

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

<b>Committee or Working Group:</b>	Executive Committee
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Date	Time	Location
March 24, 2017	10:04 – 11:04 AM	Board Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy	X		
VPAS	Joseph Habuchmai	X		
VPEMSS	Joey Oducado		X	TA
VPIA	Karen Simion	X		
VPIEQA	Frankie Harriss	X		
Dean, Chuuk Campus	Kind Kanto	X		
Dean, Kosrae Campus	Nena Mike		X	Power issues
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		
President, SBA	Jayvee Tamagginney	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 – March 10, 2017</li> <li>5. Old Business       <ol style="list-style-type: none"> <li>a. VPIA           <ol style="list-style-type: none"> <li>i. Action - BP 3302 Maintaining Contact Hours</li> <li>ii. Action - AP 3302 Maintaining Contact Hours</li> </ol> </li> <li>b. VPAS           <ol style="list-style-type: none"> <li>i. Action – BP 5301 Procurement Policy</li> <li>ii. Action – AP 5301 Procurement Procedure</li> </ol> </li> </ol> </li> <li>6. New Business       <ol style="list-style-type: none"> <li>a. VPIEQA           <ol style="list-style-type: none"> <li>i. Information – Draft <i>Strategic Planning Working Group Vision Statement Report</i></li> <li>ii. Information – Revised Draft – AP 2200 Participatory Governance</li> <li>iii. Information – Draft 4-Year Program Assessment and Program Review Cycle</li> </ol> </li> <li>b. VPIA           <ol style="list-style-type: none"> <li>i. Information – Revised BP 3116 Academic Honesty</li> <li>ii. Information – Revised BP 3202 Academic Program Review</li> </ol> </li> <li>c. President</li> </ol> </li> </ol>

- i. Information – Proposed Naming Opportunity of Facilities and Programs Policy
  - ii. Information – Revised BP 6017 Performance Evaluation
  - iii. Information – Preparation Timeline for Next Board Meeting
- 7. Miscellaneous
- 8. Adjournment

**Discussion of Agenda/Information Sharing:**

1. **Reading of the Mission Statement:** President of the Faculty Staff Senate Sylvia Henry read the mission statement.
2. **Call to Order; Declaration of Quorum:** A quorum was declared; President Daisy opened the meeting at 10:04 AM.
3. **Review of Agenda:** The agenda included review of agenda, approval of minutes, action on BP and AP 3302 and BP and AP 5301, introduction to the draft *Strategic Planning Working Group Vision Statement Report*, revised AP 2200, draft 4-year program assessment and program review cycle, revised BP 3116, revised BP 3202, proposed naming opportunity of facilities and programs policy, revised BP 6017, and preparation timeline for next board meeting.
4. **Approval of Minutes – March 10, 2017:** Suggestion made to delete the last sentence under 6.b.i. VP Harriss moved and VP Simion seconded to adopt the minutes as amended. The motion passed unanimously.
5. **Old Business**
  - a. **VPIA**
    - i. **BP and AP 3302 Maintaining Contact Hours:** These were presented during the previous EC meeting. VP Simion looked into “substituting another pedagogically appropriate alternative” and reported the wording kept since there are only two alternative choices. The suggested wording change of “additional” was incorporated. VP Harriss moved and VP Simion seconded that BP and AP 3302 Maintaining Contact Hours be endorsed by EC. The motion passed unanimously.
  - b. **VPAS**
    - i. **BP and AP Procurement:** These have been widely shared and transitioning of the functions to the new policy has been ongoing since October and is now complete. FSS President Henry inquired whether the meeting with the procurement officer and those affected was held as recommended during the last meeting. Inquiry made whether consideration for bulk purchasing can be made; procurement officer to be approached. VP Harris moved and FSS President Henry seconded that EC endorse the policy and hold on the procedures until meeting with procurement officer is held. The motion passed unanimously.
6. **New Business**
  - a. **VPIEQA**
    - i. **Draft *Strategic Planning Working Group Vision Statement Report*:** VP Harriss went through the report detailing the review process and recommendations for consideration including cabinet’s rationale to recommend Option 5 to the board. SBA President Tamagginney moved and FSS President Henry seconded that Option 5 be presented to the board of regents. The motion passed unanimously.
    - ii. **Revised AP 2200 Participatory Governance:** Presented for information and review. Changes are in red and reflect structural changes within the

college. The procedures need to be approved before fall semester begins. Comments should be sent to VPIEQA using track changes before the next EC meeting. The section on SBA is not specific; SBA asked to review and suggest alternative language.

- iii. **Draft 4-Year Progress Assessment and Program Review Cycle:** Policy and procedure proposed by Curriculum Committee and being reviewed by assessment Team; not yet discussed with faculty and management team. Explanation provided on splitting the programs to provide more focus on programs needing attention and moving into the cycle. Non-academic programs are to also be assessed in four year cycles; still to be determined whether academic and non-academic program assessment to be addressed in one or separate policies. This should be approved prior to fall semester. Comments to be sent to VP Harriss.

b. **VPIA**

- i. **Revised BP 3116 Academic Honesty:** The revised policy is with the SBA for comments and waiting for Director Atkinson's return to finalize the review.
- ii. **Revised BP 3202 Academic Program Review:** The revision incorporates what VP Harriss presented earlier. Dean Dison is working on the procedures. This policy keeps academic and non-academic reviews separate.

c. **President**

- i. **Proposed Naming Opportunity of Facilities and Programs Policy:** This policy was requested by the board about three years ago when the friends foundation was established to increase revenue. This is a COM-FSM policy which also addresses donations to the foundation. Next week regents will meet with the foundation to move it forward. This proposed policy will be vetted through FCEC. Ideally EC takes action on the 21<sup>st</sup> to present to the board in May.
- ii. **Revised BP 6017 Performance Evaluation:** President presented the revised policy to staff at all campuses to explain the rationale behind the changes and answer questions. Employees at the ceiling of the salary schedule are a different conversation. This addresses managing timely performance evaluations. FSS will continue to get feedback to share with HRC. The goal is for EC to endorse it in time for the May board meeting.
- iii. **Preparation Timeline for Next Board Meeting:** The timeline provides key dates to be aware of to move forward. April 21 is the last date to approve items for the agenda. President will review VP reports with them on line.

7. **Miscellaneous**

- a. **President:** President Daisy leaves Monday for three meetings. VP Simion will be acting. He also informed the SBA president to reschedule their next meeting with him to May.
  - b. **Skills Expo:** Director Jack expressed appreciation for the support from the president and vice presidents who attended the expo.
8. **Adjournment:** FSS President Henry moved and VP Habuchmai seconded that the meeting be adjourned. The meeting adjourned at 11:04 AM.

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

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**Handouts/Documents Referenced:**

- EC Minutes –March 10, 2017
- BP No. 3302 Maintaining Contact Hours
- AP No. 3302 Maintaining Contact Hours
- BP No. 5301 Procurement Policy
- AP No. 5301 Procurement Procedure
- Draft *Strategic Planning Working Group Vision Statement Report*
- AP No. 2200 Participatory Governance
- Draft 4 Year Program Assessment and Program Review Cycle
- BP No. 3202 Academic Program Review
- BP No. 3116 Academic Honesty
- Proposed Naming Opportunity of Facilities and Program
- BP No. 6017 Performance Evaluation
- Preparation Timeline for the Next Board Meeting

**College Web Site Link:**

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

<b>Submitted by:</b>		<b>Date Submitted:</b>	
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

1. Minutes of EC March 10, 2017, meeting
2. Endorsed BP and AP 3302 Maintaining Contact Hours
3. Endorsed BP 5301 Procurement Policy
4. AP 5301 Procurement Procedure pending meeting between procurement officer and those affected by the procedures
5. Recommended presenting Option 5 from the *STWG Vision Statement Report* to the board in May
6. Send comments on AP 2200 Participatory Governance to VPIEQA using track changes prior to the next EC meeting; SBA to review and section on SBA and suggest alternative language
7. Send comments on draft 4 year program assessment and program review cycle
8. President will review VP reports to the board online
9. Next SBA meeting with president rescheduled to May