

**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>
March 10, 2017	10:00 AM	Board Conference Room

<b>Members</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
President	Joseph M. Daisy	X		
VPAS	Joseph Habuchmai		X	
VPEMSS	Joey Oducado	X		
VPIA	Karen Simion	X		
VPIEQA	Frankie Harriss	X		
Dean, Chuuk Campus	Kind Kanto	X		
Dean, Kosrae Campus	Nena Mike		X	
Dean, Yap Campus	Lourdes Roboman	X		
Director, Career & Technical Education	Grilly Jack	X		
Chair, Management Team	Grilly Jack	X		
President, Faculty/Staff Senate	Sylvia Henry	X		Michael Mueller
President, SBA	Jayvee Tamagginey	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. Approval of Minutes – February 10, 2017</li> <li>5. Old Business</li> <li>6. New Business             <ol style="list-style-type: none"> <li>a. VPIA                 <ol style="list-style-type: none"> <li>i. BP 3302 Maintaining Contact Hours</li> <li>ii. AP 3302 Maintaining Contact Hours</li> </ol> </li> <li>b. President                 <ol style="list-style-type: none"> <li>i. Debriefing March 8, 2017, Board Meeting</li> </ol> </li> </ol> </li> <li>7. Miscellaneous</li> <li>8. Adjournment</li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
<ol style="list-style-type: none"> <li>1. <b>Reading of the Mission Statement:</b> President Daisy read the revised mission statement.</li> <li>2. <b>Call to Order; Declaration of Quorum:</b> A quorum was declared; President Daisy opened the meeting at 10:00 AM. He welcomed the presence of the Deans and expressed appreciation for the preparation leading to the board meeting. The meetings prior to the board meeting resulted in fewer questions. Faculty Staff Senate reps were present during the</li> </ol>

whole meeting. In the future he would also like SBA presence.

3. **Review of Agenda:** The agenda included review of agenda, approval of minutes, introduction to BP and AP 3302, and debriefing of the recent board meeting.
4. **Approval of Minutes – February 10, 2017:** Director Jack moved and VP Oducado seconded to adopt the minutes. The motion passed unanimously.
5. **Old Business – none.**
6. **New Business**
  - a. **VPIA**
    - i. **BP 3302 Maintaining Contact Hours:** VP Simion presented the proposed revision to the policy on maintaining contact hours which separates procedures from the policy. Meeting contact hours is an accreditation standard. Inquiry made regarding “substituting another pedagogically appropriate alternative.” VPIA thought it had been dropped and will clarify that with Dean Dison. Suggestion made to change “additional” to “make up” or “rescheduling missed class.”
    - ii. **AP 3302 Maintaining Contact Hours:** More details are added to the procedures from the old policy. Language in the procedure should align with the suggested change in the policy. Comments on the procedures should be sent to VPIA.
  - b. **President**
    - i. **Debriefing of March 8, 2017, Board Meeting:** President Daisy asked for comments and general observations on the meeting. The consensus was the meeting went well; less time spent clarifying things made the meeting more efficient and faster. With a longer agenda, meetings could go longer. The board also liked the format of the VP reports. VP Simion appreciated the opportunity to highlight a program and inquired if the campuses could also do a presentation during meetings in their states. Board is interested in connecting with other campuses and their communities. The importance of interconnectivity in support of instruction was made. While SBA submitted a good report, it reported only on the national SBA; need to re-organize to include state campus representation. The college constantly strives to improve the experience for board meeting. Meeting venue should not displace others and a long table is not conducive to discussion. The board is supportive and pleased with the direction of the college and has confidence in the leadership of the VPs.
7. **Miscellaneous**
  - a. **Policy Changes:** President Daisy provided notice that policy changes in performance evaluation and compensation are in progress. The policies will be vetted through appropriate committees before presentation to the board in May. Regarding the questions raised earlier during the Faculty Staff Senate meeting, president has spoken with the Director of HR. The HR Manual is still in draft form. These areas need to be addressed before the report is submitted to ACCJC. FSS Vice President Mueller inquired about the procedure. EC endorses policies to the board for approval. Procedures addressed in another meeting. To speed up the process, simultaneous review of policies should be done by appropriate committees to determine areas of agreement and areas of differences, then work from there.
8. **Adjournment:** Director Jack moved and Dean Kanto moved that the meeting be adjourned. The meeting adjourned at 10:28 AM.

<b>Comments/Upcoming Meeting Date &amp; Time/Etc.:</b>
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<b>Handouts/Documents Referenced:</b>
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<b>College Web Site Link:</b>
▪ EC minutes of February 10, 2017 ▪ BP 3302 Maintaining Contact Hours ▪ AP 3302 Maintaining Contact Hours

<b>Prepared by:</b>	ne	<b>Date Distributed:</b>	
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<b>Approval of Minutes Process &amp; Responses:</b>

<b>Submitted by:</b>		<b>Date Submitted:</b>	
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<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>
1. Minutes of EC February 10, 2017, meeting 2. VPIA to check with Dean Dison regarding “substituting another pedagogically appropriate alternative” 3. Comments on AP 3302 Maintaining Contact Hours to be submitted to VPIA 4. Need to re-organize SBA to include campus SBA representation 5. Review policy changes simultaneously among appropriate standing committees to speed up review process