

**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>
November 13, 2019	3:10 – 4:00 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	Off-island
Chair, Management Team	Grilly Jack		X	Off-island
President, Faculty/Staff Senate	Alfred Olter		X	
President, SBA	Harry Suta	X		Kristine Kristoph
Recorder	Norma Edwin	X		

<b>Additional Attendees:</b>	
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<p><b>Agenda/Major Topics of Discussion:</b></p> <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. Review of minutes – August 22, 2019*</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. FY 2021 Operations Budget*</li> <li>ii. FY 2021 FSM FMI Budget*</li> <li>iii. FY 2021 Auxiliary Enterprise Budgets*</li> <li>iv. FY 2021 Board of Regents Budget*</li> <li>v. FY 2021 SEG Budget*</li> <li>vi. BP 6025 Classification Policy*</li> <li>vii. BP 6026 Faculty Work Load*</li> <li>viii. BP 6031 Human Resources Record Access and Confidentiality*</li> </ol> </li> </ol> </li> </ol>
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- ix. BP 6032 Controlled Substance and Alcohol-Free Workplace and College Premises Policy\*
- x. Human Resources Committee TOR\*
- b. VPEMSS
  - i. BP 4403 Classification and Identification of Students\*
  - ii. BP 4406 Auditing Classes\*
  - iii. BP 4407 Change of Major and/or IDP\*
  - iv. BP 4335 Withdrawing from all Courses\*
  - v. BP 4502 Final Grades\*
  - vi. BP 4707 Satisfactory Academic Progress\*
  - vii. BP 4708 Appeal of Financial Aid Suspension\*
  - viii. BP 4800 Student Education Records\*
  - ix. BP 4810 US Veterans Educational Benefits-School Compliance Policy, *new\**
- c. VPIA
  - i. BP 3203 Course Discontinuation\*
  - ii. BP 3204 Program Deletion Policy\*
  - iii. AP 3204 Program Deletion\*
  - iv. BP 3206 Course Outline\*
  - v. AP 3206 Course Outline – New and Revised\*
  - vi. BP 3301 Class Size Policy\*
  - vii. Mid-Term Report\*
- d. President
  - i. BP 1450 Endowment Fund\*
  - ii. BP 1460 Fundraising\*
  - iii. Tentative Schedule for Next Board Meeting
- 7. Miscellaneous
- 8. Adjournment

**Discussion of Agenda/Information Sharing:**

1. **Call to Order; Declaration of Quorum:** Acting President/VP Simion opened the meeting at 3:10 PM. A quorum was declared.
2. **Reading of the Mission Statement:** All recited the mission statement.
3. **Review of Agenda:** Suggestion made to take up policy revisions in groups to ensure finishing the agenda. *VP Oducado moved and VP Habuchmai seconded that the agenda be adopted as presented. The motion passed.*
4. **Approval of Minutes:** *VP Oducado moved and VP Habuchmai seconded that the minutes of August 22, 2019, meeting as posted be adopted. The motion passed.*
5. **Old Business** - none
6. **New Business**
  - a. **VPAS**
    - i. **FY 2021 Operations Budget** – The budget development process was explained. *VP Oducado moved and Dean Roboman seconded to endorse the proposed FY 2021 operations budget of \$13,359,948. The motion passed.*

- ii. **FY 2021 FSM FMI Budget** – FMI budget comes from domestic funds directly from the national government. This year’s proposed budget is 6% higher compared to FY 2019. Dean Roboman *moved* and Dean Kanto *seconded to endorse the proposed FY 2021 FSM FMI budget of \$939,656. The motion carried.*
- iii. **FY 2021 Auxiliary Enterprise Budgets** – The bookstore and dining hall are the auxiliary enterprises at the college. The bookstore budget is increased by 48% to reflect transfer of salaries of state campuses bookstore assistant from the operating budgets of state campuses to the bookstore and for step increases. The dining hall budget reflects only a 1% increase to reflect turnover of staff with lower salaries. VP Oducado *moved* and Dean Kanto *seconded to endorse the operating budgets for the bookstore at \$164,883 and for the dining hall at \$250,628. The motion passed.*
- iv. **FY 2021 Board of Regents Budget** – An increase by \$5,000 was proposed for increased costs. VP Habuchmai *moved* and VP Oducado *seconded to endorse the proposed FY 2021 board of regents budget at \$ \$120,000. The motion passed.*
- v. **FY 2021 SEG Budget** – The FY 2021 proposed budget is the same as FY 2020 for teacher corps, work-study program, and student assistance. Dean Roboman *moved* and VP Oducado *seconded to endorse the proposed FY 2021 SEG budget at \$689,948. The motion passed.* Strategies to meet revenue were discussed and encouraged.
- vi. **Administrative Services Policy Review** – The four policies on the agenda are on the calendar for review. Only minor revisions are proposed: BP 6025 – numbering sections, changing “division” to office unit, and minimizing “P” in president; BP 6026 – adding second bullet, and replacing “division chair” with “instructional coordinator;” BP 6031 – updating policy heading, numbering sections, and adding “No.” to last sentence; and BP 6032 – adding reference to AP 6032 at the bottom. VP Oducado *moved* and Dean Kanto *seconded to endorse the proposed changes to BP 6025 Classification Policy, BP 6026 Faculty Work Load, BP 6031 Human Resources Record Access and Confidentiality, and BP 6032 Controlled Substance and Alcohol-Free Workplace and College Premises Policy. The motion passed.*
- vii. **Human Resources Committee TOR** – HRC finalized its TOR. The update reflects the current membership and a new section “g” regarding self-evaluation. VP Oducado *moved* and VP Habuchmai *seconded to approved the revised HRC TOR. The motion carried.*

**b. VPEMSS**

- i. **Enrollment Management and Student Services Policy Review** – The nine policies presented include one new policy, two without any changes, and others with minor revisions. BP 4810 is a new policy for US veterans to be in compliance with US regulations. BP 4406 and BP 4502 were reviewed with no recommended changes. The revisions to the other

seven policies were explained. *Dean Kanto moved and VP Habuchmai seconded to endorse the new policy BP 4810 US Veterans Educational Benefits – School Compliance Policy and review of BP 4403 Classification of Students; BP 4406 Auditing Classes; BP 4407 Change of Major and/or IDP; BP 4335 Withdrawing from All Courses; BP 4502 Final Grade; BP 4707 Satisfactory Academic Progress; BP 4708 Appeal of Financial Aid Suspension; and PB 4800 Student Education Records. The motion passed.*

**c. VPIA**

- i. Instructional Affairs Policy Review** – IA reviewed and presented four policies and two procedures. BP 3204 Program Deletion does have any recommended changes. The other three policies have minor revisions to update or provide clarification. The two administrative procedures match what’s in the curriculum handbook. *VP Oducado moved and Dean Kanto seconded to endorse the review of BP 3203 Course Discontinuation, BP 3204 Program Deletion Policy, BP 3206 Course Outline, BP 3301 Class Size Policy, AP 3204 Program Deletion, and AP 3206 Course Outline. The motion passed.*
- ii. Mid-Term Report** – The Accrediting Commission requires submission of a mid-tem report in the fourth year of the accreditation cycle which is this March. The report addresses progress on the actionable improvement plans written in the 2015 Institutional Self-Evaluation Report (ISER), recommendations from the visiting team for improvement, data trend analysis, and progress on meeting the project outcomes identified in the Quality Focus Essay in the ISER. It also addresses the letter of concern from the Commission in August. Minor edits will be done before submitting to the board for its endorsement. *VP Habuchmai moved and VP Oducado seconded to endorse the mid-term report to the board. The motion passed.*

**d. President**

- i. Board of Regents Policy Review** – Per the policy review cycle two policies are up review. Revisions were made to strengthen BP 1450 and reflect the current organizational structure for BP 1460. *Dean Roboman moved and Dean Kanto seconded to endorse the review of BP 1450 Endowment Funa and BP 1460 Fundraising. The motion passed.*
- ii. Tentative Agenda and Schedule for the Next Board Meeting** – The agenda and schedule for the next meeting in Guam were shared. The meeting will be held at Raymond James conference room.

**7. Miscellaneous**

- 8. Adjournment:** *VP Habuchmai moved and VP Simion seconded that the meeting be adjourned. The meeting adjourned at 4:00 PM.*

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

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**Handouts/Documents Referenced:**

- EC meeting agenda – 11/13/19
- EC minutes – 8/22/19
- FY 2021 Operations Budget
- FY 2021 FSM FMI Budget
- FY 2021 Auxiliary Enterprise Budgets
- FY 2021 Board of Regents Budget
- FY 2021 SEG Budget
- BP 6025 Classification Policy
- BP 6026 Faculty Work Load
- BP 6031 Human Resources Record Access and Confidentiality\*
- BP 6032 Controlled Substance and Alcohol-Free Workplace and College Premises Policy
- Human Resources Committee TOR
- BP 4403 Classification and Identification of Students
- BP 4406 Auditing Classes
- BP 4407 Change of Major and/or IDP
- BP 4335 Withdrawing from all Courses
- BP 4502 Final Grades
- BP 4707 Satisfactory Academic Progress
- BP 4708 Appeal of Financial Aid Suspension
- BP 4800 Student Education Records
- BP 4810 US Veterans Educational Benefits-School Compliance Policy
- BP 3203 Course Discontinuation
- BP 3204 Program Deletion Policy
- AP 3204 Program Deletion
- BP 3206 Course Outline
- AP 3206 Course Outline – New and Revised
- BP 3301 Class Size Policy
- Mid-Term Report
- BP 1450 Endowment Fund
- BP 1460 Fundraising
- Tentative Schedule for Next Board Meeting
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**College Web Site Link:**

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**Prepared by:**

Norma

**Date Distributed:**

**Approval of Minutes Process & Responses:**

**Submitted by:**

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**Date Submitted:**

<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>
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| <ul style="list-style-type: none"><li>• All proposed policy reviews endorsed to board.</li><li>• All administrative procedures approved.</li><li>• HRC TOR approved.</li><li>• Mid-Term Report endorsed to the board.</li></ul> |
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