

**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 18, 2021	3:13-4:30 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		Roselle Togonon
VPEMSS	Joey Oducado	X		
VPIA	Karen Simion	X		
VPIEQA	Shaun Suliol		X	Acting
Dean, Chuuk Campus	Kind Kanto	X		
Dean, Kosrae Campus	Nena Mike	X		
Dean, Yap Campus`	Lourdes Roboman		X	
Dean, Career & Technical Education Center	Grilly Jack	X		
Dean, FSM Fisheries and Maritime Institute	Tioti Teburea	X		
Chair, Management Team	Grilly Jack	X		
President, Faculty/Staff Senate	Alfred Olter		X	
President, SBA	Tesiwo Liwy, II	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. Reading of the mission statement</li> <li>2. Call to order; declaration of quorum</li> <li>3. Review of agenda</li> <li>4. Review of minutes – June 17, 2021</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. Budget Approvals                       <ol style="list-style-type: none"> <li>1. College operations FY 23 budget*</li> <li>2. Auxiliary enterprises FY 23 budgets*</li> <li>3. FSM FMI FY 23 budget*</li> <li>4. SEG FY 23 budget*</li> <li>5. Board of Regents FY 23 budget*</li> </ol> </li> </ol> </li> </ol> </li> </ol>

<ul style="list-style-type: none"> <li>ii. <u>Review of Human Resources Policies</u> and TOR <ul style="list-style-type: none"> <li>1. Review of BP 6007 Employment*</li> <li>2. Review of BP 6013 Holidays*</li> <li>3. Human Resources Committee TOR*</li> </ul> </li> <li>b. VPEMSS</li> <li>c. VPIA</li> <li>d. VPIEQA</li> <li>c. Interim President</li> <li>7. Miscellaneous</li> <li>8. Adjournment</li> </ul>
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**Discussion of Agenda/Information Sharing:**

1. **Reading of the Mission Statement:** SBA President Liwy read the mission statement.
2. **Call to Order; Declaration of Quorum:** Interim President Simion opened the meeting at 3:13 PM. A quorum was declared. VP Oducado introduced the new SBA President Tesiwo Liwy, II.
3. **Review of Agenda:** *Dean Kanto moved and VP Oducado seconded to adopt the agenda as presented. The motion passed*
4. **Approval of Minutes – June 17, 2021:** Dean Jack moved and VP Oducado seconded to adopt the minutes of June 17, 2021, as presented. *The motion passed.*
5. **Old Business** - none
6. **New Business**
  - a. **Budget Approvals**
    - i. **College Operations FY 23 Budget.** After describing the budget development process, VP Habuchmai presented the proposed FY 23 operations budget of \$12,384,226. The proposal includes request for additional FSM subsidy and tuition increase. Additional hearings on the tuition increase are scheduled for prior to presentation of the budget to the board. The finance committee has endorsed the proposed budget. *VP Oducado moved and Dean Mike seconded to endorse the proposed budget to the board. The motion passed.*
    - ii. **Auxiliary Enterprises FY 23 Budgets.** The two college auxiliary enterprises are the college bookstore and national campus dining hall. The proposed FY 23 budget for the bookstore is at \$124,059, a 16% decrease compared to the previous year due to cancellation of travel and decrease of staff salaries because of change of employee. The proposed FY 23 budget for the dining hall is at \$249,500. 6% increase due to increase in cost of supplies and purchase of new equipment. *Dean Kanto moved and Dean Mike seconded to endorse both proposed budgets as presented. The motion passed.*
    - iii. **FSM FMI FY 23 Budget.** The FMI budget is solely subsidized by the national government. The FY 23 budget is proposed at \$965,735, a 5% increase over the previous year due to replacement of equipment and step increases for employees. Question raised included: 1) why no student travel included; 2) reason for \$40,000 for staff development; 3)

what portion of student activities budget is for health; 4) is graduation cost enough; and 5) technology cost. *Dean Kanto moved and VP Oducado seconded to endorse the proposed FMI budget with consideration of the concerns raised. The motion passed.*

**iv. SEG FY 23 Budget.** This is for teacher corps, work-study program and student financial assistance and at the same level as previous years. *Dean Jack moved and VP Oducado seconded to endorse the budget as presented. The motion passed.*

**v. Board of Regents FY 23 Budget.** The budget request is the same as the previous year. Suggestion to increase for FY 23 to consider the 30<sup>th</sup> anniversary. *Dean Jack moved and VP Suliol seconded to endorse the proposed budget as presented. The motion passed.*

**b. Review of Human Resources Policies and TOR.**

**i. Review of BP 6007 Employment.** HRO presented proposed revisions to BP 6007 Employment which includes two changes: 1) under Section 3.C Evaluation, replace one month with 60 days to comply with revision to BP 6017 and 2) under Section 3.D Failure to Render Satisfactory Performance add “on probation” to clarify the statement. During discussion, EC further amended the introductory paragraph to just state the enabling law and applicable section. *Dean Jack moved and Dean Kanto seconded to endorse the proposed revisions and recommendation from the committee. The motion passed.*

**ii. Review of BP 6013 Holidays.** The policy is being revised to include the new holiday that was established into law last year. However, EC recommended that the policy include only the first and last paragraphs and the list of holidays be put into an administrative procedure. *VP Oducado moved and VP Suliol seconded to endorse the proposed revision as amended. The motion passed.*

**iii. Human Resources Committee TOR.** A reviewed and revised HRC TOR was presented for approval. It was noted that illustrated procedure under A. Authority does not reflect the written paragraph which indicates submission to the president for action. A box for the president should be included. Also, the TOR needs to follow the college’s publication manual. *VP Oducado moved and VP Sulio seconded to return the TOR back to HRC to insert a box for president and compliance to the publication manual. The motion passed.*

7. **Miscellaneous:** IP Simion announced an all campus meeting scheduled for Wednesday during the free time.

8. **Adjournment:** *VP Oducado moved and VP Suliol seconded that the meeting be adjourned. The meeting adjourned at 4:30 PM.*

<b>Comments/Upcoming Meeting Date &amp; Time/Etc.:</b>
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**Handouts/Documents Referenced:**

- EC meeting agenda – 11/18/21
- EC minutes of 6/17/21
- Recommended directive for FY 23 operations budget
- FY 23 consolidated budget
- Finance committee endorsement of FY 23 consolidated budget
- Recommended directive for FY 23 auxiliary enterprises
- FY 23 proposed budget for bookstore
- FY 23 proposed budget for dining hall
- Recommended directive for FY 23 FSM FMI budget
- FY 23 proposed budget for FSM FMI
- Recommended directive for FY 23 SEG grant
- Recommended directive for FY 23 board of regents budget
- FY 23 proposed budget for BOR
- BP 6007 Employment
- BP 6013 Holidays
- PL 21-209 on establishment of Presidents Day
- HRC TOR

**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:**

- Adopted EC minutes of June 17, 2021
- Endorsed FY 2023 college operations budget
- Endorsed FY 2023 auxiliary enterprises budgets
- Endorsed FY 2023 FSM FMI budget
- Endorsed FY 2023 SEG budget
- Endorsed FY 2023 board of regents budget
- Endorsed revised BP 6007 Employment
- Endorsed revised FP 6013 Holidays
- Returned HRC TOR for consideration of recommendations.