

EXECUTIVE COMMITTEE MEETING

Date: 11 March 2024 | **Time:** 10am (PNI & KSA time) | **Venue:** President's conf. rm. | **Chair:** President & CEO

Zoom link: <https://comfsm.zoom.us/j/3061339702?pwd=dnM3UmJKWW83V0JFdjhCNDNMbmVsUT09&omn=93865360716>

Meeting ID: 306 133 9702

Meeting passcode: 133187

I. Members:

- | | | |
|--------------|---------------------|---------------------------------------|
| 1. President | 5. VPCRE | 9. Dean, CTEC |
| 2. VPAS | 6. VPIE&QA | 10. Dean, Yap & FSM-FMI |
| 3. VPEMSS | 7. Dean, Chuuk | 12. Chair, Management Team |
| 4. VPIA | 8. A/g Dean, Kosrae | 13. President, Faculty & Staff Senate |
| | | 14. President, SBA |

II. **Additional Attendees:** Minutes-taker (EA to the President & CEO)

III. **Apologies:** VPIEQA, Deans Kind and Lou; President of F&S and SBA President were absent.

IV. Agenda/Major Topics of discussion:

- a. Welcome by the President
- b. Prayer by VP Delihna
- c. Reading of Mission Statement – Recited by all.
- d. Call to order; declaration of quorum – Quorum is met.
- e. Review of agenda – Approved by the EC
- f. Old Business – After reviewing the last EC meeting minutes, the members found that there are no OB to discuss further.

f. New Business

- **VPAS:** Chapters 5 policies up for review and discussion.
 - **BP No. 5106 Petty Cash Fund:** Previously approved last year, but due to the changes from “Petty Cash” to “Imprest Fund” it has to be pre-reviewed at the EC for re-approval.
 - **BP No. 5330 (change the number to BP No. 5012):** Payroll Policy
 - **BP No. 5331:** Attendance and Leave Monitoring (Change of the number to BP 5013)
 - **Note:** BP NOs 5330 & 5331 are due at the BOR meeting in April
 - **Question by VPCRE:** Will the CTEC Imprest Fund be available before the April meeting?
 - **Answer by Comptroller:** It has already been approved in September 2023. Imprest fund accounts are operational and can be used today.
 - **VPEMSS moved to present the policies to the Board.**
 - **VPAS seconded. CARRIED.**
- **VPEMSS:** Chapter 4 policies up for review and discussion.
 - There are none for Chapter 4.
- **VPIA:** Chapter 3 policies up for review and discussion.
 - Policies are with the curriculum committee. Will be available at the second EC meeting 4 April 2024.
 - Deletion of the 3rd year Business Administration program.
 - **Question by VPEMSS:** What will happen to the students who are not pursuing the 4th year, but are keen on pursuing only the 3rd year?
 - **Answer by VPIA:**
- **VPIE&QA:** Chapters 2 & 8 policies up for review and discussion.
 - No policies under both chapters
 - To check on the COMFSM Factbook and the Annual Report
- **VPCRE:** Chapter 9 policies up for review and discussion.
 - No Chapter 9 yet, but will use this to include CRE’s programs (outreach), guidelines and regulations on the sponsor programs. **“Research Extension & Sponsor Programs”** was proposed by the VPCRE.
 - VPEMSS inserted the governance structure (BP No. 1600) of the College as approved by the BOR in 2019. This provides the creation established a committee that will deal with CRE’s research programs. A TOR will then be submitted to the EC for further review. All Chapter 9 will be reviewed by that committee. VPEMSS further moved that EC adopt **BP No. 1600** to insert that additional committee for CRE.
 - VPCRE will work on amending **BP No 1600** and work on the TOR before the next EC meeting.
 - **BP No. 6009:** Housing Allowance (refer to President and Board

- **President/Board:** Chapter 1 & 6 policies up for review and discussion.
 - **BP No. 1420:** Report and Auditing Procedures
 - **Question by the President:** On the website, will we be able to find the Financial/Annual report? What does the report look like? It would be most useful to get the factbooks up and running again and the annual report.
 - **BP No. 1430:** Board Expenses, Compensation & Honorarium
 - **VPCRE** made a revision to this policy (last year) and it has not been reviewed by the BOR. Proposed a change to the policy, especially to the “honorarium” portion.
 - The Board has spoken about the compensation, which is quite low, especially when the Board Chair meets with the President once a month, even on the weekends. The V-Chair, as well, who serves as the Chair of the Chuuk Land Site sub-committee (as assigned by the Board), does not get compensation for work he does outside of his duties as a regent.
 - For **compensation**, or to raise regents’ fee/meeting day, it is not possible due to its nature (by-law) but it can be changed via honorarium, according to VPCRE. This was one of the reasons he drafted the *Stipend and Honorarium* policy.
 - President asked the Comptroller if the BOR budget can withstand giving the regents an honorarium. The Comptroller said it is doable if the BOR budget is increased. According to VPCRE, this will not be a conflict of interest because it will be aligned with the FSM National Government budget and regulation.
 - **BP No. 6028:** Housing Allowance (Extended Benefits) – to be presented by VPCRE
 - VPCRE spots inconsistencies within. For example, the transfer allowance. Why is it broken down and not the housing allowance by dependents? It should be broken down and raised to attract more candidates to vacancies posted by the College.
 - President suggested to VPCRE to route this policy to the appropriate channels before the next EC meeting on April 4th.

V. Miscellaneous:

1. Dean Kind (Chuuk Campus) was hospitalized recently due to a stroke and was rushed to the hospital. He is still in recovery.
 - IC Genevy Samuel currently serves as the A/g Dean. CRE Coordinator Calvin Assito might assist as Acting depending on how long Dean Kanto will be on medical leave.
2. VPEMSS posed the question he asked last year September: *Are we presenting all the policies listed in the Board’s Master Plan or only the policies that are up for review?*
 - It was at the request of the Board Chair to share all the policies, however, with the 5-year Master Plan, the EC will move forward with only presenting policies up for review and endorsed by the members. Policies that are not listed in the said BMP will need to be processed the usual way to be considered by the Committee.

VI. **Adjournment:** Meeting adjourned at 11:47am. The final EC meeting is scheduled for **Thursday, 4 April 2024** at **10am**, in the President's conference room.

Action Items:

1. VPCRE to amend the **BP No. 1600 (Governance Structure)** to insert that additional committee for CRE.
 - VPCRE to also work on his committee's TOR before the next EC meeting.
2. VPCRE to route **BP No. 6028** through the proper/appropriate committees and present it at the next EC meeting for review and endorsement.
3. VPAS to continue following up on the College's budget with the National Government now that the US Congress has signed the new phase of the Compact of Free Association (COFA 3).
4. VPIEQA to look into compiling the COMFSM Factbook and the Annual Report.
 - Both reports are to be shared with the President prior to public sharing.
5. VPIA to present her department's policies at the next EC meeting for review and endorsement.
 - VPIA to also look further into the reason(s) why the department proposed to do-away with the 3rd year Business Administration Program.