

**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>
November 27, 2015	2:00PM-3:00PM	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		
President, SBA	Darla Simina	X		PROXY
Chief of Staff	Universe Yamase	X		

<b>Additional Attendees:</b>	
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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. October 16, 2015</li> </ol> </li> <li>5. Items for Discussion             <ol style="list-style-type: none"> <li>A. FSS President                 <ol style="list-style-type: none"> <li>I. FSS Activity Report</li> </ol> </li> <li>B. VPAS                 <ol style="list-style-type: none"> <li>I. Intercampus Bus Fee Policy and Procedure</li> </ol> </li> <li>C. VPCRE                 <ol style="list-style-type: none"> <li>I. EC TOR</li> </ol> </li> <li>D. VPIA                 <ol style="list-style-type: none"> <li>I. Board Policies: 1500, 1510, 1520, 1530, 1560, 3101 &amp; 3309</li> <li>II. Memo to Delete Programs</li> </ol> </li> </ol> </li> </ol>

- E. VPIEQA
  - I. COM-FSM Mission Indicators
- F. President
  - I. CoC Summary Memo

**Discussion of Agenda/Information Sharing:**

1. Reading of the Mission Statement- VPIA read the mission statement.
2. Call to order; declaration of quorum- Cleared
3. Review of Agenda-Cleared
4. Adoption of Minutes
  - I. October 16, 2015- A motion was made to adopt the minutes. VPCRE moved and VPEMSS seconded. EC endorsed the minutes with the suggested changes from Kosrae Campus Dean.
5. Items for Discussion
  - A. FSS President
    - I. FSS Activity Report- FSS shared the concern regarding faculty who have been reprimanded for returning after the fall semester began as some faculty felt it is of unfair treatment. A letter signed by faculty was submitted to Faculty Staff Senate in response to the instructional reprimand. Faculty Staff Senate asked EC to share recommendations on how FSS can handle the faculty complaints. President recommended that the FSS officers meet and review the letter.
  - B. VPAS
    - I. Intercampus Bus Fee Policy and Procedure- EC members reviewed both the policy and procedure and provided suggested edits to the document. A motion to endorse the Intercampus Bus Fee Policy and Procedure was moved by Director of Career & Technical Education Center, and seconded by VPIA. EC endorsed the policy and procedure. This policy and procedure will be presented to the Board of Regents on December 15, 2015.
  - C. VPCRE
    - I. EC TOR- VPCRE presented the EC Terms of Reference with the changes made by the Director of Career & Educational Technical Center and VPEMSS. There were neither suggested changes nor comments submitted to VPCRE. The EC TOR was shared two weeks prior to the meeting for committee review. VPCRE presented that the EC TOR reflect the language as shown in President's memo to EC regarding CoC membership in the Executive Committee.

President then discussed about the memo as it relates to the EC Terms of Reference. He shared that he met with the Chairs of Standing Committee on October 22, 2015, and on November 9, 2015, to discuss the role of the Council of Chairs and the participatory governance. After long discussions about CoC's role and effectiveness, the members most felt that the Council of Chairs should be eliminated. In addition to the meeting, the members came up with several action items that will hopefully lead to improved communications and effectiveness for the college's participatory governance system, and recommendations in which standing committees can channel their voice to the Executive Committee.

VPCRE will make the recommended changes to the EC TOR. The *Suggested Improvements for EC* document will be tabled for next meeting. VPCRE requested that comments on the *Suggested Improvements for EC* document be submitted to him.

D. VPIA

- I. Board Policies: 1500, 1510, 1520, 1530, 1560, 3101, & 3309-  
Board Policy No. 1500, No. 1510, and No. 1520 were shared to inform the suggested changes to these policies recommended by CAC.  
Board Policy No. 1530 entitled *Short Term Training* and No. 1560 entitled *Small Business Development Center* were recommended by CAC for deletion, as they are no longer available.  
Board Policy No. 3101- VPIA shared CAC's recommendation to lower the cumulative grade point average as stated in the policy, which is 2.0 "C". VPIA shared this with Cabinet last week, November 23, 2015, and this policy will be returned to CAC as this policy has been reviewed and accepted by the board with the suggested changes. CAC was notified that the next review cycle is after 5 years for any recommended changes.  
Board Policy No. 3309- VPIA informed CAC's recommendation to present this policy to the board for review during its December 2015 meeting.  
VPEMSS motioned to endorse the recommendations for Board Policies No. 1500, No. 1510, No. 1520, No.1530, No. 1560, 3101 & 3309, and VPCRE seconded.

Memo to delete programs- VPIA presented the memorandum to the Chair of Curriculum and Assessment Committee dated October 20, 2015, which recommended the deletion of programs. The list of degrees and certificates were recommended for deletion as a result of low enrollment and other reasons. VPIA motioned to endorse this recommendation to the board, and VPAS seconded.

E. VPIEQA

- I. COM-FSM Mission Indicators- This agenda was tabled for next meeting as presenter was not present during the meeting.

F. President

- I. CoC Summary Memo- President shared the memo during VPCRE's presentation of the EC TOR. This is referenced in VPCRE's agenda item.

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

- December 16, 2015, is the National Campus Christmas party for the staff and faculty, which will be hosted by the vice president for administrative services.
- President's Office will prepare a memo for December 24, 2015 to be a full day of no work.

**Handouts/Documents Referenced:**

- October 16, 2015, EC Minutes
- November 27, 2015, Executive Committee Agenda

- Intercampus Bus Fee Policy and Procedure
- EC TOR
- Board Policies No. 1500, No. 1510, No. 1520, No. 1530, No. 1560, No. 3101 & No. 3309
- Memo to Delete Programs
- COM-FSM Mission Indicators
- CoC Summary Memo

**College Web Site Link:**

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<b>Prepared by:</b>	COS	<b>Date Distributed:</b>	December 9, 2015
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**Approval of Minutes Process & Responses:**

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<b>Submitted by:</b>		<b>Date Submitted:</b>	
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

1. The FSS President will meet with the FSS officers to review the letter submitted by faculty regarding their views on faculty being reprimanded for returning after the fall semester began.
2. VPCRE will make the recommended changes to the EC TOR. The *Suggested Improvements for EC* document will be tabled for next meeting. VPCRE requested that comments on the *Suggested Improvements for EC* document be submitted to him.
3. VPIEQA will present the COM-FSM Mission Indicators at the next scheduled EC meeting.