

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

Committee or Working Group:	Executive Committee
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Date	Time	Location
November 18, 2016		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		Richard Andrews
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				Pending
President, Faculty/Staff Senate	Sylvia Henry		X	Off-island
President, SBA	PJ Etnol		X	Traveling
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. Approval of Minutes – September 23, 2016 5. Old Business – EC TOR - membership 6. VPAS – Action Items <ol style="list-style-type: none"> a. FY 18 Operations Proposed Budget b. FY 18 FSM FMI Proposed Budget c. FY 18 Auxiliary Enterprises Proposed Budgets d. FY 18 SEG Proposed Budget e. FY 18 BOR Proposed Budget 7. VPIEQA – Action Item <ol style="list-style-type: none"> a. HRO Terms of Reference 8. President <ol style="list-style-type: none"> a. Board Master Planning Calendar 2019-2023

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. Reading of the Mission Statement: VP Oducado recited the mission statement prior to the opening of the meeting.

2. **Call to Order; Declaration of Quorum:** President Daisy declared a quorum and opened the meeting at 2:10 PM.
3. **Review of Agenda:** President Daisy recommended eliminating #8 as it was addressed during the last meeting. Copy of the board master planning calendar 2019-2023 can be obtained from Norma; the calendar should inform the work of policy review. Agenda #5 was moved to after #7.
4. **Approval of Minutes – September 23, 2016:** Dean Kanto corrected #8c; IT should read IC. Director Jack moved and VP Habuchmai seconded to adopt the minutes as corrected. The motion passed unanimously.
5. **VPAS – Action Items:** The budgets presented have gone through the budget development process prior to being presented to EC.
 - a. **FY 18 Operations Proposed Budget:** Projected head count is the average head count for the past three years. VP Oducado moved and VP Simion/Dean Kanto seconded to endorse the proposed FY 18 Operations Budget of \$12,975,134. The motion passed unanimously.
 - b. **FY 18 FSM FMI Proposed Budget:** Dean Roboman moved and VP Simion seconded to endorse the proposed FY 18 FSM FMI budget of \$833,915. The motion passed unanimously.
 - c. **FY 18 Auxiliary Enterprises Budgets:** VP Oducado moved and VP Habuchmai seconded to endorse the proposed FY Auxiliary Enterprises Budgets of \$92, 516 for the Bookstore and \$220,553 for the Dining Hall. The motion passed unanimously.
 - d. **FY 18 SEG Proposed Budget:** VP Simion moved and VP Oducado seconded to endorse the proposed FY 18 SEG Budget of \$689,948 (Student Financial Assistance \$300,000, College Work-Study Program \$283,781, Teacher Corps \$106,167). The motion passed unanimously.
 - e. **FY 18 BOR Proposed Budget:** VP Habuchmai moved and VP Oducado seconded to endorse the proposed FY 18 BOR Budget of \$105,000. The motion passed unanimously.
6. **VPIEQA – Action Item**
 - a. **HRC Terms of Reference:** President Daisy suggested deferring this item to the next meeting to provide more time for review and to possibly have the committee chair present the HRC TOR. Director Jack moved and VP Habuchmai seconded that this item be deferred to the next EC meeting. The motion passed unanimously.
7. **Old Business**
 - a. **EC TOR – membership:** In the draft TOR, the VPCRE position has been eliminated and pathways clarified; question regarding whether the new Dean of Assessment position should sit on EC remains. The committee was tasked to review the current draft and within a week and share their comments with Norma for a thoughtful discussion the next time the committee meets. President Daisy moved and Director Jack/VP Habuchmai seconded that this be deferred to the next meeting. The motion passed unanimously.
8. **Miscellaneous**
 - a. **Restructuring**
 - i. The Director of IRP is on leave until his January 24th departure. Restructuring of the office functions are under consideration. Number of searches are still in progress; Director of Institutional Advancement and External Affairs, Director of Institute for Student Learning and Excellence in Teaching.
 - ii. VP Simion reported Cabinet endorsed eliminating division chairs at the national campus; instead there will be two ICs at national and one at Pohnpei campus. The

current chairs will become full-time faculty starting summer 2017 or fall 2017 depending on when the IC positions are filled.

iii. Effective immediately, security reports to VP EMSS.

b. **Holiday Party:** The national and Pohnpei campuses will have its holiday party on December 13th. The usual arrangement for holiday celebrations at each campus will be done; Deans are to work with Norma for per person cost.

c. **Commencement:** Mid-year commencement will be held on December 15th. Two hundred and twenty candidates applied for graduation, not including eight for the bachelor's degree. SIS is working well, they are reaching out to program completers who did not apply to try to reach 30% graduation rate. Deadline for submission of grades from faculty differs; December 12th for Pohnpei, national, and Yap campuses and December 13th for Chuuk and Kosrae campuses. VP Oducado stressed that the grade sheets be checked for completeness and be submitted on time. Grades should be submitted by 5:00 PM on the 13th, and his staff will work late that night to complete the list of graduates for printing of the program with names of the graduates from all campuses on the 14th.

d. **Campus Reports**

i. **Kosrae Campus:** SBA organized a Thanksgiving celebration and most students are participating in the island-wide Thanksgiving activities. Students are also planning an international night fundraising in anticipation of the Christmas gathering of Kosraeans from abroad.

ii. **Chuuk Campus:** The IC is planning to talk with high school students later this month and is collecting brochures from the various programs including those at the national and Pohnpei campuses, and at FMI. President suggested using the promotional video which Paulo and Shaun put together. They will be working on producing more videos to promote the college. Letter of appreciation to the Governor and Legislature for their support of the \$3 million for the new campus is being finalized.

iii. **Pohnpei Campus:** CTE was asked to refurbish a vehicle for the upcoming fundraising event. They looked at vehicles but the work would be too much for the time available. Instead they are refurbishing a motorcycle which they will clean up and give a new point job. The goal is to have it done by Christmas. They also secured an arrangement with the local lumber cutter who cut down the trees on campus. He were given the trees and, in return, will sell the lumber to us at half price. As a result, the dining tables are almost done. This also provides resources for the program. CTE is also doing things for students that would lead to jobs: a group of students were brought in to tint cars.

iv. **TracDat Training:** TracDat training is scheduled for December 13 and 14 for inputting program results. Hopefully this can be recorded to share with the campuses.

9. **Adjournment:** Director Jack moved and VP Habuchmai seconded that the meeting be adjourned. The meeting adjourned at 2:50 PM.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- Agenda November 18 2016
- Minutes – September 23, 2016
- Executive Committee Terms of Reference
- Agenda Item 11a FY 18 Proposed Operations Budget
- Agenda Item 11b FY 18 Proposed FSM FMI Budget
- Copy of FSM FMI budget details

- Agenda Item 11c FY 18 Proposed Auxiliary Enterprises Budgets
- Copy of Bookstore Budget
- Copy of Dining Hall Budget
- FY 18 BOR Budget
- HRC TOR final
- Board of Regents Five-Year Master Planning Calendar, 2018-2023

College Web Site Link:

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Prepared by:

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Date Distributed:

Approval of Minutes Process & Responses:

Submitted by:

Date Submitted:

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

1. Approved minutes of September 23, 2016, meeting as corrected.
2. Approved the FY 18 operations budget at \$12,975,134.
3. Approved the FY 18 FSM FMI budget at \$833,915.
4. Approved the FY 18 Auxiliary Enterprises budgets at \$92,516 for the bookstore and \$220,553 for the dining hall.
5. Approved the FY 18 SEG budget at \$689,948 (student financial assistance at \$300,000, college work-study at \$283,781, and Teacher Corps at \$106,167).
6. Approved the FY 18 Board of Regents budget at \$105,000.
7. Deferred discussion of the HRC TOR to the next meeting.
8. Tasked the committee to review the current draft EC TOR and submit their thoughts to Norma within a week.
9. VP EMSS stressed checking grade sheets for completeness before submitting them on time, by 5:00 PM on December 13th.