

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

Committee or Working Group:	Executive Committee
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Date	Time	Location
April 16, 2019	3:06 – 4:07 PM	Board Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy		X	
VPAS	Joseph Habuchmai	X		
VPEMSS	Joey Oducado	X		Presiding
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		

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Call to Order; Declaration of Quorum 2. Reading of the Mission Statement 3. Review of Agenda 4. Adoption of Minutes – April 16, 2019 5. Old Business <ol style="list-style-type: none"> a. VPAS <ol style="list-style-type: none"> i. AP 6034 Professional Dress Guidelines* 6. New Business <ol style="list-style-type: none"> a. VPIA <ol style="list-style-type: none"> 1. BP 3120 Academic Freedom and Responsibility (Students)* 2. AP 3120 Academic Freedom and Responsibility (Students)* 3. CRE IEMP Matrix 2018-2023 b. President <ol style="list-style-type: none"> 1. Timeline to Next Board Meeting 7. Miscellaneous 8. Adjournment

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. Call to Order; Declaration of Quorum: President Designee Oducado opened the meeting at 3:06 PM. A quorum was declared.

2. **Reading of the Mission Statement:** Dean Kanto read the mission statement.
3. **Review of Agenda:** *VP Habuchmai moved and VP Kocel seconded to adopt the agenda as presented. The motion passed.*
4. **Approval of Minutes:** *VP Habuchmai moved and VP Kocel seconded to approve the minutes of the March 7, 2029, meeting as presented. The motion passed.*
5. **Old Business**
 - a. **AP 6034 Professional Dress Guidelines** – The policy BP 6034 Professional Dress Guidelines was approved during the last meeting in Kosrae. The procedures now need to be approved. During the review, the following questions/concerns were raised: 1) what is culturally appropriate attire; no code, open to supervisor (opinion may not be consistent); what is professional image; is island casual professional; define business-like; specify requirements for special days. It was suggested that this be sent to Management Team (MT) to decide. They will be the implementers of the policy and need a common understanding. Caution was raised to not put financial hardship on employees to meet a higher standard. *VP Kocel moved and VP seconded that the AP be sent to MT to review and clarify what the expectations are. The motion passed.*
6. **New Business**
 - a. **BP 3120 Academic Freedom and Responsibility (Students)** – Part of scheduled review; no change in policy, only deletion of outdated reference. *VP Habuchmai moved and Dean Kanto seconded to endorse the review of BP 3120 Academic Freedom and Responsibility (Students). The motion passed.*
 - b. **AP 3120 Academic Freedom and Responsibility (Students)** – No real changes to the content, only correction to current titles and reference. *Dean Kanto moved and VP Kocel seconded to approve the revisions to AP 3120 Academic Freedom and Responsibility (Students). The motion passed.*
 - c. **CRE IEMP Matrix 2018-2023** – When the IEMP was updated in August, CRE only had one item. Last fall they worked on integrating their programs into the college. The proposed matrix shows CRE now fully integrated. *VP Habuchmai moved and Dean Mike seconded to endorse the matrix and include it in the IEMP. The motion carried.*
 - d. **Timeline to Next Board Meeting** – President Designee Oducado shared the timeline to the next board meeting and indicated policies up for review.
7. **Miscellaneous**
 - a. **BP 6009 Compensation Policies and Practices** – This was also tabled at the last EC meeting pending clarification from HR. The issue of acting vs additional duties was raised. VPAS is to work with HR to determine what is policy and what are procedures and provide insight on the purpose for the revision.
8. **Adjournment:** *VP Habuchmai moved and Director Jack seconded that the meeting be adjourned. The meeting adjourned at 4:07 PM.*

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- Draft minutes of April 16, 2019, meeting
- AP 6034 Professional Dress Guidelines
- BP 3120 Academic Freedom and Responsibilities (Students)
- AP 3120 Academic Freedom and Responsibilities (Students)

- CRE IEMP Matrix 2019-2023
- Timeline to Next Board Meeting

College Web Site Link:
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Prepared by:	Norma	Date Distributed:	
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Approval of Minutes Process & Responses:

Submitted by:	Ne	Date Submitted:	
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- Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**
1. Approved minutes of the April 16, 2019, meeting
 2. Endorsed review of BP 3120 Academic Freedom and Responsibilities (Students)
 3. Approved revisions to AP 3120 Academic Freedom and Responsibilities (Students):
 4. Endorsed the CRE IEMP Matrix 2018-2023 for inclusion in the IEMP
 5. Sent AP 6034 Professional Dress Guidelines to Management Team to review and clarify what are the expectations
 6. VPAS to work with HR on the proposed revisions to BP 6009 Compensation (Acting) to determine what is policy and what are procedures