

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

Committee or Working Group:	Executive Committee
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Date	Time	Location
August 18, 2017	3:00 PM	Board Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy	X		
VPAS	Joseph Habuchmai	X		
VPEMSS	Joey Oducado	X		
VPIA	Karen Simion	X		
VPIEQA	Frankie Harriss	X		
Dean, Chuuk Campus	Kind Kanto	X		
Dean, Kosrae Campus	Nena Mike	X		
Dean, Yap Campus	Lourdes Roboman		X	FSM Scholarship Board Meeting
Director, Career & Technical Education	Grilly Jack	X		
Chair, Management Team	Grilly Jack	X		
President, Faculty/Staff Senate	Sylvia Henry	X		
President, SBA	Jayvee Tamagginney	X		Hiromi Taulung
Recorder	Norma Edwin	X		

Additional Attendees:	Roselle Togonon, Comptroller
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Reading of the Mission Statement 2. Call to Order; Declaration of Quorum 3. Review of Agenda 4. Old Business 5. New Business <ol style="list-style-type: none"> a. VPAS <ol style="list-style-type: none"> i. Five-Year Financial Plan b. VPIEQA <ol style="list-style-type: none"> i. TORs ii. Strategic Plan c. President <ol style="list-style-type: none"> i. Board Meeting <ol style="list-style-type: none"> 1. BOR Policy Review 6. Miscellaneous 7. Adjournment

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. Reading of the Mission Statement: FSS President Sylvia Henry read the mission statement. 2. Call to Order; Declaration of Quorum: A quorum was declared; President Daisy presided.

EC meeting time may change depending on the outcome of the SBA election. With graduation of the SBA president and vice president, SBA was represented by the SBA secretary, Hiromi Taulung.

3. **Review of Agenda:** No changes

4. **Approval of Minutes** *The minutes of the April 21, 2017, meeting was approved via electronic voting*

5. **Old Business**

None

6. **New Business**

a. VPAS

i. **Five-Year Financial Plan:** The plan has been endorsed by Cabinet and the Finance Committee. Assumptions for revenue include: 1)tuition and fees remain the same and based on a 3-year average enrollment with FTE for the average credit; 2)projected 1% increase in enrollment; and 3)continued financial support from FSM Government. Assumptions for expenses include: 1) retain same programs, services, and organizational structures; 2) continue same benefits to all employees; 3) provide 1% economic support to employees no longer qualified for step increase; and 4) provide 2% increase for inflation except for determined significant expenses. The plan is presented year by year, revenue vs expenditures which then can be used to base budget development. While the proposal looks manageable, enrollment challenges continue; strategic strategies will be developed to address the challenges. Adjustment to be made include: 1) move security from maintenance to EMSS; align division of instructional department to current structure; and 3) have IAEA free standing. Director Grilly to work with VPIA during the upcoming budget year to address computer needs. *FSS President Henry moved and VP Oducado seconded to endorse the 5-Year Financial Plan. The motion passed unanimously.*

b. **VPIEQA**

i. **TORs:** EC directed to look at the TORs to determine where consistency is needed and where latitude can be given for TOR format. At the next meeting EC will develop the TOR format to provide guidance to committees in their review of their TORs.

ii. **Strategic Plan:** Two strategic directions were derived from the summit, board planning agenda, and external stakeholder feedback to meet the identified priorities of student success and strengthening resources. Cabinet endorsed these two strategic directions. *VP Oducado moved and VP Habuchmai seconded to endorse the two proposed strategic directions, 1) Innovate academic quality to ensure student success and 2) Strengthen resources to meet current and future needs. The motion passed unanimously.*

VP Harriss asked for input to develop the plan. What to focus on? Suggestions for measurable goals? Ways to get respective units on board? Important metrics to focus on? Ideas and input should be forwarded to her by the next meeting. The goal is to present the Strategic Plan to the board in September.

c. **President**

i. **Board Meeting:** The five-year master planning calendar was shared to keep the cycle of policy review ongoing. The cycle of review is driven by VPs who are to set and monitor timelines to ensure proper review of all policies. Changes to the master calendar should be sent to Norma to keep the

calendar current. The review of Chapter 1, per schedule, was shared for information.

7. Miscellaneous

After the SBA election and the new SBA president selected, a schedule for EC meetings will be developed.

Everyone reminded to do their homework/assignments.

8. Adjournment: Director Jack moved and Dean Mike seconded that the meeting be adjourned. The meeting adjourned at 4:06 PM.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- Proposed 5-Year Financial Plan, 2018-2022
- Curriculum Committee TOR
- Facilities and Campus Environment Committee TOR
- Finance Committee TOR
- Human Resources Committee TOR
- Information Communications Technology Committee TOR
- Recruitment, Admissions and Retention Committee TOR
- Executive Committee TOR
- Proposed Strategic Directions
- Suggested focus points for strategic directions
- Five-Year Master Planning Calendar 2017-2022
- Draft Agenda Item 10.c Policy Review – Chapter 1

College Web Site Link:

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Prepared by:

nc

Date Distributed:

Approval of Minutes Process & Responses:

Submitted by:

Date Submitted:

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

1. Endorsed Five-Year Financial Plan, 2018-2022
2. EC to determine where consistency is needed and where latitude can be given for TOR format. TOR format to be developed at next meeting.
3. Endorsed the two proposed strategic directions: 1) innovate academic quality to ensure student success and 2) strengthen resources to meet current and future needs.
4. Forward ideas and input to VP Harriss for the development of the strategic plan
5. Schedule EC meeting time after SBA election