

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

Committee or Working Group:	Executive Committee
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Date	Time	Location
November 16, 2018	3:04 – 3:57 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	Shaun Suliol		X	Acting (Chris sick)
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 – September 5, 2018 5. Old Business 6. New Business <ol style="list-style-type: none"> a. VPAS <ol style="list-style-type: none"> i. FY 2020 Operations Budget ii. FY 2020 FSM FMI Budget iii. FY 2020 Auxiliary Enterprise Budgets iv. FY 2020 Board of Regents Budget v. BP 6019 Employee Discipline and Protection vi. BP 6020 Sexual Harassment Policy vii. AP 6027 Tuition Waiver and Reduction viii. Human Resources Committee TOR b. VPEMSS <ol style="list-style-type: none"> i. BP 4320 Adding and Dropping Courses ii. BP 4330 Withdrawing from a Course iii. BP 4335 Withdrawing from All Courses iv. BP 4408 Change of Student Schedule

- v. BP 4500 Early Warning Deficiency Notices
- vi. BP 4501 Mid-Term Deficiency Notices
- c. VPIEQA
 - i. AP 8000 Technology Fee
 - ii. AP 8800 Technology Equipment Policy Procedures
 - iii. BP 8900 Computer Technologies Specific Policies
 - iv. BP 8910 Software Specific Regulations
- d. VPIA
 - i. Curriculum Committee TOR
- e. President
 - i. Board of Regents Meeting
- 7. Miscellaneous
- 8. Adjournment

Discussion of Agenda/Information Sharing:

1. **Reading of the Mission Statement:** President Designee Joey Oducado opened the meeting. Dean Kanto read the mission statement.
2. **Call to Order; Declaration of Quorum:** A quorum was declared.
3. **Review of Agenda:** *VP Habuchmai moved and Dean Kanto seconded to adopt the agenda. The motion carried.*
4. **Approval of Minutes:** *VP Habuchmai moved and Dean Robomon seconded to approve the minutes of the September 5, 2018, meeting as presented. The motion passed.*
5. **Old Business**
6. **New Business**
 - a. **VPAS**
 - i. **FY 2020 Operations Budget: Background information on the budget development process was shared.** The proposed budget is at the same level as the previous year. *Dean Kanto moved and Vice President Simion seconded to endorse the proposed FY 2020 operations budget to the board. The motion passed.*
 - ii. **FY 2020 FSM FMI Budget:** The FMI budget is subsidized by the national government. The proposed budget represents a 5% increase to accommodate a new position and increase in other operating cost. *Dean Kanto moved and Dean Roboman seconded to endorse the proposed FY 2020 FSM FMI budget to the board. The motion passed.*
 - iii. **FY 2020 Auxiliary Enterprise Budgets:** The bookstore and dining hall are auxiliary enterprises of the college and operate as self-sufficient enterprises. The proposed bookstore budget represents a 2% increase to accommodate step increases. The proposed dining hall budget represents a 7% increase to accommodate step increases and increase in fuel cost. *Dean Kanto moved and Dean Roboman seconded to endorse the proposed FY 2020 budgets for the bookstore and dining hall. The motion passed.*
 - iv. **FY 2020 Board of Regents budget:** The FY 2020 board budget is proposed at the same level as the previous year. *Dean Kanto moved and VP Simion seconded to endorse the proposed FY 2020 board of regents budget to the board. The motion passed.*
 - v. **SEG:** VP Habuchmai mentioned that SEG will also be submitted at the same level as last year: \$100,000 for Teacher Corps; \$200,000 for Work-Study Program; and \$689,000 for Student Financial Aid.
 - vi. **BP 6019 Employee Discipline and Protection:** Recommendation made to change “sexual harassment” to “sexual misconduct” and to do a spell check. *Dean*

- Kanto moved and VP Habuchmai seconded to endorse the recommended and suggested revisions to BP 6019 Employee Discipline and Protection. The motion passed.*
- vii. **BP 6020 Sexual Harassment Policy:** Recommendation made to table this policy because the sexual misconduct policy for students is in the pipeline; both policies should align with the other. *VP Habuchmai moved and VP Simion seconded to table BP 6020 Sexual Harassment Policy until both policies are ready for review. The motion passed.*
 - viii. **AP 6027 Tuition Waiver and Reduction:** BP 6027 was recently revised. The procedure has been aligned to the revised policy and now ready for adoption. *Dean Kanto moved and VP Simion seconded to adopt AP 6027 Tuition Waiver and Reduction. The motion passed.*
 - ix. **Human Resources Committee TOR:** *VP Simion moved and VP Oducado seconded to endorse the HRC TOR. The motion passed.*
- b. VPEMSS**
- i. **BP 4320 Adding and Dropping Courses:** No revisions recommended. *Dean Kanto moved and VP Habuchmai seconded to endorse the review of BP 4320 Adding and Dropping Courses. The motion passed.*
 - ii. **BP 4330 Withdrawing from a Course:** No revisions recommended. *VP Habuchmai moved and VP Simion seconded to endorse the review of BP 4330 Withdrawing from a Course. The motion passed.*
 - iii. **BP 4335 Withdrawing from All Courses:** While no revisions were recommended, because of some confusion regarding Pell awards and charges, it was recommended that the policy be returned to RARC for further review. *VP Oducado moved and VP Habuchmai seconded that the policy be returned to RARC. The motion passed.*
 - iv. **BP 4408 Change of Student Schedule:** Minor modification to add “after the regular registration period” to the first sentence. *VP Simion moved and VP Habuchmai seconded to endorse the revision to BP 4408 Change of Student Schedule. The motion passed.*
 - v. **BP 4500 Early Warning Deficiency Notices:** No revisions recommended. *VP Habuchmai moved and VP Oducado seconded to endorse the review of BP 4500 Early Warning Deficiency Notices. The motion passed.*
 - vi. **BP 4501 Mid-Term Deficiency Notices:** Revisions recommended include change of title to “Mid-Term Deficiency Grades”, include clause “and submit mid-term grades to the Office of Admissions, Records, and Retention” to the first sentence, and strike out the clause “and are reported the admissions office” in the second sentence. *Dean Kanto moved and VP Habuchmai seconded to endorse the revisions to BP 4501 Mid-Term Deficiency Grades. The motion passed.*
- c. VPIEQA**
- i. **AP 8000 Technology Fee, AP 8800 Technology Equipment Policy Procedures, BP 8900 Computer Technologies Specific Policies, and BP 8910 Software Specific Regulations:** Per policy review cycle these procedures and policies were reviewed by ICT committee. No revisions recommended. *VP Habuchmai moved and Dean Kanto seconded to endorse the review of AP 8000 Technology Fee, AP 8800 Technology Equipment Policy Procedures, BP 8900 Computer Technologies Specific Policies, and BP 8910 Software Specific Regulations. The motion passed.*
- d. VPIA**
- i. **Curriculum Committee TOR:** The major recommended change is to change the membership to reflect representation by programs and campuses. *VP Oducado moved and VP Habuchmai seconded to endorse the revised CC TOR. The motion passed.*

e. President

- i. Board of Regents Meeting:** The next BOR meeting will be held December 4-5 in Guam. The venue will be at Raymond James' in the Coast 360 building. Deans and Director were reminded to select one high level item for their oral report. President reminded all to check their passports for currency.

7. Miscellaneous

- 8. Adjournment:** *VP Simion moved and VP Habuchmai seconded that the meeting be adjourned.* The meeting adjourned at 3:57 PM.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- Draft minutes of September 5, 2018, meeting
- Proposed FY 2020 operations budget
- Proposed FY 2020 FSM FMI budget
- Proposed FY 2020 auxiliary enterprise budgets
- BP 6019 Employee Discipline and Protection
- BP 6020 Sexual Harassment Policy
- AP 6027 Tuition Waiver and Reduction
- Human Resources Committee TOR
- BP 4320 Adding and Dropping Courses
- BP 4330 Withdrawing from a Course
- BP 4335 Withdrawing from All Courses
- BP 4408 Change of Student Schedule
- BP 4500 Early Warning Deficiency Notices
- BP Mid-Term Deficiency Notices
- AP 8000 Technology Fee
- AP 8800 Technology Equipment Policy Procedures
- BP 8900 Computer Technologies Specific Policies
- BP 9010 Software Specific Regulations
- Curriculum Committee TOR

College Web Site Link:

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Prepared by:

Norma

Date Distributed:

Approval of Minutes Process & Responses:

Submitted by:

ne

Date Submitted:

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

1. Approved minutes of the September 5, 2018, meeting
2. Endorsed proposed FY 2020 budgets for:

- a. Operations
 - b. FSM FMI
 - c. Auxiliary Enterprises – Bookstore and Dining Hall
 - d. Board of Regents
3. Endorsed revisions to the following policies:
 - a. BP 6019 Employee Discipline and Protection
 - b. BP 4408 Change of Student Schedule
 - c. BP 5401 Mid-Term Deficiency Notices
 4. Endorsed review of the following policies:
 - a. BP 4320 Adding and Dropping Courses
 - b. BP 4330 Withdrawing from a Course
 - c. BP 4500 Early Warning Deficiency Notices
 - d. BP 8900 Computer Technologies Specific Policies
 - e. BP 8910 Software Specific Regulations
 5. Tabled the following policies:
 - a. BP 6020 Sexual Harassment Policy
 - b. BP 4335 Withdrawing from All Courses
 6. Approved the following procedures:
 - a. AP 6027 Tuition Waiver and Reduction
 - b. AP 8000 Technology Fee
 - c. AP 8800 Technology Equipment Policy Procedures
 7. Approved TOR for:
 - a. Human Resources Committee
 - b. Curriculum Committee
 8. Check passports for currency before board meeting