP 4904-4912) for review. These policies were adopted in 1981 and last reviewed in 2009. The proposed changes are updates to current titles. VP Oducado moved and VP Currie seconded to endorse the policies including the recommended changes. The motion passed unanimously.
  - B. VPAS
    - I. 2017 budgets
      - a. 2017 operations budget – VP Habuchmai and Comptroller Togonon presented the proposed FY 2017 consolidated operations budget including the budget development process. The proposed budget of \$13,524,169 is 9% higher compared to the prior year budget. Work on the performance budget is. Director Jack moved and VP Simion seconded to endorse the proposed FY 2017 operations budget. The motion passed unanimously.
      - b. FY 2017 FSM FMI budget – The FSM FMI budget is funded by the FSM government. The proposed budget of \$875,611 is 5% higher than prior year budget. VP Currie moved and VP Oducado seconded to endorse the proposed FY 2017 FSM FMI budget. The motion passed unanimously.
      - c. Auxiliary enterprises FY 2017 budgets – The proposed bookstore budget of \$89,954 is 20% lower than prior year budget due to transfer of the procurement officer position to business office and the need to purchase only the license (the bookstore software was purchased last year). The proposed dining hall budget of \$233,729 is slightly higher (1%) to accommodate step increases. VP Oducado moved and VP Currie seconded to endorse the proposed budgets for the bookstore and dining hall. The motion passed unanimously.
      - d. FY 2017 BOR budget – The proposed FY 2017 BOR budget of \$105,000 is at the same level as the previous year with increase by \$10,000 for professional development and decrease by the same amount for fundraising. Director Jack moved Management Team Chair Hicks seconded to endorse

the proposed budget. The motion passed unanimously.

- e. SEG – The amount changes so the request will be submitted when the college submits the budgets. SEG includes funding for Teacher Corps and the work-study program.

C. VPIEQA

- I. COM-FSM mission indicators –The final draft of the COM-FSM Mission Fulfillment Indicators was distributed for information and distribution to constituents for review and preparation for the August governance summit. This will also be presented to the board at its upcoming meeting to support its responsibility of ensuring fulfillment of the mission.
- II. Core values working group documents – Core values from the state campuses were shared and presented as best practices to articulate behavior or actions that demonstrate application of the values. These should be shared with constituents for preferences and preparation for the summit. Constructive comments should be shared with VPIEQA or members of the working group. The group will meet in advance to cut down the number of core values. The summit will be an opportunity for college-wide input.
- III. Standard I.A. – An updated version was sent out for input. Final comments should be sent to VP Harriss by December 16<sup>th</sup> so she can complete it by December 20<sup>th</sup>.

D. VPCRE

- I. EC TOR and suggested improvements for EC – Significant changes to the TOR include a section on how recommendations from standing committees can be shared with EC and inclusion of review of standing committee TORs in the responsibilities of EC. It was recommended that “and approve” be included after review in the added responsibility. Director Jack, VP Oducado and VP Currie reviewed the comments on suggested improvements for EC and formatted them into a table with timeline. Comments should be provided to the committee for review at the next EC meeting in January. It will inform schedules, planning and processes to be put in place. VP Currie moved and VP Simion seconded that the revised TOR for EC be approved as amended (including “and approve”). The motion passed unanimously.

E. President

- I. President requested that VP oral reports at the board meeting be kept to around five minutes each.
- F. Miscellaneous – VP Harriss reminded those still working with Dave of the timeline to complete the self-study. Discussion followed on what are still outstanding.
- G. Adjournment – VP Habuchmai moved and VP Harris seconded that the meeting be adjourned. The meeting adjourned at 3:00 PM.

**Comments/Upcoming Meeting Date & Time/Etc.:**

- Next meeting in January.

**Handouts/Documents Referenced:**

- December 11, 2015, Executive Committee Agenda
- November 27, 2015, EC Minutes
- Board meeting action pages for proposed FY 2017 budgets (4)
- EC TOR
- Suggested Improvements for EC
- Board Policies No. 4904, No. 4905, No. 4906, No. 4907, No. 4908, No. 4909, No. 4910, No. 4911, & No. 4912
- COM-FSM Mission Fulfillment Indicators
- Core Values Working Group Documents (4)

<b>College Web Site Link:</b>
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<b>Prepared by:</b>	ExAsst to President	<b>Date Distributed:</b>	January 13, 2016
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<b>Approval of Minutes Process &amp; Responses:</b>
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<b>Submitted by:</b>		<b>Date Submitted:</b>	
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<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>
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1. Minutes of the November 27, 2015, meeting adopted with amendments (2).
2. Nine policies (BP 4904-4012) endorsed for submission to the board.
3. Proposed FY 17 operations budget endorsed for submission to the board.
4. Proposed FY 17 FSM FMI budget endorsed for submission to the board.
5. Proposed FY 17 auxiliary budgets for the bookstore and dining hall endorsed for submission to the board.
6. Proposed FY 17 board of regents' budget endorsed for submission to the board.
7. The final draft of the COM-FSM Mission Fulfillment Indicators to be distributed to constituents for review in preparation for the summit.
8. Core values working group documents to be shared with constituents for preferences in preparation for the summit.
9. Final comments on Standard I.A. to be sent to VP Harriss by December 16.
10. Comments on the table of suggested improvements for EC to be provided to the committee for review at the next EC meeting in January.
11. EC TOR approved as amended (include "and approve").
12. Oral reports at the board meeting should be limited to five minutes.
13. Submit outstanding self-study work by Sunday.