

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

Committee or Working Group:	Executive Committee
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Date	Time	Location
June 17, 2021	3:10-4:24 PM	Zoom

Members	Name	Present	Absent	Remarks
President	Karen Simion	X		Interim
VPAS	Joseph Habuchmai	X		Roselle Togonon
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. Reading of the Mission Statement 2. Call to order; declaration of quorum 3. Review of agenda 4. Review of minutes – March 16, 2021 (electronic voting results) 5. Old Business 6. New Business <ol style="list-style-type: none"> a. VPAS <ol style="list-style-type: none"> i. Review of EMP and BP 7000 Emergency Response Plan* b. VPIA c. VPIEQA <ol style="list-style-type: none"> i. Turning Points: Evaluation of Strategic Plan, Mission & Values (part I)* ii. BP 2002 Mission, Vision, Strategic Directions, Institutional Student Learning Outcomes, and Core Values.* iii. BP 2003 Institutional Planning and Integrated Educational Master Plan* iv. BP 8000 Technology Fee*

- v. BP 8010 Intellectual Property*
- vi. BP 8500 Violations of Responsibility*
- vii. BP 8600 Computer Hardware Procurement*
- c. Interim President
 - i. Mandatory Vaccination Policy*
- 7. Miscellaneous
- 8. Adjournment

Discussion of Agenda/Information Sharing:

1. **Reading of the Mission Statement:** VP Kocel recited the mission statement.
2. **Call to Order; Declaration of Quorum:** Interim President Simion opened the meeting at 3:10 PM. A quorum was declared.
3. **Review of Agenda:** *Dean Kanto moved and Dean Roboman seconded to adopt the agenda as presented. The motion passed*
4. **Approval of Minutes – March 16, 2021:** *The minutes of March 16, 2021, was approved electronically.*
5. **Old Business** - none
6. **New Business**
 - a. **Review of EMP and BP 7000.** Acting VPAS Togonon presented the changes to the Emergency Management Plan recommended by the Facilities and Campus Environment Committee. Changes approved must then be reflected in BP 7000 Emergency Response Plan. Question arose about the rationale for the changes in the chain of command. Suggestion made to have alternative plan directors depending on the disaster. *Dean Kanto moved and VP Oducado seconded to return this back to committee to discuss the concerns. The motion passed.*
 - b. **Turning Point: Evaluation of Strategic Plan, Mission & Values (part1).** VP Kocel presented the final report for the evaluation of the strategic plan, mission, and values. Part II was presented at and acted on at the previous board meeting. Part I and the recommendation are to be presented to the board at the next meeting. She then went over the executive summary explaining recommended changes; only in wording. Further editing were recommended. *Dean Mike moved and VP Oducado seconded to endorse the report and recommendations with the minor changes raised. The motion passed.*
 - c. **Review of General Institution and IT policies:**
 1. **BP 2002 Mission, Vision, Strategic Directions, Institutional Student Learning Outcomes, and Core Values** – Formerly numbered BP 1100; conversion reflects that this policy refers to COM-FSM General Institution (Chapter 2) policies rather than Board of Regents (Chapter 1) policies, and changes include updated mission, vision, and strategic directions to latest board approved statements.
 2. **BP 2003 Institutional Planning and Integrated Educated Master Plan** – Formerly numbered BP 1101 Strategies, Measures, and Benchmarks; conversion reflects that this policy refers to COM-FSM General Institution (Chapter 2) policies rather than Board of Regents (Chapter 1) policies and

changes include a new title to better reflect policy content, and updates for program review cycles, including BA. Further editing were suggested.

3. **BP 8000 Technology Fee** – Technology fee remains the same; how tech fee is used added. Concerns raised about the breakdown and what the breakdown includes. *Recommendation made to return this to committee to consider concerns raised.*

4. **BP 8010 Intellectual Property, BP 8500 Violations of Responsibility, and BP 8600 Computer Hardware Procurement** – policies scheduled for review, and reviewed by ITC with no recommendations for change. Concerns raised can be addressed in review of the procedures. *Dean Kanto moved and Dean Mike seconded to endorse the above five (except BP 8000) policies to the board. The motion passed.*

d. **New policies: Mandatory Vaccination Policies** – two new policies are proposed; one for employees and one for student to provide security and protection for the college community. *Dean Kanto moved and Dean Roboman seconded to endorse the two new policies to the board. The motion passed with one abstention.*

7. **Miscellaneous**

8. **Adjournment:** *VP Oducado moved and Dean Mike seconded that the meeting be adjourned. The meeting adjourned at 4:24 OM*

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- EC meeting agenda – 6/17/21
- Emergency Management Plan and BP 7000 review
- Turning Points: Evaluation of Strategic Plan, Mission & Values (report)
- Proposed revisions to BP 2002 Mission, Vision, Strategic Directions, Institutional Student Learning Outcomes, and Care Values
- Proposed revisions to BP 2003 Institutional Planning and Integrated Educational Master Plan
- Summary of IEQA policy review – June 2021
- Revised BP 8000 Technology Fee
- BP 8010 Intellectual Property
- BP 8500 Violations of Responsibility
- BP 8600 Computer Hardware Procurement
- Proposed Mandatory Vaccination Policy – Employees
- Proposed Mandatory Vaccination Policy - Students

College Web Site Link:

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Prepared by:	Norma	Date Distributed:	
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Approval of Minutes Process & Responses:

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

- Returned to committee review of EMP and BP 7000
- Endorsed Turning Points: Evaluation of Strategic Plan, Mission & Values report and recommendations
- Endorsed conversions of BP 2002 Mission, Vision, Strategic Directions, Institutional Student Learning Outcomes, and Core Values and BP 2003 Institutional Planning and Integrated Educational Master Plan
- Returned to committee BP 8000 Technology Fee
- Endorsed review of BP 8010 Intellectual Property, BP 8500 Violations of Responsibility, and BP 8600 Computer Hardware Procurement
- Endorsed new policies – Mandatory Vaccination Policy – Employees and Mandatory Vaccination Policy - Students