

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

Committee or Working Group:	Executive Committee
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Date	Time	Location
February 28, 2018	2:00 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	TA
Dean, Chuuk Campus	Kind Kanto	X		
Dean, Kosrae Campus	Nena Mike	X		
Dean, Yap Campus	Lourdes Roboman		X	Attending another meeting
Director, Career & Technical Education	Grilly Jack	X		
Chair, Management Team	Grilly Jack	X		
President, Faculty/Staff Senate	Michael Muller	X		
President, SBA	Ardy Arthurson	X		
Recorder	Norma Edwin	X		

Additional Attendees:	Shaun Suliol, IT
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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. Adoption of Minutes – December 5, 2017 5. Old Business 6. New Business <ol style="list-style-type: none"> a. VPIEQA <ol style="list-style-type: none"> i. Deletion – BP 8700 Inventory Policy* ii. Revised – BP8800 Information Technology Equipment Policy* iii. Revised – BP 8100 Computer Software* iv. Revised –AP 8100 Computer Software* b. VPIA <ol style="list-style-type: none"> i. Proposal – Bachelor’s Program in Elementary Education* 7. Miscellaneous 8. Adjournment

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. Reading of the Mission Statement: Shaun Suliol 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 Oducado moved and VP Simion seconded to approve the minutes of the December 5, 2017, meeting as presented. The motion passed.*
5. **Old Business**
6. **New Business**
 - a. VPAS
 - i. **Deletion – BP 8700 Inventory Policy:** Deletion proposed as it is redundant to BP 5301 Procurement Policy and AP 5301 Modes of Procurement. *VP Simion moved and VP Oducado seconded to endorse the deletion of BP 8700. The motion passed.*
 - ii. **Revised – BP 8800 Information Technology Equipment Policy:** The policy is revised to acknowledge the evolution of the uses of information technology equipment for broader purposes at the college and to adhere to regulations when using college information technology equipment. Question was raised regarding the correct protocol for reporting violations to external authorities. Recommendation made to end with college officials. *SBA President Arthurson moved and VP Simion seconded to endorse the revised policy with recommended change. The motion passed.* Before forwarding the proposed revised policy to the board, legal guidance will be sought.
 - iii. **Revised - BP 8100 Computer Software:** Revisions proposed to remove procedural text from the policy and to improve the language for clarity and clearer understanding. *VP Oducado moved and VP Simion seconded to endorse the revisions to BP 8100 Computer Software. The motion passed.*
 - iv. **Revised – AP 8100 Computer Software:** This newly generated administrative procedure was generated to accompany the revised BP 8100 to remove procedures from that policy. *VP Simion moved and VP Oducado seconded to approve AP 8100 Computer Software. The motion passed unanimously.*
 - v. **Proposal – Bachelor’s Program in Elementary Education:** VP Simion said the proposed bachelor’s program in elementary education is in response to the need of the nation and expressed appreciation to Sue Moses for putting it together. Sue Moses reported on the tremendous spirit of collaboration and support from all states and Departments of Education she received. She explained the process and progression of courses from associate through third-year to the bachelor’s program. Discussion and clarification followed on logistics of implementing of the program fall 2019, the subchange proposal to the Commission, and external alignments. The subchange proposal will be presented to the board at its May meeting. The college has received \$20,000 from APIC for library support for Kosrae Campus and \$75,000 from Land Grant also for library support. *VP Oducado moved and VP Simion seconded to endorse the proposed bachelor’s program in elementary education. The motion passed.*
7. **Miscellaneous**
8. **Adjournment:** *Director Jack moved and Shaun Suliol seconded that the meeting be adjourned. The meeting adjourned at 2:47 PM.*

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- Draft minutes of the December 5, 2017, meeting
- BP 8700 Inventory Policy
- Recommended directive for deletion of BP 8700 Inventory Policy
- Revised BP 8800 Information Technology Equipment Policy
- Recommended directive for revision of BP 8800
- Revised BP 8100 Computer Software
- Recommended directive for revision of BP 8100
- AP 8100 Computer Software
- Proposed Bachelor's Program in Elementary Education

College Web Site Link:

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

Submitted by:		Date Submitted:	
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- Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**
1. Adopted minutes of December 5, 2017, meeting
 2. Endorsed deletion of BP 8700 Inventory Policy
 3. Endorsed revisions to BP 8800 Information Technology Equipment Policy
 4. Have legal counsel review BP 8800 prior to presentation to board
 5. Endorsed BP 8100 Computer Software
 6. Endorsed AP 8100 Computer Software
 7. Endorsed proposed Bachelor's Program in Elementary Education