

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

Committee or Working Group:	Executive Committee
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Date	Time	Location
September 5, 2018	2:58-3:56 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		Jenny Helieisar
VPIEQA	Shaun Suliol	X		Acting
Dean, Chuuk Campus	Kind Kanto	X		
Dean, Kosrae Campus	Nena Mike	X		
Dean, Yap Campus	Lourdes Roboman	X		
Director, Career & Technical Education Center	Grilly Jack	X		
Chair, Management Team	Grilly Jack	X		
President, Faculty/Staff Senate	Alfred Olter	X		
President, SBA	Kenye George	X		
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. Adoption of Minutes – May 9, 2018 5. Old Business <ol style="list-style-type: none"> a. VPAS <ol style="list-style-type: none"> i. AP 6033 Personnel Policies b. VPIA <ol style="list-style-type: none"> i. AP 3111 Attendance Procedure ii. Program Modification-Carpentry iii. Program Modification –Building Technology Major-Electrical 6. New Business <ol style="list-style-type: none"> a. VPAS <ol style="list-style-type: none"> i. Financial Update b. VPEMSS c. VPIEQA d. VPIA <ol style="list-style-type: none"> i. Approval of IEMP 7. Miscellaneous 8. Adjournment

Discussion of Agenda/Information Sharing:

1. **Reading of the Mission Statement:** President Daisy welcomed all to the first EC meeting for this academic year and looks forward to a productive year. SBA President Kenye George read the mission statement.
2. **Call to Order; Declaration of Quorum:** A quorum was declared.
3. **Review of Agenda:** The financial update was moved to the top of the agenda.
4. **Financial Update:** Comptroller Togonon reported the endowment fund at \$6.443 million and the reserve fund at \$9.544 million; favorable audit report; ending the fiscal year by over \$500,000; and receipt of additional funds through grants and scholarships.
5. **Approval of Minutes:** *VP Habuchmai moved and VP Oducado seconded to approve the minutes of the May 9, 2018, meeting as presented. The motion passed.*
6. **Old Business**
 - a. **AP 6033 Personnel Policies:** EC approved the policy at the last meeting and now needs to approve the procedures which include the steps to update the on-line manual. MT reviewed the AP and asked “who is the policy coordinator.” It would be clearer to say executive assistant. Title should be changed to “Updating On-line Personnel Policies. Other correction include correct “advice” to “advise” and change IT to webmaster. *VP Oducado moved and AVP Suliol seconded to approve AP 6033 Updating On-line Personnel Policies with recommended changes. The motion passed.*
 - b. **AP 3111 Attendance Procedure:** Revision needed to be consistent with current structure. Further corrections include changing “policy” to “procedure”, including in the title; and in #2, taking out ”division chair” and “chair”, and include “/campus” after division. *AVP Suliol moved and VP Oducado seconded to approve AP 6033 Attendance Procedure with corrections. The motion passed.*
 - c. **Program Modification-Carpentry:** Tabled by VPIA.
 - d. **Program Modification-Building Technology: Major-Construction:** Tabled by VPIA.
7. **New Business**
 - a. **Approval of IEMP:** The revised IEMP received input from the college community and based on the revised mission statement, vision statement, and core values from the 2016 Visioning Summit. From that, a new strategic plan was developed with two strategic directions and key measures of performance. Also considered were the board’s two-year action plan, the president’s 2019 white paper, the BECA plan and the five-year financial plan meeting all requirements critical to bringing all plans together. It still needs a conclusion. Several typos were noted. The matrix uses CCSSE benchmarks with each department contributing strategies and timelines. Total resources projected at \$33,322,410 for the life of the IEMP. *Director Jack moved and Dean Mike seconded to endorse the IEMP to the board. The motion passed.*
 - b. **Board of Regents Meeting:** The next board meeting will be held September 20, 2018, in Chuuk. PMU and Dan Roland are scheduled to do presentations; and possibly Dan Fitzgerald from Deloitte. The electronic notebooks will be posted by the end of the week. The student leadership retreat will also be held in Chuuk at the same time.
8. **Miscellaneous:** EC meetings will be held the first Wednesday of each month at 3:00 PM.
9. **Adjournment:** *VP Habuchmai moved and AVP Suliol seconded that the meeting be adjourned. The meeting adjourned at 3:47 PM.*

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- Draft minutes of May 9, 2018, meeting
- AP 6033 Personnel Policies
- AP 3111 Attendance Policy
- Program Modification Request – Building Technology major in electrical
- Program Modification Request – Carpentry
- Integrated Educational Master Plan (IEMP) and Matrix
- Agenda September 20, 2018, Board Meeting.

College Web Site Link:

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Prepared by:	Norma	Date Distributed:	
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Approval of Minutes Process & Responses: Approved 11/16/18

Submitted by:	ne	Date Submitted:	1/28/18
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

1. Adopted minutes of the May 9, 2018, meeting
2. Endorsed revisions to
 - a. AP 6033 Updating On-Line Personnel Policies
 - b. AP 3111 Attendance Procedures
3. Endorsed IEMP and Matrix
4. Tabled to next meeting
 - a. Program Modification Request – Building Technology : Electricity
 - b. Program Modification Request – Carpentry