

**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 17, 2020	3:10 – 4:14 PM	Zoom

<b>Members</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
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		

<b>Additional Attendees:</b>	
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Call to order; declaration of quorum</li> <li>2. Review of agenda</li> <li>3. Review of minutes – March 19, 2020* November 5, 2020*</li> <li>4. Old Business</li> <li>5. New Business               <ol style="list-style-type: none"> <li>a. VPAS                   <ol style="list-style-type: none"> <li>i. FY 2022 operations budget*</li> <li>ii. FY 2022 FSM FMI budget*</li> <li>iii. FY 2022 auxiliary enterprise budgets*</li> <li>iv. FY 2022 Board of Regents budget*</li> <li>v. FY 2022 SEG Budget</li> </ol> </li> <li>b. VPIA                   <ol style="list-style-type: none"> <li>i. Distance Learning Proposal*</li> <li>ii. Review BP 3003 Summer Session*</li> </ol> </li> </ol> </li> </ol>

- iii. Review BP 3101 Academic Program\*
- iv. Review BP 3102 Major Subject Area\*
- v. Review BP 3103 Course Substitution\*
- c. Interim President
  - i. Board of Regents Meeting
- 6. Miscellaneous
- 7. Adjournment

**Discussion of Agenda/Information Sharing:**

1. **Call to Order; Declaration of Quorum:** Interim President Simion opened the meeting at 3:10 PM. A quorum was declared.
2. **Reading of the Mission Statement:** Dean Kanto recited the mission statement.
3. **Review of Agenda:** *The agenda was accepted as presented.*
4. **Approval of Minutes:**
  - a. **March 19, 2020** – *VP Habuchmai moved and Dean Jack seconded to adopt the minutes of March 19, 2020, as presented. The motion passed.*
  - b. **November 5, 2020** – *VP Kocel moved and Dean Jack seconded to adopt the minutes of November 5, 2020, as presented. The motion passed.*
5. **New Business**
  - a. **FY 2022 operations budget** – The proposed FY 2022 operations budget was presented and explained. *Dean Kanto moved and Dean Roboman seconded to endorse the proposed FY 2022 operations budget. The motion passed.*
  - b. **FY 2022 FSM FMI budget** – FSM FMI FY 2022 budget is proposed at \$919,392, 5% higher than last year. *Dean Kanto moved and Dean Jack seconded to endorse the FY 2022 FSM FMI budget at \$919,392. The motion passed.*
  - c. **FY 2022 auxiliary enterprises budgets** – The bookstore and dining hall are the auxiliary enterprises at the college. The bookstore budget was presented at \$147,872, 10.31% lower than the previous year. The dining hall budget was presented at \$235,087, 6% lower than the previous year. *Dean Jack moved and VP Oducado seconded to endorse the FY 2022 bookstore budget at \$147,872 and the dining hall budget at \$235,087 as presented. The motion passed.*
  - d. **FY 2022 Board of Regents budget** – The board budget was presented at the same level as last year at \$120,000. *VP Oducado moved and Dean Kanto seconded to endorse the FY 2022 board budget at \$120,000 as presented. The motion passed.*
  - e. **FY 2022 SEG budget** – The proposed FY 2022 SEG budget at \$689,948 is the same as last year. Programs include teacher corps, work study program, and student assistance. *VP Oducado moved and Dean Jack seconded to endorse the proposed FY 2022 SEG budget of \$689,948. The motion passed.*
  - f. **Distance learning proposal** – To continue offering on-line classes after spring 2021 semester when the waiver from USDE expires, the college must submit a substantive change proposal to ACCJC. Previously the college looked into distance learning but internet connectivity was an issue. The pandemic forced the college into offering classes on-line. The college now has the experience and knowledge to proceed with a substantive change proposal. A written report of

the findings was presented. *Dean Jack moved and VP Habuchmai seconded to endorse the report on Proposal for Distance Learning at COM-FSM for preparing the substantive change proposal to ACCJC. The motion passed.*

g. **Review of Instructional Affairs policies** – Four policy reviews were submitted for endorsement. BP 3003 replaced reasons with “except in special circumstances;” BP 3101 added minimum passing grade for 4<sup>th</sup> year courses. No changes recommended for BP 3102 and BP 3103. After explanation behind the minimum grade for bachelor’s program, *VP Oducado moved and Dean Jack seconded to endorse the review of BP 3003 Summer Session, BP 3101 Academic Program Requirements, BP 3102 Major Subject Area, and BP 3103 Course Substitution. The motion passed.*

h. **Board of Regents meeting** – The next Board of Regents meeting will be held on December 3, 2020. The draft agenda was shared.

**6. Miscellaneous**

a. **Governance Report** – The report covers purpose of the participatory governance structure and individual committees, related policies, practices and communications, and results (recommendations) of the self-evaluation surveys. *Dean Jack moved and VP Habuchmai seconded to endorse the report to the board of regents. The motion passed.*

7. **Adjournment:** *VP Habuchmai moved and VP Oducado seconded that the meeting be adjourned. The meeting adjourned at 4:14 PM.*

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

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**Handouts/Documents Referenced:**

- EC meeting agenda – 11/17/20
- EC meeting minutes – 3/19/20
- EC meeting minutes – 11/4/20
- FY 2022 operations budget proposal
- FY 2022 FSM FMI budget proposal
- FY 2022 bookstore budget proposal
- FY 2022 dining hall budget proposal
- FY 2022 Board of Regents budget proposal
- FY 2022 SEG budget proposal
- Distance Learning proposal
- BP 3003 Summer Session
- BP 3101 Academic Programs
- BP 3102 Major Subject Area
- BP 3103 Course Substitution
- BOR meeting agenda – 12/3/20
- Governance Report

<b>College Web Site Link:</b>
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<b>Prepared by:</b>	Norma	<b>Date Distributed:</b>	
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<b>Approval of Minutes Process &amp; Responses:</b>

<b>Submitted by:</b>	ne	<b>Date Submitted:</b>	
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<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>
<ul style="list-style-type: none"><li>• Adopted minutes of EC meetings of 3/19/20 and 11/5/20</li><li>• Endorsed FY 2022 budgets for operations, FSM FMI, Board of Regents, auxiliary enterprises, and SEG</li><li>• Endorsed Instructional Affairs policy reviews of BP 3003, 3101, 3102, and 3103</li><li>• Endorsed Distance Learning proposal</li><li>• Endorsed Governance Report</li></ul>