

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

Committee or Working Group:	Executive Committee
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Date	Time	Location
November 4, 2020	3:15 – 4:31 PM	Zoom

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	Judy Joab	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. Review of minutes – 5. Old Business 6. New Business <ol style="list-style-type: none"> a. VPIA Policies for Board (BP3001, 3002, 3107, AP 3001, AP 3002)* b. HR Policies for Board (BP 6001, 6002, 6003, 6004)* c. New HR Policy and Procedures (BP6035 and AP 6035)* 7. Miscellaneous 8. Adjournment

Discussion of Agenda/Information Sharing:
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1. **Call to Order; Declaration of Quorum:** Interim President Simion opened the meeting at 3:3:15 PM. A quorum was declared.
2. **Reading of the Mission Statement:** Dean Mike recited the mission statement.
3. **Review of Agenda:** *The agenda was accepted as presented.*
4. **Approval of Minutes: None.**
5. **New Business**
 - a. **Instruction Affairs Policy Review** – Three policies from instructional affairs scheduled for review were presented. No changes were recommended for BP 3001 Catalog Limitations and BP 3002 Academic Year. BP 3107 Academic Honors proposed including a section on academic honors for students achieving a baccalaureate degree. Clarification requested on residency requirement for baccalaureate degree. Proposal made to indicate 50% residency applies only to transfer students. *JO/JH moved and seconded to endorse the review of BP 3001 Catalog Limitation, BP 3002 Academic Review; and BP 3107 Academic Honors (with proposed clarification). The motion passed.*
Concern with the accuracy of data in SIS made. Problem with migrating from the old SIS to current SIS, responsibility of the encoder, and steps to correct duplicate entries were explained.
 - b. **Human Resources Policy Review** – Human Resources reviewed and presented the following four policies:
 1. BP 6001 Purpose and Scope– no change in content; only in format for consistency recommended. Following concerns raised: 1) title not fit first sentence, suggest change title to “Purpose and Scope of Policies Relating to Human Resources;” in section 1, change hr policies to “policies referring to human resources” and question as to what “preceding paragraph” refers; section 2 confusing regarding COM and COMFSM; guidelines not policy. *VP Habuchmai tabled the policy to have HRC to rework.*
 2. BP 6002 Academic Freedom – no change to content only to format recommended. Basically applies to faculty; for students in academic honesty policy. *VP Oducado moved and Dean Mike seconded to endorse the review of BP 6002 Academic Freedom. Motion passed.*
 3. BP 6003 Governance – minor modifications to format and for clarity recommended. Concerned discussed on focus of the policy; top section already located in chapter 1; title issue to limit to hiring or hiring authority; reference BP 1211 for governance structure. Need for a review of all policies for redundancy and repetition. *VP tabled this policy and will refer it back to HRC.*
 4. BP 6004 Administration – no changes to the content, only modifications to the format recommended. Listing of job descriptions questioned; section should concentrate on administration of human resources policies. Like policies above, title and content should be more specific to human resources. *VP Habuchmai also tabled this policy for further work.*
 - c. **New HR Policy and Procedures (BP 6035 and AP 6035)** – policy to reflect current practice and to provide consistent guidelines for re-hiring previous employees.

Repetition noted between policy and procedures; need for consistent terminology. Also noted procedure cumbersome creating more steps. College is equal opportunity institution. All applicants should be given same consideration; should be HR responsibility to note history of former employee when recommendation made president. *VP Habuchmai also tabled this for refining.* Request made moving forward to include date and time proposal shared with committees and college community.

6. Miscellaneous

- a. The next EC meeting will be held November 17. Agenda to include FY 2022 budgets and distant education proposal.
- b. Board meeting with Raymond James on Friday, November 6 on 3Q2020 performance. Next board meeting is on December 3.
- c. See newsfeed on next self-study cycle for reaffirmation of accreditation.

7. Adjournment: Dean Kanto moved and *VP Habuchmai seconded that the meeting be adjourned. The meeting adjourned at 4:31PM.*

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- EC meeting agenda – 11/4/20
- BP 3001 Catalog Limitations
- AP 3001 Catalog Limitations
- BP 3002 Academic Year
- AP 3002 Guidelines for Preparing the Academic Calendar
- BP 3107 Academic Honors
- HRO Policies Review for EC
- BP 6001 Purpose and Scope
- BP 6002 Academic Freedom
- BP 6003 Governance
- BP 6004 Administration
- BP 6035 Rehire Eligibility Policy
- AP 6035 Rehire Eligibility

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:

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

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| <ul style="list-style-type: none">• Endorsed Instructional Affairs review of BP 3001, 3002, and 3017• Endorsed human resources review of BP 6001, 6002, c003, and 6004• Endorsed new human resources policy BP 6035 and administrative procedure AP 6035 |
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