

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

Committee or Working Group:	Executive Committee
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Date	Time	Location
December 13, 2012		President’s Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy	x		
VPAS	Joseph Habuchmai	x		
VPCRE	Jim Currie		x	TA
VPIA	Mariana Ben Dereas	x		
VPIEQA	Frankie Harriss	x		
VPSS	Ringlen Ringlen	x		
Chuuk Campus Dean	Kind Kanto	x		
Kosrae Campus Dean	Kalwin Kephass	x		
Pohnpei Campus Dean	Grilly Jack	x		Acting
Yap Campus Dean	Lourdes Roboman	x		
Chair, Management Team	Karen Simion	x		
Chair, Council of Chairs	Kathy Hayes		x	Excused
President, Faculty/Staff Senate	Ross Perkins	x		
President, Student Body Association	Sebastian Tairuweipi	x		
Executive Assistant to President	Norma Edwin			Recorder

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Adoption of minutes 11/28/12 2. Approval of EC TOR 3. Facilities Fee Policy 4. Revisions to Per Diem Policy 5. FY 2013 Supplemental Request 6. Participatory Governance Policy 7. Communications Policy

Discussion of Agenda/Information Sharing:
<p>President Daisy called the third meeting of the Executive Committee to order. Discussion on the participatory governance and communications policies was tabled to the next meeting.</p> <ol style="list-style-type: none"> 1. Adoption of Minutes: The minutes of the November 28, 2012, were reviewed. Request was made to change “chairman” to ”chair” under the members listing. Ross moved and Ringlen seconded that the minutes be adopted as amended. The motion passed unanimously. 2. Executive Committee TOR: Kathy was thanked for her leadership in this task. The omission of proxy in the final draft was discussed. Since use of proxy should be an exception rather a rule because a proxy would not have the same level of understanding as a member, it was deleted.

What constitutes quorum for discussion and voting, the “non-vote” and process of vetting of policies were also discussed. Because of the important responsibility of being a member of this committee, members should be present and voting at all meetings. It was agreed that 75% of the committee is needed for both discussion and voting. Set meeting times should help members schedule EC meetings into their calendars. The paragraph under Organization regarding responsibilities of the vice chairperson was deleted and the second sentence in the second paragraph under Membership was revised to read, “In the president’s absence, the acting president will serve as chair.” **Joe H. moved and Grilly seconded that the TOR for the Executive Committee be approved as amended. The motion passed unanimously.**

- 3. Facilities Use Fee Policy:** Concern was raised by Karen about seeing this for the first time and management team being excluded from the loop again. Discussion followed on the vetting process used and to be used in the future. In the future in addition to forwarding policies through appropriate committees, for efficiency they are to be forwarded to MT at the same time. The challenge now is while it did not go through MT, it must be submitted to the Board as it is included in the FY 14 budget. Timing for approval of the policy and need for planning and being proactive in sharing information were further discussed. EC was created to improve communication and participatory governance and not to create another level of bureaucracy; all must get better at running committee meetings and sharing information.

VP Hauchmai explained that the college often resorted to the fund balance because of budget shortfall for utilities. By determining the total cost of ownership we now can calculate the cost of operations and maintenance of college facilities to ensure standards are met and a safe and effective learning environment is provided. He explained the plan to roll out the policy gradually beginning with FY 2014. Discussion followed on creating a new fee versus increasing tuition. Tuition is to support learning; it is misleading to combine all. Having a fee dedicated to a purpose is clearer. In the spirit of transparency, beginning FY 14, special fees are to be accounted separately. President Daisy felt that the facilities fee could replace the facilities contingency fund. Inquiry was made about the impact on students. This can be charged to their Pell grant; however, dorm students are already maxed. **Grilly moved and Ringlen seconded that a facilities use fee be established and implemented per the proposed schedule to support the operations and maintenance of college facilities at all campuses be approved pending correction of the figures in the worksheet. The motion passed with two abstentions. The Deans from Yap and Kosrae Campuses abstained because of the hardship on dorm students.** The need to lobby for more scholarships for our students, to reach out to parents to have ownership for their children’s education and to be creative in bringing in resources was expressed.

- 4. Revisions to Per Diem Policy:** This proposal is to reverse the decision made in 2009 to raise per diem advance from 80% to 100% due to the increase in outstanding travel advances and travel vouchers. A clause is included to still allow 100% if the traveler has cleared accounting for previous trips. Question was raised regarding what will be done differently to collect outstanding advances and vouchers. Needs for travelers to take responsibility for filing and clearing travel advances, Business Office to inform travelers promptly of their accounts, and supervisors to check before signing TAs were discussed. The needs to enforce and how to enforce the policy were also discussed. Letters informing employees of their outstanding travel balances will be sent. **Frankie moved and Mariana seconded to approve the proposed revisions to the per diem policy. The motion passed unanimously.**

5. **FY 2013 Supplemental Request:** EC does not need to take action on this; however, the Board must take action to adjust the approved FY 2013 budget due to restoration of the \$700,000.
6. **FY 2014 Budget:** This needs to go to the Board, but still needs exposure. VP Habuchmai will send out the draft on Monday; a meeting is scheduled with the Deans for Monday afternoon. Karen requested a copy also be forwarded to her.
7. **Adjournment:** This is the last meeting for 2012. A permanent meeting date needs to be established. Instructors and Deans were asked to send their available times to Norma. EC will be meeting bi-weekly at first. President wished everyone a Merry Christmas and a Happy New Year and a prosperous and accreditation-favorable new year. Everyone is on major overload and looking forward when things become routine. **Ringlen moved and Mariana seconded that the meeting be adjourned. The meeting adjourned at 2:40 p.m.**

Comments/Upcoming Meeting Date & Time/Etc.:

- February 6, 2013

Handouts/Documents Referenced:

- Minutes – November 28,2012
- Executive Committee TOR
- Proposed Facilities Use Fee Policy
- Revisions to Per Diem Policy
- FY 2013 Supplemental Budget

College Web Site Link:

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Prepared by:	Norma Edwin	Date Distributed:	
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Approval of Minutes Process & Responses:

- Reviewed by EC 1/23/13

Submitted by:	ne	Date Submitted:	1/23/13
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

1. When forwarding policies to appropriate committees, also forward to MT (Karen);
2. Account for special fees separately instead of mingling in the general fund;
3. Lobby for more scholarships for our students;
4. Reach out to parents to take ownership of their children’s education;
5. Be creative in bringing in more resources to the college; and
6. Inform employees of their outstanding travel advances.