

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

Committee or Working Group:	Executive Committee
------------------------------------	---------------------

Date	Time	Location
March 19, 2020	3:22-4:10 PM	Board Conference Room

Members	Name	Present	Absent	Remarks
President	Karen Simion	X		Interim
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	
Recorder	Norma Edwin	X		

Additional Attendees:	
------------------------------	--

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. Review of minutes – November 13, 2019* 5. Old Business 6. New Business <ol style="list-style-type: none"> a. VPAS <ol style="list-style-type: none"> i. Human Resources Policy Review <ol style="list-style-type: none"> 1. BP 6027 Tuition Waiver and Reduction* 2. BP 6028 Extended Employment Benefits* 3. BP 6029 Code of Ethics* 4. BP 6030 Emeritus Professor* b. VPIA <ol style="list-style-type: none"> i. Instructional Affairs Policy Review <ol style="list-style-type: none"> 1. BP 3304 Textbook Adoption*

- 2. BP 3307 Final Grade Reporting Policy*
 - 3. BP 3309 Course Syllabus*
 - 4. AP 3309 Course Syllabus*
 - 7. Miscellaneous
 - 8. Adjournment
- *action items

Discussion of Agenda/Information Sharing:

1. **Call to Order; Declaration of Quorum:** Interim President Simion opened the meeting at 3:22 PM. A quorum was declared.
2. **Reading of the Mission Statement:** All recited the mission statement.
3. **Review of Agenda:** *VP Habuchmai moved and Dean Kanto seconded that the agenda be adopted as presented. The motion passed. Concern with ASC should be addressed to VPAS.*
4. **Approval of Minutes:** *Dean Kanto moved and Dean Jack seconded that the minutes of November 11, 2019, meeting be adopted. The motion passed.*
5. **Old Business** - none
6. **New Business**
 - a. **VPAS**
 - i. **Human Resources Policy Review** – Human Resources presented four policies for review according to the calendar for review.
 1. BP 6027 Tuition Waiver and Reduction – reviewed with no change recommended. *Dean Kanto moved and VP Oducado moved to endorse BP 6027 Tuition Waiver and Reduction. The motion passed.*
 2. BP 6028 Extended Employment Benefits – recommended increase of transfer allowance and housing benefit due to increase of cost. Discussion followed regarding increase to budget, competition for decent housing, and lack of review by management team and finance committee. *VP Oducado moved and Dean Jack seconded to table this item until review protocol met. Motion passed.*
 3. BP 6029 Code of Ethics – no changes recommended to the content, only modification to the format. *VP Oducado moved and Dean Jack seconded to endorse BP 6029 Code of Ethics. The motion passed.*
 4. BP 6030 Emeritus Professor – No changes recommended to the content, only modifications to the format. *VP Oducado moved and Dean Jack seconded to endorse BP 6030 Emeritus Professor. The motion passed.*
 - ii. **Instruction Affairs Policy Review** – The following three policies on the agenda are on the calendar for review. An administrative procedure is also presented for review.
 1. *BP 3304 Textbook Adoption* – policy reworded. *VP Oducado moved and VP Habuchmai seconded to endorse the revision to BP 3304 Textbook Adoption. The motion passed.*

- 2. BP 3307 Final Grade Reporting Policy – no change recommended. Correction made to the current name of “admissions office.” *VP Oducado moved and Dean Jack seconded to endorse the review with correction to BP 3307 Final Grade Reporting Policy. The motion carried.*
 - 3. BP 3309 Course Syllabus – minor changes for clarification and correct title. *VP Habuchmai moved and VP Oducado seconded to endorse the revisions as recommended to BP 3309 Course Syllabus. The motion passed.*
 - 4. AP 3309 Course Syllabus – changes recommended for clarity and aligning with the policy. *VP Habuchmai moved and VP Oducado seconded to endorse revisions to AP 3309 Course Syllabus. The motion passed.*
- 7. Miscellaneous**
- a. **BOR Meeting** - the next board meeting is scheduled for April 2 via Zoom. The agenda is in the president’s folder (BP 6028 is to be removed.).
 - b. **Update on Response to Covid-19** – resident students will be in lock down. Effort to return students home is in progress. As of Friday 5:00 PM all offices will be closed. Security officer on duty 80 hours for now. Need list of security and other essential persons who will be on duty. An updated message from the IP will be out tomorrow; a FAQ site will be posted with current information.
8. **Adjournment:** *Dean Kanto moved and VP Oducado seconded that the meeting be adjourned. The meeting adjourned at 4:10 PM.*

Comments/Upcoming Meeting Date & Time/Etc.:

▪

- Handouts/Documents Referenced:**
- Agenda – March 19, 2020, Meeting
 - Minutes of November 13, 2019, Meeting
 - BP 6027 Tuition Waiver and Reduction
 - BP 6028 Extended Employment Benefits
 - BP 6029 Code of Ethics
 - BP Bo30 Emeritus Professor
 - BP 3304 Textbook Adoption
 - BP 3307 Final Grade Reporting Policy
 - BP 3309 Course Syllabus
 - AP 3309 Course Syllabus

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:

- Approval of minutes of November 13, 2019, meeting
- Tabled BP 6028 Extended Employment Benefits
- Endorsed BP 6027 Tuition Waiver and Reduction
- Endorsed BP 6029 Code of Ethics
- Endorsed BP 6030 Emeritus Professor
- Endorsed BP 3304 Textbook Adoption
- Endorsed BP 3307 Final Grade Reporting Policy
- Endorsed BP 3309 Course Syllabus
- Approved AP 3309 Course Syllabus