

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

Committee or Working Group:	Executive Committee
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Date	Time	Location
2/20/13	11:03 – 11:58 a.m.	Board Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy		x	OIA budget meeting
VPAS	Joseph Habuchmai		x	OIA budget meeting
VPCRE	Jim Currie	x		
VPIA	Mariana Ben Dereas	x		
VPIEQA	Frankie Harriss	x		(TA) Jimmy Hicks
VPSS	Joey Oducado	x		Acting
Dean, Chuuk Campus	Kind Kanto	x		
Dean, Kosrae Campus	Kalwin Kephass	x		
Dean, Pohnpei Campus	Grilly Jack	x		Acting
Dean, Yap Campus	Lourdes Roboman	x		
Chair, Management Team	Karen Simion	x		
Chair, Council of Chairs	Kathy Hayes	x		
President, Faculty/Staff Senate	Ross Perkins	x		
President, SBA	Sebastian Tairuwepiy	x		
Executive Assistant to President	Norma Edwin	x		Recorder

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Opening 2. Review of agenda 3. Approval of minutes <ol style="list-style-type: none"> a. February 13, 2013 4. Old business <ol style="list-style-type: none"> a. Update on mission statement/strategic plan presentation 5. New business <ol style="list-style-type: none"> a. Personnel records policy* b. Preview Integrated Educational Master Plan c. Program review policy d. Faculty temporary pay schedule 6. Announcements 7. Adjournment

Discussion of Agenda/Information Sharing:
Vice President for Instructional Affairs opened the meeting at 11:03 a.m. President Daisy and VP Habuchmai are attending the OIA budget consultation meeting.
Review of Agenda:
Jim moved and Joey seconded that the agenda for the meeting be adopted. The motion passed unanimously.

Approval of minutes:

Kathy moved and Ross seconded that the minutes of February 13, 2013, meeting as presented at the meeting be adopted. The motion passed unanimously

Old Business:

Update on mission statement/strategic plan presentation: This item was tabled until Frankie returns. (She is in Yap doing accreditation training.)

New Business:

Personnel Records Policy: The policy before the committee did not reflect the comments from the Management Team (MT). It was suggested that this item be tabled to the next meeting and that comments from MT and other comments be forwarded to the Human Resources Committee (HRC) for incorporation before resubmission to EC. Comments/concerns on the policy included: deliberation of comments before incorporation; security of confidential files in HR office; title too broad, policy talks only about access and confidentiality; security of archived files; records that can be disclosed; legitimacy of access; limited access for state campus employees to files at national campus; if copy of file available at state campuses, need full-time staff responsible for HR at the campuses; and time period and person responsible for archived files.

Preview Integrated Educational Master Plan (IEMP): Mariana received a comment on the matrix that deans were not included. The matrix was developed when deans were responsible only for stakeholder management. Now that things have changed, she will go back and give deans more responsibilities on the matrix. The narrative is almost done. Feedback on the IEMP from the consultant is positive, and with his help she has simplified the format to summarize the matrix. When the narrative is done, Joey will format the plan, and then she will send it out for review.

Program Review Policy: The version of the policy presented is the result of the Curriculum and Assessment Committee (CAC) review. Changes include the title and review period from three to two. The new version concerns only academic program review. Program review as we use it differs from ACCJC. Their program review is our program assessment; ours is the two-year full review of the program – assessment of student learning outcomes and sustainability and quality of the program. The requirements for the items in the program review are in line with our program prioritization process. Things that still need to be developed are new survey standard and seat cost formula. The emphasis is on the results of the program rather than on what is in it. CAC will review the policy again on Monday and then re-submit it to EC for endorsement. Discussion followed on community assessment and relevancy of the program, alumni feedback, meaning of sustainability, and alternative way to address needs. Karen will add another bullet to include alumni feedback. Additional comments should be sent to Kathy.

Faculty temporary pay schedule: Ross explained that while the original issue was summer pay for faculty, after review of the history of the conversion to the current salary scale and the aftermath, the issue is now bigger; it includes development of a part-time faculty pay schedule which would include payment for overloads and adjunct faculty. The financial implications of that must be reviewed. Because of its complexity, a new part-time salary schedule may not be ready for the upcoming Board meeting; however summer pay needs to be determined because of its implication on the summer class schedule. Discussion followed on possible summer options. The faculty feels the current salary schedule is a misrepresentation; this sentiment was also voiced from the non-academic side. Lots of issues are coming out and the summer pay issue cannot be resolved until those issues are resolved.

Announcements:

Staff Development Day: Deans of Chuuk, Kosrae, and Pohnpei Campuses announced their Staff Development Day this Friday.

Student Body Association: Sebastian reported that the SBA is reviewing their bylaws and wanted the involvement of the SBAs from the other campuses. They plan to hold a teleconference with the other campuses. Their goal is to complete the review by March 31. Kalwin inquired if they had the names of their new officers; their previous officers are now at national campus. All deans were asked to send a list of their SBA officers to Joey for forwarding to Sebastian. Sebastian also requested the names of the SBA advisors. Kind requested that the bylaws be sent out before the meeting.

Kathy said the participatory governance policy has been circulated and requested comments by the end of the month. April 15 is the deadline for completion of the policy.

Jim reported that he will not be here for the next meeting; he will be doing site visits to the other campuses.

Adjournment:

Jim moved and Karen seconded that the meeting be adjourned. The meeting adjourned at 11:58 a.m.

Comments/Upcoming Meeting Date & Time/Etc.:

- The next EC meeting will be held on February 27

Handouts/Documents Referenced:

- Minutes of the February 13, 2013, meeting
- Personnel Records Policy
- Program Review Policy

College Web Site Link:

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Prepared by:

Norma Edwin

Date Distributed:

Approval of Minutes Process & Responses:

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Submitted by:

Date Submitted:

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

1. Approval of the February 13, 2013, meeting minutes.
2. Comments on the Personnel Records Policy to be forwarded to HRC.
3. HRC to review and incorporate comments.
4. Karen to add another bullet to include alumni feedback on the Program Review Policy
5. Additional comments on the Program Review Policy should be sent to Kathy who will present them to CAC on Monday.
6. Campuses to send the list of their SBA officers and advisor to Joey.
7. Send comments on the participatory governance policy to Kathy by the end of March.