

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

Committee or Working Group:	Executive Committee
------------------------------------	---------------------

Date	Time	Location
May 9, 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		Presiding
VPIA	Karen Simion	X		
VPIEQA	Frankie Harriss		X	Gordon Segal
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	Michael Muller	X		
President, SBA	Ardy Arthurson	X		
Recorder	Norma Edwin	X		

Additional Attendees:	
------------------------------	--

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 – February 28, 2018 5. Old Business 6. New Business <ol style="list-style-type: none"> a. VPAS <ol style="list-style-type: none"> i. Revised BP 5001 Budget – Preparation and Approval ii. Revised BP 5002 Budget Reprogramming iii. Revised BP 5003 Use of Positive Fund Balance iv. Revised BP 5004 Increase in Approved Budget Expenditure v. Revised BP 5101 Funds Maintained vi. Revised BP 5102 Separation of Restricted and Unrestricted Funds vii. Revised BP 5103 Funds from FSM Government viii. Revised BP 5104 Drawing Down Compact Funds Policy ix. Revised BP 5350 Travel Policy x. Revised BP 6027 Tuition Waiver and Reduction xi. Revised BP 6033 Personnel Policy xii. Revised AP 6033 Personnel Policy b. VPIEQA

- i. Revised BP 8800 Information Technology Equipment Policy
 - ii. Revised BP 8810 Portable Computer Equipment Policy
 - iii. Deletion BP 8820 Survey Policy
 - c. VPIA
 - i. BS in Elementary Education Substantive Change Proposal
 - ii. Program Modification – Carpentry
 - iii. Program Modification – Construction Electricity
 - iv. BP 3110 Special Awards
 - v. BP 3111 Attendance Policy
 - vi. AP 3110 Attendance Procedure
 - vii. BP3112 Course Grading
 - viii. BP 3113 Grade Point System
 - ix. BP 3114 Repeats
 - x. BP 3115 Incompletes
 - xi. CC Membership
- 7. Miscellaneous
- 8. Adjournment

Discussion of Agenda/Information Sharing:

1. **Reading of the Mission Statement:** SBA President Ardy Arthurson read the mission statement.
2. **Call to Order; Declaration of Quorum:** A quorum was declared; Vice President Oducado presided. Due to the heavy agenda, only items to be presented to the board will be considered, and the meeting may go over time.
3. **Review of Agenda:** *VP Simion moved and VP Habuchmai seconded that the agenda be adopted with the understanding that items needing to go to the board be discussed first. The motion passed.*
4. **Approval of Minutes:** *VP Simion moved and SBA President Arthurson seconded to approve the minutes of the February 28, 2018, meeting as presented. The motion passed.*
5. **Old Business**
6. **New Business**
 - a. VPAS
 - i. **Revised BP 5001 Budget – Preparation and Approval:** Minor Revisions made to align with college’s *Publication Manual*. *Dean Mike moved and Dean Kanto seconded to endorse the revisions to BP 5001 Budget –Preparation and Approval. The motion passed.*
 - ii. **Revised BP 5002 Budget Reprogramming:** No changes proposed. *SBA President Arthurson moved and Dean Kanto seconded to endorse the review of BP 5002 Budget Reprogramming. The motion passed.*
 - iii. **Revised BP 5003 Use of Positive Fund Balance:** Minor revisions plus alignment to *Publication Manual*. *Dean Roboman moved and VP Simion seconded to endorse the revisions to BP 5003 Use of Positive Fund Balance. The motion passed.*
 - iv. **Revised BP 5004 Increase in Approved Budget Expenditure:** No changes proposed. *Dean Roboman moved and SBA President Arthurson seconded to approve review of BP 5004 Increase in Approved Budget Expenditure. The motion passed.*
 - v. **Revised BP 5101 Funds Maintained:** Revisions proposed to update Pohnpei Campus to CTEC and improve language for clarity. *Acting VPIEQA/IT Director Segal moved and VP Habuchmai seconded to endorse the revisions to BP 5101 Funds Maintained. The motion passed.*

- vi. **Revised BP 5102 Separation of Restricted and Unrestricted Funds:** No Changes proposed. *VP Simion moved and SBA President Arthurson seconded to endorse the revisions to BP 5102 Separation of Restricted and Unrestricted Fund. The motion passed.*
- vii. **Revised BP 5103 Funds from FSM Government:** No changes proposed. *SBA President Arthurson moved and Dean Roboman seconded to endorse the review of BP 5103 Funds from FSM Government. The motion passed.*
- viii. **Revised BP 5104 Drawing Down Compact Funds Policy:** No changes to content proposed; only to format. *VP Simion moved and Dean Mike seconded to endorse the revisions to BP 5104 Drawing Down Compact Funds Policy. The motion passed.*
- ix. **Revised BP 5350 Travel Policy:** Revisions proposed to make policy clearer and improve format. *VP Habuchmai moved and SBA President Arthurson seconded to endorse the revisions to BP 5350 Travel Policy. The motion passed.*
- x. **Revised BP 6027 Tuition Waiver and Reduction:** Revision and definition proposed to explain the practice of waiving other fees for employees. *VP Simion moved and Dean Mike seconded to endorse the revisions to BP 6027 Tuition Waiver and Reduction. The motion passed.*
- xi. **Revised BP 6033 Personnel Policies:** This is a new policy stating the on-line personnel policy manual is the official manual for policies of the college. *SBA President Arthurson moved and VP Simion seconded to endorse BP 6033 Personnel Policies to the board. The motion passed.*
- xii. **Revised AP 6033 Personnel Policies:** Review of the administrative procedures tabled to the next meeting.

b. **VPIEQA**

- i. **Revised BP 8800 Information Technology Equipment Policy:** The revision acknowledges the evolution of the uses of information technology equipment for broader purposes at the college and reminds users that when using college information technology equipment, they must adhere to the law in addition to college policies. *VP Habuchmai moved and Dean Roboman seconded to endorse the revisions to BP 8800 Information Technology Equipment Policy. The motion passed.*
- ii. **Revised BP 8810 Portable Computer Equipment Policy:** Revisions needed to evolve to account for current usage levels, long-term assignment of devices, broader application of these devices for conducting college business, and expectations for user's responsibilities with regard to those devices. *VP Simion moved and SBA President Arthurson seconded to endorse the revisions to BP 8810 Portable Computer Equipment Policy. The motion passed.*
- iii. **Delete BP 8820 Survey Policy:** This policy is redundant to and covered by the revised BP 5301 Procurement Policy. *VP Habuchmai moved and Dean Mike seconded to endorse deletion of BP 8820 Survey Policy. The motion passed.*

c. **VPIA**

- i. **BS in Elementary Education Substantive Change Proposal:** With the approval of the new program for a BS in Elementary Education in March, the next step is to submit a substantive change proposal to the accrediting commission for final approval. *Dean Kanto moved and VP Habuchmai seconded to endorse the Substantive Change Proposal for a BS in Elementary Education. The motion passed.*
- ii. **Program Modification – Carpentry:** Tabled

<ul style="list-style-type: none"> iii. Program Modification – Building Technology: Major Construction Electricity: Tabled iv. BP 3110 Special Awards: No change. <i>VP Habuchmai moved and VP Simion seconded to endorse the review of BP 3110 Special Awards. The motion passed.</i> v. BP 3111 Attendance Policy: No change. <i>Dean Kanto moved and VP Habuchmai seconded to endorse the review of BP 3111 Attendance Policy. The motion passed.</i> vi. AP 3111 Attendance Procedure: Tabled vii. BP 3112 Course Grading: Minor changes in word choice. <i>Dean Kanto moved and SBA President Arthurson seconded to endorse the revisions to BP 3112 Course Grading. The motion passed.</i> viii. BP 3113 Grade Point System: No change. <i>VP Habuchami moved and Dean Kanto seconded to endorse the review of BP 3113 Grade Point System. The motion passed.</i> ix. BP 3114 Repeats: No change. <i>Dean Kanto moved and Dean Roboman seconded to endorse the review of BP 3114 Repeats. The motion passed.</i> x. BP 3115 Incompletes: No change. <i>SBA President Arthurson moved and VP Habuchmai seconded to endorse the review of BP 3115 Incompletes. The motion passed.</i> xi. CC Membership: The proposed change in membership intends to provide better representation of the instructional programs and campuses in the Curriculum Committee by changing membership to conform to established organization of standing committees at the college. VPEMSS requested that the registrar be included as a member. <i>VP Habuchmail moved and Acting VPIEQA/IT Director Segal seconded to approve the proposed membership including the registrar for CC. The motion passed.</i> <p>7. Miscellaneous: The college appreciation dinner for national campus is this evening at Flamingo beginning at 6:00 PM.</p> <p>8. Adjournment: <i>Dean Kanto moved and VP Habuchmai seconded that the meeting be adjourned. The meeting adjourned at 3:47 PM.</i></p>

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

Handouts/Documents Referenced:
<ul style="list-style-type: none"> ▪ Draft minutes of the February 28, 2018, meeting ▪ BP 5001 Budget – Preparation and Approval ▪ BP 5002 Budget Preprogramming ▪ BP 5003 Use of Positive Fund Balance ▪ BP 5004 Increase in Approved Budget Expenditures ▪ BP 5101 Fund Maintained ▪ BP 5102 Separation of Restricted and Unrestricted Funds ▪ BP 5103 Funds from FSM Government ▪ BP 5104 Drawing Down Compact Funds Policy ▪ BP 5350 Travel Policy ▪ BP 6027 Tuition Waiver and Reduction ▪ AP 6033 Personnel Policies ▪ BP 6033 Personnel Policies

- 2018-2019 CC Membership Proposal
- BP 3110 Special Awards
- AP 3111 Attendance Procedure
- BP 3111 Attendance Policy
- BP 3112 Course Grading
- BP 3113 Grade Point System
- BP 3114 Repeats
- BP 3115 Incompletes
- Program Modification Request – Building Technology – Electricity
- Program Modification Request – Carpentry
- Substantive Change Template – April 14 (BS in Elementary Education)
- BP 8800 Information Technology Equipment Policy
- BP 8810 Portable Computer Equipment Policy
- BP 8820 Survey Policy
- Draft Action Item – BP 8800 Information Technology Equipment Policy
- Draft Action Item – BP 8810 Portable Computer Equipment Policy
- Draft Action Item – BP 8820 Survey Policy

College Web Site Link:

-

Prepared by:

Norma

Date Distributed:

Approval of Minutes Process & Responses: Approved 9/5/18/

Submitted by:

ne

Date Submitted:

1/28/18

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

1. Adopted minutes of February 28, 2018, meeting
2. Endorsed review/revisions of following policies:
 - a. BP 5001 Budget – Preparation and Approval
 - b. BP 5002 Budget Reprogramming
 - c. BP 5003 Use of Positive fund Balance
 - d. BP 5004 Increase in Approved Budget Expenditure
 - e. BP 5101 Funds Maintained
 - f. BP 5102 Separation of Restricted and Unrestricted Funds
 - g. BP 5103 Funds from FSM Government
 - h. BP 5104 Drawing Down Compact Funds Policy
 - i. BP 6027 Tuition Waiver and Reduction
 - j. BP 8800 Information Technology Equipment Policy
 - k. BP 8810 Portable Computer Equipment Policy
 - l. BP 3110 Special Awards
 - m. BP 3111 Attendance Policy
 - n. BP 3112 Course Grading
 - o. BP 3113 Grade Point System
 - p. BP 3114 Repeats
 - q. BP 3115 Incompletes
3. Endorsed new policy BP 6033 Personnel Policies

4. Endorsed deletion of BP 8820 Survey Policy
5. Endorsed draft Substantive Change Proposal for a BS in Elementary Education
6. Tabled the following:
 - a. AP 6033 Personnel Policies
 - b. Program Modification – Carpentry
 - c. Program Modification – Building Technology – Electricity
7. Approved the proposed membership including adding Registrar for Curriculum Committee