

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

<b>Committee or Working Group:</b>	Executive Committee
------------------------------------	---------------------

<b>Date</b>	<b>Time</b>	<b>Location</b>
August 22, 2019	2:00 – 3:21 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			X	Pending election
Recorder	Norma Edwin	X		

<b>Additional Attendees:</b>	
------------------------------	--

<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 – April 30, 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. AP 6034 Professional Dress Guidelines*</li> <li>ii. BP 6009 Compensation, Section 11.D Acting Compensation*</li> </ol> </li> <li>b. President                 <ol style="list-style-type: none"> <li>i. BP 1550 Cooperative Research and Extension*</li> <li>ii. BP 1600 Governance Structure*</li> <li>iii. Tentative Agenda and Schedule for Next Board Meeting</li> </ol> </li> </ol> </li> <li>7. Miscellaneous</li> <li>8. Adjournment</li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
<ol style="list-style-type: none"> <li>1. <b>Call to Order; Declaration of Quorum:</b> President Daisy opened the meeting at 2:00 PM. A quorum was declared.</li> <li>2. <b>Reading of the Mission Statement:</b> Director Jack read the mission statement.</li> </ol>

3. **Review of Agenda:** *VP Kocel asked to add review of the status of committee membership. There were no objections.*
4. **Approval of Minutes:** *Director Jack moved and VP Oducado seconded to adopt the minutes of the April 30, 2019, meeting as presented. The motion passed.*
5. **Old Business** - none
6. **New Business**
  - a. **VPAS**
    - i. **AP 6034 Professional Dress Guidelines** – The policy has already been approved. M-Team has reviewed and endorsed the administrative procedures. Minor edit was made. VP Oducado *moved and VP Kocel seconded to approve AP Professional Dress Guidelines as edited. The motion passed.*
    - ii. **BP 6009 Compensation, Section 11.D Acting Compensation** – HRC and M-Team have endorsed the policy. Clarifications were made on the proposed changes. Recommendation made to remove the second sentences in section I and II. *VP Kocel moved and VP Simian seconded to endorse BP 6009 Compensation, Section 11.D Acting Compensation as amended. The motion carried.*
  - b. **President**
    - i. **BP 1550 Cooperative Research and Extension** – The policy was updated to be more coherent and to reflect current structure. *Director Jack moved and VP Oducado seconded to endorse the revisions to BP 1550 Cooperative Research and Extension. The motion carried.*  
It was noted that this policy and some policies in Chapter 1 would be more appropriately placed in other chapters. It was decided that for this meeting, revisions only would be presented, and then at a later meeting, the suggested chapter changes be presented as a slate.
    - ii. **BP 1600 Governance Structure** – The revisions to this policy will be presented at this meeting and included on the slate of moving policies to appropriate chapters. The changes were made to reflect current structure. VP Oducado requested the supervisor of security be added to M-Team as he has college-wide responsibilities. Minor changes were also made. *VP Kocel moved and VP Habuchmai seconded to endorse the policy as amended. The motion carried.*
    - iii. **Tentative Agenda and Schedule for the Next Board Meeting** – The tentative agenda and schedule were shared; it will be a light meeting. Dean Roboman provided update on the dengue and leptos outbreaks; she said we should be okay, but advised caution.
  - c. **VPIEQA**
    - i. **Committee Membership** – VP Kocel shared the latest Excel file on committee membership. Changes suggested include taking Rufus out of RARC, adding Hadi to Finance, and adding Norma to HRC. Karen will provide the alternative services assigned to faculty.
7. **Miscellaneous** – It was announced that Chuuk campus exceeded its enrollment projection by 9% for fall 2019.
8. **Adjournment:** *Director Jack moved and Dean Kanto seconded that the meeting be adjourned. The meeting adjourned at 3:21 PM.*

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

■

**Handouts/Documents Referenced:**

- EC meeting agenda – 8/22/19
- EC minutes – 4/30/19
- Draft AP 6034 Professional Dress Guidelines
- Original BP 6009 Compensation, Section 11.D Acting Compensation
- Draft BP 6009 Compensation, Section 11.D Acting Compensation
- Draft BP 1550 Cooperative Research and Extension
- Draft BP 1600 governance Structure
- Board agenda 9/6/19
- Board schedule 9/4-7/19
- Committee & Working Group Participation Excel file

**College Web Site Link:**

▪

**Prepared by:**

Norma

**Date Distributed:****Approval of Minutes Process & Responses:****Submitted by:**

ne

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

- Approved minutes of 4/30/19
- Approved AP 6034 Professional Dress Guidelines
- Endorsed BP 6009 Compensation, Section 11.D Acting Compensation
- Endorsed BP 1550 Cooperative Research and Extension
- Endorsed BP 1600 Governance Structure