

**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 5, 2017	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		
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		
Director, Career & Technical Education	Grilly Jack	X		
Chair, Management Team	Grilly Jack	X		
President, Faculty/Staff Senate	Sylvia Henry		X	
President, SBA	Christian Yarowe	X		
Recorder	Norma Edwin	X		

<b>Additional Attendees:</b>	Rencelly Nelson, Director of Human Resources
	Roselle Togonon, Comptroller

<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. Old Business</li> <li>5. New Business             <ol style="list-style-type: none"> <li>a. VPAS                 <ol style="list-style-type: none"> <li>i. FY 2019 operations budget</li> <li>ii. FY 2019 FSM FMI budget</li> <li>iii. FY 2019 auxiliary enterprises budgets</li> <li>iv. SEG budget</li> <li>v. FY 2019 Board of Regents budget</li> <li>vi. Revised BP 6021 Grievance Policy</li> </ol> </li> <li>b. VPIEQA                 <ol style="list-style-type: none"> <li>i. Revised BP 8000 Technology Fee</li> </ol> </li> <li>c. VPIA                 <ol style="list-style-type: none"> <li>i. Name change for Pohnpei Campus</li> <li>ii. Resolution-Bachelor's Program in Elementary Education</li> </ol> </li> <li>d. Other                 <ol style="list-style-type: none"> <li>i. Revised BP 1310 Board Meetings</li> </ol> </li> </ol> </li> </ol>

- ii. Review of BP 1311 Notice of Meetings and Agenda
- iii. Waiver of BP 6032 for the 25<sup>th</sup> Anniversary Reception
- iv. M-Team Terms of Reference
- 6. Miscellaneous
- 7. Adjournment

**Discussion of Agenda/Information Sharing:**

1. **Reading of the Mission Statement:** SBA President Yarowe read the mission statement.
2. **Call to Order; Declaration of Quorum:** A quorum was declared; President Daisy presided.
3. **Review of Agenda:** No changes
4. **Approval of Minutes:** *VP Habuchmai moved and VP Simion seconded to approve the minutes of the November 7, 2017, meeting. The motion passed.*
5. **Old Business**
6. **New Business**
  - a. **VPAS**
    - i. **FY 2019 operations budget:** *VP Oducado moved and VP Simion seconded to endorse the proposed FY 2019 operations budget. The motion passed.*
    - ii. **FY 2019 FSM FMI budget:** *Dean Roboman moved and Director Jack seconded to endorse the proposed FY FSM FMI budget. The motion passed.*
    - iii. **FY 2019 auxiliary enterprises budgets:** *VP Oducado moved and VP Habuchmai seconded to endorse the proposed FY 2019 budgets for the dining hall and bookstore. The motion passed.*
    - iv. **FY 2019 SEG budget:** Same as previous year and submitted with operations budget.
    - v. **FY 2019 Board of Regents budget:** *VP Habuchmai moved and SBA President Yarowe seconded to endorse the proposed FY 2019 Board of Regents budget. The motion passed.*
    - vi. **Revised BP 6021 Grievance Policy:** *VP Harriss moved and VP Habuchmai seconded to endorse the revisions to BP 6021 Grievance Policy. The motion passed.*
  - b. **VPIEQA**
    - i. **Revised BP 8000 Technology Fee:** The revisions reflect modern learning and licensing. *VP Harriss moved and VP Oducado moved to endorse the proposed revisions to BP 8000 Technology Fee. The motion passed.*
  - c. **VPIA**
    - i. **Name change for Pohnpei Campus:** Rebrand Pohnpei Campus to reflect the important position of CTEC in the college. *VP Habuchmai moved and VP Oducado seconded to approve changing Pohnpei Campus to Career and Technical Education Center (CTEC). The motion passed.*
    - ii. **Resolution-Bachelor's Program in Elementary Education:** The college is working on a proposal for our own bachelor's program in elementary education. Proposal endorsed by FACSSO and Cabinet. Proposed resolution will evidence the board's support. *VP Habuchmai moved and VP Harriss seconded to endorse the proposed resolution for a bachelor's program in elementary education. The motion passed.*
  - d. **Other**
    - i. **Revised BP 1310 Board Meetings:** Part of the board's five-year cycle of policy review. *VP Simion moved and VP Oducado seconded to endorse the proposed revisions to BP 1310 Board Meetings. The motion passed.*
    - ii. **Review of BP 1311 Notice of Meetings and Agenda:** Also part of the

board's policy review cycle. *VP Habuchmai moved and VP Harriss seconded to endorse the edits to BP 1311 Notice of Meetings and Agenda. The motion passed.*

iii. **Waiver of BP 6032 for the 25<sup>th</sup> Anniversary Reception:** Securing a large-enough venue with adequate parking for the dinner reception was a problem. Chinese Embassy secured as sponsor for the dinner so ideal venue is the practice gym. Waiver sought for one time occurrence to serve drinks at the dinner. Drinks will be donated. *VP Harriss moved and SBA President Yarowe seconded to endorse the request for waiver of BP 6032 for the 25<sup>th</sup> anniversary dinner. The motion passed.*

iv. **M-Team terms of reference:** Edits made to the roster to reflect the current structure and name changes. *VP Habuchmai moved and VP Oducado seconded to approve the revised terms of reference for the M-Team. The motion passed.*

7. **Miscellaneous**

Announcements made regarding next week's schedule regarding the board meeting, holiday party, and commencement. All required to attend commencement.

8. **Adjournment:** *VP Habuchmai moved and VP Harriss seconded that the meeting be adjourned.* The meeting adjourned at 3:43 PM.

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

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**Handouts/Documents Referenced:**

- Draft minutes of the November 7, 2017, meeting
- FY 2019 COM-FSM operations budget draft action page and supporting documents
- FY 2019 FSM FM budget draft action page and supporting documents
- FY 2019 auxiliary enterprises draft action page and proposed budgets for bookstore and dining hall
- FY 2019 Board of Regents budget draft action page and supporting documents
- SEG summary and supporting documents
- Proposed revisions to BP 6021 and draft action page and BP 6018
- Proposed revisions to BP 8000 and draft action page
- Draft action page for name change for Pohnpei Campus
- Draft resolution for bachelor's program in elementary education
- Proposed revisions to BP 1319 and draft action page
- Proposed revisions to BP 1311 and draft action page
- Draft action page for waiver of BP 6032 for the 25<sup>th</sup> anniversary reception
- Draft revision to M-Team TOR

**College Web Site Link:**

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**Prepared by:**

Norma

**Date Distributed:**

**Approval of Minutes Process & Responses:**

**Submitted by:**

**Date Submitted:**

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

1. Adopted minutes of November 7, 2017, meeting
2. Endorsed proposed FY 2019 operations budget
3. Endorsed proposed FY 2019 FSM FMI budget
4. Endorsed proposed FY 2019 auxiliary enterprises budgets for bookstore and dining hall
5. Endorsed proposed FY 2019 Board of Regents budget
6. Endorsed revisions to BP 6021 Grievance Policy
7. Endorsed revisions to BP 8000 Technology Fee
8. Endorsed name change for Pohnpei Campus to CTEC
9. Endorsed resolution for a bachelor's program in elementary education
10. Endorsed revisions to BP 1310 Board Meetings
11. Endorsed revisions to BP 1311 Notice of Meetings and Agenda
12. Endorsed waiver of BP 6032 for the 25<sup>th</sup> anniversary reception
13. Approved revisions to the M-Team TOR