

**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>
February 7, 2022	3:32-4:30 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	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>	HR Director Rencelly Nelson
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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 – November 18, 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. Review of Human Resources Policies and Administrative Procedures                     <ol style="list-style-type: none"> <li>1. Review of BP 6001 Purpose and Scope*</li> <li>2. Review of BP 6004 Administration*</li> <li>3. Review of BP 6011 Optional Benefits*</li> <li>4. Review of BP 6012 Social Security*</li> <li>5. Review of AP 6027 Tuition and Waiver Reduction*</li> </ol> </li> </ol> </li> </ol> </li> </ol>

6. Proposed BP and AP 6035 Rehire Eligibility\*
7. Proposed BP and AP 6036 Investigation\*
- ii. Review of Fiscal Affairs Administrative Procedures
  1. AP 5700 Bookstore Operations Procedure\*
- b. VPEMSS
- c. VPIA
  - i. Review of Instructional Affairs Policy and Administrative Procedures
    1. Review of BP and AP 3104 Credit by Examination\*
  - ii. Proposed New Program
    1. BS in Business Administration\*
- d. VPIEQA
  - i. Review of Information Technology Policies
    1. BP 8300 Administrative Data\*
    2. BP 8400 Internet\*
- c. Interim President
  - i. Review of Board Policies
    1. BP 1001 Enabling Law\*
    2. BP 1010 Organizing Principles\*
    3. BP 1200 Membership and Terms of Office\*
7. Miscellaneous
8. Adjournment

**Discussion of Agenda/Information Sharing:**

1. **Reading of the Mission Statement:** VPAS Habuchmai read the mission statement.
2. **Call to Order; Declaration of Quorum:** Interim President Simion opened the meeting at 3:32 PM. A quorum was declared.
3. **Review of Agenda:** *VP Habuchmai moved and Dean Kanto seconded to adopt the agenda as presented. The motion passed.*
4. **Approval of Minutes – June 17, 2021:** *VP Oducado moved and VP Habuchmai seconded to adopt the minutes of November 18, 2021, as presented. The motion passed.*
5. **Old Business** – none
6. **New Business**
  - a. **Review of Human Resources Policies and Administrative Procedures**  
 Per the policy review cycle, Human Resources reviewed four policies and one administrative procedures for presentation: BP 6011 Optional Benefits, BP 6012 Social Security, BP 6004 Administration, BP 6001 Purpose and Scope, and AP 6027 Tuition and Waiver Reduction. HR Director Nelson went over the recommended changes to BP 6011, BP 6004, BP 6001, and AP 6027; no changes were recommended for BP 6012. Clarification sought for the changes to BP 6001, Section 1 and 2, regarding timing of applicability of changes, and

elimination of wording from earlier policy. VP Oducado moved and VP Habuchmai seconded to endorse the review and changes to BP 6004, BP 6011, BP 6012 and AP 6027 and to table BP 6001 for consideration of concerns. The motion passed.

- b. **Proposed Human Resources Policies and Administrative Procedures.** Human Resources presented two new policies and administrative procedures: BP and AP 6035 Rehire Eligibility, and BP and AP 6036 Investigations. Following explanation on the need for the policy, *Dean Roboman moved and VP Oducado seconded to endorse BP and AP 6035 as presented. The motion passed.*

The need for BP 6036 was recommended by the HR consultant. Director Nelson went over the policy and provided clarification that this policy only relates to HR issues and on roles and their applicability. The committee felt it needed more time to review the policy. *Dean Kanto moved and Dean Mike seconded to delay action on BP 6036. The motion passed.*

- c. **Review of Fiscal Affairs Administrative Procedures.** Changes in AP 5700 Bookstore Operation Procedure are recommended to align with current titles and operating procedures. Suggestion made to add the phrase “and immediately informing the IC of the availability of the books” to item 5.a. under Distribution to State Campuses. Explanation provided from the textbook policy about first using up older version of newly adopted textbooks. *Dean Kanto moved and VP Suliol seconded to endorse the changes to AP 5700 as amended. The motion passed.*

- d. **Review of Information and Technology Policies.** IT reviewed two policies and presented for endorsement: BP 8300 Administrative Data and BP 8400 Internet. Recommended change in BP 8300 acknowledges technology has evolved and includes other forms of electronic data transfer. No changes recommended for BP 8400. *Dean Kanto moved and VP Oducado seconded to endorse the review and proposed revision to BP 8300 and BP 8400. The motion passed.*

- e. **Review of Instructional Affairs Policy and Administrative Procedures.** ACCJC now recognizes other ways to assess prior learning experience. As a result IA reviewed BP and AP 3104 Credit by Examination. Recommendations for change include changing the title to Prior Learning Assessment and including other types of prior learning assessments, and reference to similar policies from other institutions. AP 3104 expanded to provide procedures for PLA. Training on prior learning assessment will be needed if the policy is approved. *VP Habuchmai moved and VP Oducado seconded to endorse BP and AP 3104 as presented. The motion passed.*

- f. **Proposed New Program – BS in Business Administration.** A proposal for the establishment and implementation of the Bachelor of Science Degree in Business

Administration with an emphasis in accounting was submitted. The same amount of work was dedicated to the proposal as had been made for the proposal for the bachelor’s program in education. The plan is to submit the proposal to the board in March. If endorsed, a substantive change proposal will be submitted to the Accrediting Commission in April for consideration at their May substantive change meeting. The target is to receive approval for a Fall 2022 implementation. *Dean Kanto moved and VP Oducado seconded to endorse the proposed Bachelor of Science Degree in Business Administration with an emphasis in Accounting as presented. The motion passed.*

**g. Review of Board Policies.** Three policies from Chapter 1 Board of Regents were reviewed: BP 1001 Enabling Law, BP 1010 Organizing Principles, and BP 1200 Membership and Terms of Office. Two policies were recommended to be more appropriately placed in Chapter 2 General Institution and renamed: BP 1001 to BP 2004 and BP 1010 to BP 2005. Including reference to the enabling law and appropriate sections for all three policies was also recommended. No other changes were proposed for BP 1200. *VP Habuchmai moved and VP Oducado seconded to endorse the review and changes to the three policies. The motion passed.*

- 7. **Miscellaneous:** The next board meeting is scheduled for March 11, 2022. Yap Campus will host the community meeting. IP Simion will be on leave next week.
- 8. **Adjournment:** *Dean Kanto moved and VP Oducado seconded that the meeting be adjourned. The meeting adjourned at 4:30 PM.*

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

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**Handouts/Documents Referenced:**

- EC meeting agenda – 2/17/22
- EC minutes of 11/18/21
- Table on recommended changes to HR policy review and proposed policies
- BP 6001 Purpose and Scope
- BP 6004 Administration
- BP 6011 Optional Benefits
- BP 6012 Social Security
- AP 6027 Tuition Waiver and Reduction
- Appendix H Dependents Eligibility Form
- Appendix I Educational Development Request Form
- Proposed BP 6035 Rehire Eligibility Policy
- Proposed AP 6035 Rehire Eligibility
- Proposed BP 6036 Conducting Investigations into Breaches of Discipline or Misconduct

- Proposed AP 6036 Conducting Investigations into Breaches of Discipline or Misconduct
- BP 8300 Administrative Data
- BP 8400 Internet
- BP 3104 Credit by Examination
- AP 3104 Credit by Examination
- BP 1001 Enabling Law
- BP 1010 Organizing Principles
- BP 1200 Membership and Terms of Office
- Proposal for the Establishment and Implementation of the Bachelor of Science Degree in Business Administration with an emphasis in Account.

**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 November 18, 2021
- Endorsed review and changes to BP 6004, BP 6011, BP 6012, and AP 6027
- Tabled BP 6001
- Endorsed proposed BP and AP 6035
- Tabled proposed BP 6036
- Endorsed changes to AP 5700
- Endorsed review and changes to BP 8300 and BP 8400
- Endorsed review and changes to BP and AP 3104
- Endorsed Proposal for the Establishment and Implementation of the Bachelor of Science Degree in Business Administration with an emphasis in Accounting
- Endorsed the review and changes to BP 1001 (BP 2004), BP 1010 (BP 2005), and BP 1200