

**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>
September 4, 2014	2:00PM – 3:05PM	Board Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy	x		
VPAS	Joseph Habuchmai		x	On approved leave
VPCRE	Jim Currie	x		
VPIA	Karen Simion	x		Interim
VPIEQA	Frankie Harriss	x		
VPSS	Joey Oducado	x		Acting
Dean, Chuuk Campus	Kind Kanto	x		
Dean, Kosrae Campus	Kalwin Kephass	x		
Dean, Yap Campus`	Lourdes Roboman	x		
Director, Career & Technical Ed.	Grilly Jack	x		
Chair, Management Team	Rencelly Nelson	x		
Chair, Council of Chairs				Pending Chair
President, Faculty/Staff Senate	Martin Mingii		x	
President, SBA				Pending President
Chief of Staff	Universe Yamase	x		Recorder

<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. Adoption of Minutes             <ol style="list-style-type: none"> <li>a. June 12, 2014</li> </ol> </li> <li>4. Reports             <ol style="list-style-type: none"> <li>a) VPAS                 <ol style="list-style-type: none"> <li>I. Budget Process 2016</li> </ol> </li> <li>b) VPIEQA                 <ol style="list-style-type: none"> <li>I. Committee Officer Training: Conducted 14 AUG 2014. For information sharing, evaluation of the training results are found here Survey results: <a href="https://www.surveymonkey.com/results/SM-K33JN368">https://www.surveymonkey.com/results/SM-K33JN368</a></li> <li>II. Strategic Plan and Academic Quality Model</li> </ol> </li> <li>c) COS</li> </ol> </li> </ol>

- I. Policy on Policy Document
- d) President
  - I. Institutional Advancement Office
  - II. JEMCO Meeting
  - III. John N. Gardner Institute for Excellence in Undergraduate Education Retention Performance Management (RMP)
  - IV. Center for Entrepreneurship
- 5. Update from Committees
- 6. Update from Deans
- 7. Update from SBA President
- 8. Announcements

**Discussion of Agenda/Information Sharing:**

1. Call to Order; Declaration of Quorum- Cleared
2. Review of Agenda- Cleared
3. Adoption of Minutes
  - I. June 12, 2014- Approved with recommended changes
4. Reports
  - a) VPAS
    - I. Budget Process 2016- Postponed to next scheduled EC meeting as VPAS was on an approve leave.
  - b) VPIEQA
    - I. Committee Officer Training: Conducted 14 AUG 2014. For information sharing, evaluation of the training results are found here Survey results: <https://www.surveymonkey.com/results/SM-K33JIN368>- this site was provided for information sharing.
    - II. Strategic Plan and Academic Quality Model- The “Strategic Plan and Academic Quality Model” document was shared with EC members for their review. Questions and suggestions were encouraged. Approval of document will be scheduled for the next scheduled EC meeting.
  - c) COS
    - I. Policy on Policy Document- A “Policy on Policy” document was shared with EC members for their review. Questions and suggestions were encouraged. Approval of document will be scheduled for the next scheduled EC meeting.
  - d) President
    - I. Institutional Advancement Office- Information sharing from BOR directives.
    - II. JEMCO Meeting- Information sharing.
    - III. John N. Gardner Institute for Excellence in Undergraduate Education Retention Performance Management (RMP)- Information sharing from BOR directives.
    - IV. Center for Entrepreneurship: Information sharing.
5. Update from Committees- Pending as the Chair of Council of Chairs had not been elected
6. Update from Deans
7. Update from SBA President- VPSS informed that the election of SBA officers would be

held on September 9, 2014.  
8. Announcements- VPIA informed about the ACCUPLACER testing that will be administered to 100 new students on September 13, 2014

**Comments/Upcoming Meeting Date & Time/Etc.:**  
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**Handouts/Documents Referenced:**  
▪ June 12, 2014, minutes  
▪ September 4, 2014, agenda  
▪ Strategic Plan and Academic Quality Model document  
▪ Policy on Policy document

**College Web Site Link:**  
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<b>Prepared by:</b>	COS	<b>Date Distributed:</b>	September 17, 2014
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**Approval of Minutes Process & Responses:**  
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<b>Submitted by:</b>		<b>Date Submitted:</b>	
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

1. COS- Policy on Policy document for approval at next scheduled EC meeting.
2. VPAS- Budget Process 2016 presentation scheduled for next scheduled EC meeting.
3. VPIEQA- Presenting the Strategic Plan and Academic Quality Model document for comments and suggestions.