

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

<b>Committee or Working Group:</b>	Executive Committee
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<b>Date</b>	<b>Time</b>	<b>Location</b>
March 7, 2019	1:05 – 2:33 PM	Board Conference Room

<b>Members</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
President	Joseph M. Daisy	X		
VPAS	Joseph Habuchmai	X		
VPEMSS	Joey Oducado	X		
VPIA	Karen Simion	X		
VPIEQA	Caroline Kocel	X		)
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		

<b>Additional Attendees:</b>	Comptroller Roselle Togonon; HR Director Rencelly Nelson
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Call to Order; Declaration of Quorum</li> <li>2. Reading of the Mission Statement</li> <li>3. Review of Agenda</li> <li>4. Adoption of Minutes – November 16, 2018</li> <li>5. Old Business</li> <li>6. New Business               <ol style="list-style-type: none"> <li>a. VPAS                   <ol style="list-style-type: none"> <li>i. Review of Fiscal Policies                       <ol style="list-style-type: none"> <li>1. BP 5105 Receipt of Cash and Collection Policy*</li> <li>2. BP 5106 Petty Cash Fund*</li> <li>3. BP 5109 Imprest Fund*</li> <li>4. BP 5302 Processing of Purchase*</li> <li>5. BO 5303 Processing Payment Policy*</li> <li>6. BP 5330 Payroll Policy*</li> <li>7. BP 5331 Attendance and Leave Monitoring Policy*</li> <li>8. BP 5500 Financial Reporting*</li> <li>9. BP 5607 Non-Payment of Plants, Trees, Crops Planted on College Property*</li> <li>10. BP 5700 Bookstore Operation Policy*</li> <li>11. BP 5721 Dining Hall Operation Policy*</li> </ol> </li> </ol> </li> </ol> </li> </ol>

- 12. BP 6009 Establishment of Accountability and Movement of Assets\*
- ii. Review of Human Resources Policies
  - 1. BP 6022 Employee Organization\*
  - 2. BP 6034 Professional Dress Guidelines\*
  - 3. AP 6034 Professional Dress Guidelines\*
  - 4. BP 6009 Compensation Policies and Practices\*
- iii. BP 7007 College of Micronesia-FSM, FSM-China Friendship Sports Center
- iv. Emergency Management Plan\*
- b. VPIA
  - i. Inclusion of BS Related Policies
    - 1. BP 1110 Assessment\*
    - 2. BP 1500 Roles of the Campuses\*
    - 3. BP 1530 Baccalaureate Degree Programs\*
    - 4. BP 3001 Catalog Limitations
    - 5. BP 3101 Academic Program Requirements\*
    - 6. BP 3202 Instructional Program Review\*
    - 7. BP 4210 Admission to Fourth-Year Bachelor of Science Degree in Elementary Education\*
    - 8. BP 4204 Admission to Third-Year Certificate of Achievement Program in Teacher Preparation-Elementary\*
  - ii. Review of Instructional Policies
    - 1. BP 3116 Academic Honesty\*
    - 2. BP 3117 Withdrawal for Students for Absences\*
    - 3. BP 3118 Credit Load and Overload\*
    - 4. BP 3119 Credits\*
- c. President
  - i. Board of Regents Meeting
    - 1. Schedule – March 18-22, 2019
    - 2. Agenda
- 7. Miscellaneous
- 8. Adjournment

**Discussion of Agenda/Information Sharing:**

1. **Call to Order; Declaration of Quorum:** President Daisy opened the meeting at 1:05 PM. A quorum was declared.
2. **Reading of the Mission Statement:** Dean Roboman read the mission statement.
3. **Review of Agenda:** Since BP 7007 was just disseminated, VP Habuchmai suggested taking it off the agenda for review and possibly electronic voting.
4. **Approval of Minutes:** *VP Oducado moved and VP Habuchmai seconded to approve the minutes of the November 16, 2018, meeting as presented. The motion passed.*
5. **Old Business** - none
6. **New Business**
  - a. **VPAS**
    - i. **Review of Fiscal Policies** – Twelve policies were presented; of which, three had no recommended change; two were recommended for deletion; and the others had minor revisions. Changes and the reasons for the revisions were pointed out. Recommendations were made to follow the publication manual, to use numbers rather than bullets, and to have separate slates for no changes, elimination and revisions when presenting the policies to the board. *VP Simion*

*moved and Director Jack seconded to endorse the recommendations to endorse the revisions to BP 5109 Imprest Fund, BP 5330 Payroll Policy, BP 5331 Attendance and Leave Monitoring Policy, BP 5601 Establishment of Accountability and Movement of Assets, BP 5700 Bookstore Operation Policy, BP 5721 Dining Hall Operation Policy; the review of BP 5105 Receipt of Cash and Collection Policy, BP 5106 Petty Cash, BP 5500 Financial Reporting, BP 5607 Non-Payment for Plants, Trees, Crops Planted on College Property; and elimination of BP 5302 Processing of Purchase, and BP 5303 Processing Payment Policy. The motion passed.*

Dr. Daisy explained about the misunderstanding with BP 5608; the issue is with the procedure and not the policy. Action is not needed on the policy, however the AP needs work. *VP Kocel moved and VP Oducado seconded to suspend AP 5608 until a revised procedure is approved. The motion passed.*

- ii. Review of Human Resources Policies** – Three policies and one procedure were presented; one policy is a review with no recommended change, another is a new policy, and third includes revision to Section 11.d on acting compensation. *VP Habuchmai moved and VP Oducado seconded to endorse the review of BP 6022 Employee Organization and the new policy BP 6034 Professional Dress Guidelines with minor change. The motion passed.*

*VP Simion moved and VP Habuchmai seconded to table AP 6034 for further work. The motion passed.*

The rationale for the changes to BP 6009 was shared. Discussion followed on how the changes would be implemented. *VP Kocel moved and VP Oducado seconded to table BP 6009 for further work. The motion passed.*

- iii. Emergency Management Plan** – Revision of the EMP started last summer and has received board review. Once approved, next steps include signage and fall out area maps to direct people during emergencies. *VP Simion moved and VP Kocel seconded to endorse the revised EMP after a final edit. The motion passed.*

**b. VPIA**

- i. Inclusion of BS Related Policies** – With approval of the BS degree in elementary education, a review was made of policies to be BS inclusive. Eight policies needed revisions and two new policies were created. *VP Habuchmai moved and VP Oducado seconded to endorse the new policies ( BP 1530 Baccalaureate Programs and BP 4210 Admission to 4<sup>th</sup>-Year Bachelor of Science Degree in Elementary Education) and revisions to BP 1110 Assessment, BP 1500 Roles of Campuses, BP 3001 Catalog Limitations, BP 3101 Academic Program Requirements, BP 3202 Instructional Program Review, and BP 4204 Admission to Third-Year Certificate of Achievement Program in Teacher Preparation-Elementary as revised. The motion passed.*

- ii. Review of Instructional Policies** – Four policies were scheduled for review; only BP 3119 was revised, the other three had no recommendation for change. *VP Oducado moved and VP Habuchmai seconded to endorse the recommendation to endorse the review of BP 3116 Academic Honesty, BP 3117 Withdrawal of Students for Absences, BP 3118 Credit Load and Overload, and the revision to BP 3119 Credits. The motion passed.*

**c. President**

- i. Board of Regents Meeting** – The schedule for the week of the board meeting is Kosrae was shared which is packed with activities involving the vice president and deans. Invitation was extended to Dean Mike to include some of his staff in the refresher course. Problems with the schedule should be reported to the president or Norma.

ii. **Outdated Info on Web Site** – A mechanism is needed to keep the website updated. All were tasked to go over the website and report outdated information.

7. **Miscellaneous**

a. **Retirement Plan** – VP Habuchmai explained the proposed changes to the retirement plan. All were asked to vote electronically on the proposed changes.

8. **Adjournment:** *VP Habuchmai moved and VP Simion seconded that the meeting be adjourned.* The meeting adjourned at 2:33- PM.

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

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**Handouts/Documents Referenced:**

- Draft minutes of November 16, 2018, meeting
- BP 5105 Receipt of Cash and Collection Policy\*
- BP 5106 Petty Cash Fund\*
- BP 5109 Imprest Fund\*
- BP 5302 Processing of Purchase\*
- BO 5303 Processing Payment Policy\*
- BP 5330 Payroll Policy\*
- BP 5331 Attendance and Leave Monitoring Policy\*
- BP 5500 Financial Reporting\*
- BP 5607 Non-Payment of Plants, Trees, Crops Planted on College Property\*
- BP 5700 Bookstore Operation Policy\*
- BP 5721 Dining Hall Operation Policy\*
- BP 6009 Establishment of Accountability and Movement of Assets\*
- BP 6022 Employee Organization\*
- BP 6034 Professional Dress Guidelines\*
- AP 6034 Professional Dress Guidelines\*
- BP 6009 Compensation Policies and Practices\*
- BP 7007 College of Micronesia-FSM, FSM-China Friendship Sports Center
- Emergency Management Plan\*
- BP 1110 Assessment\*
- BP 1500 Roles of the Campuses\*
- BP 1530 Baccalaureate Degree Programs\*
- BP 3001 Catalog Limitations
- BP 3101 Academic Program Requirements\*
- BP 3202 Instructional Program Review\*
- BP 4210 Admission to Fourth-Year Bachelor of Science Degree in Elementary Education\*
- BP 4204 Admission to Third-Year Certificate of Achievement Program in Teacher Preparation-Elementary\*
- BP 3116 Academic Honesty\*
- BP 3117 Withdrawal for Students for Absences\*
- BP 3118 Credit Load and Overload\*

- BP 3119 Credits\*
- Schedule – March 18-22, 2019

**College Web Site Link:**  
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<b>Prepared by:</b>	Norma	<b>Date Distributed:</b>	
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**Approval of Minutes Process & Responses:**

<b>Submitted by:</b>	ne	<b>Date Submitted:</b>	
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- Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**
1. Approved minutes of the November 16, 2018, meeting
  2. Endorsed following new polices:
    - a. BP 1530 Baccalaureate Degree Program
    - b. BP 4210 Admission to 4<sup>th</sup>-Year Bachelor of Science Degree in Elementary Education
    - c. BP 6034 Professional Dress Guidelines
  3. Endorsed revisions to the following policies:
    - a. BP 1110 Assessment
    - b. BP 1500 Role of Campuses
    - c. BP 3001 Catalog Limitations
    - d. BP3101 Academic Program Requirements
    - e. BP3119 Credits
    - f. BP3202 Instructional Program Review
    - g. BP 4204 Admissions to 3<sup>rd</sup>-Year Certificate of fAchievement Program in Teacher Preparation-Elementary
    - h. BP5109 Imprest Fund
    - i. BP 5330 Payroll Policy
    - j. BP5331 Attendance and Leave Monitoring Policy
    - k. BP5601 Establishment of Accountability and Movement of Assets
    - l. BP 5700 Bookstore Operation Policy
    - m. BP 5721 Dining Hall Operation Policy
  4. Endorsed review of the following policies:
    - a. BP 1401 Limitation on Authorized Ependitures
    - b. BP 3116 Academic Honesty
    - c. BP 3117 Withdrawal of Students for Absences
    - d. BP 3118 Credit Load and Overload
    - e. BP 5105 Receipt of Cash and Collection Policy
    - f. BP 5106 Petty Cash Fund
    - g. BP 5500 Finance Reporting
    - h. BP 5607 Non-Payment for Plants, Trees, Crops Planted on College Property
    - i. BP 6022 Employee Organization
  5. Deleted the following policies:
    - a. BP 5302 Processing of Purchases
    - b. BP 5303 Processing of Payment Policy
  6. Tabled the following:

- a. AP 6034 Professional Dress Guidelines
  - b. BP6009 Compensation
7. Suspended AP 6034
8. Endorsed the revised Emergency Management Plan
9. Report outdated information on the website