

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
August 29, 2017	3:00 PM	Board Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy		X	Off-island meeting
VPAS	Joseph Habuchmai		X	Off-island meeting
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	Off-island meeting
Chair, Management Team	Grilly Jack		X	Off-island meeting
President, Faculty/Staff Senate	Sylvia Henry	X		
President, SBA	Christian Yarowe	X		
Recorder	Norma Edwin	X		

<b>Additional Attendees:</b>	Rencelly Nelson, Director of Human Resources
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Agenda/Major Topics of Discussion:
<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. Adoption of Minutes – August 18, 2017</li> <li>4. Review of Agenda</li> <li>5. Old Business               <ol style="list-style-type: none"> <li>a. VPIEQA                   <ol style="list-style-type: none"> <li>i. TOR Format</li> <li>ii. Strategic Plan 2018-2023</li> </ol> </li> </ol> </li> <li>6. New Business               <ol style="list-style-type: none"> <li>a. VPAS                   <ol style="list-style-type: none"> <li>i. BP #6001 Purpose and Scope</li> <li>ii. BP #6018 Termination</li> <li>iii. BP #6023 Outside Employment and Activities</li> <li>iv. BP #6032 Controlled Substance-Free and Alcohol-Free Workplace Policy</li> <li>v. BP #6021 Grievance Policy</li> </ol> </li> </ol> </li> <li>7. Miscellaneous</li> <li>8. Adjournment</li> </ol>

## Discussion of Agenda/Information Sharing:

1. **Reading of the Mission Statement:** SBA President Yarowe read the mission statement.
2. **Call to Order; Declaration of Quorum:** A quorum was declared; VPIEQA Harriss presided. The new national campus SBA President Christian Yarowe was introduced.
3. **Adoption of Minutes –August 18, 2017:** Minor edits were made to the minutes. *VP Oducado moved and FSS President Henry seconded to adopt the corrected minutes of the August 18, 2017, meeting. The motion passed with one abstention (Roboman, not present at meeting).*
4. **Review of Agenda:** VP Harriss recommended that TOR be placed last as the other agenda items require attention prior to the September board meeting. Since HR Director was present, new business would be the first order of business.
5. **New Business**
  - a. **VPAS**
    - i. **BP #6001 Purpose and Scope:** Proposed revisions include standardizing the format and addition of the last paragraph as recommended by the legal counsel. The recommended changes have been reviewed by legal counsel, HRC and FSS. Clarification sought for “directive” in the last paragraph. Legal counsel to be consulted. *VP Oducado moved and FSS President Henry seconded to endorse the proposed revisions to BP #6001 Purpose and Scope and HR to get clarification from legal counsel regarding “directive” for inclusion in the procedures. The motion passed with one abstention (Mike).*
    - ii. **BP #6018 Termination:** Proposed revisions include aligning to policy format; adding appropriate language to Section 2 to provide for reasonable accommodations and to comply with the Americans with Disabilities Act; modification of Section 4.C.2 to clarify provision requiring contact of employee; and adding sub-section to Section 4.E to clarify that employees terminated under this policy for disciplinary action have the option to grieve. The proposed revisions were vetted through the legal counsel, HRC, and FSS. *VP Oducado moved and FSS President seconded to endorse the proposed revisions to BP #6018 Termination. The motion passed unanimously.*
    - iii. **BP # 6023 Outside Employment and Activities:** Proposed revisions include adherence to policy format; listing prohibited employment/activities outside the college; clarifying conflicts with outside employment/activities; and defining outside employment/activities. The recommended changes have been reviewed by legal counsel, HRC and FSS. The first sentence was revised to read, “Employees may engage in outside employment and activities provided the activity:” *FSS President Henry moved and VP Simion seconded to endorse the proposed revisions, including the revision suggested during the meeting, to BP #6023 Outside Employment and Activities. The motion passed unanimously.*
    - iv. **BP #6032 Controlled Substance-Free and Alcohol Free Workplace Policy:** Proposed revisions include aligning to policy format; dividing information to make reading and finding information easier; adding section on APPLICATION AND PROHIBITION for clarity; and defining controlled substance. Discussion followed on other intoxicating agents that impair judgement that are not considered illicit substance. VP Oducado directed to continue the dialogue with HR to tighten use of inappropriate substance for future revision as necessary. *VP Oducado moved and FSS President Henry seconded to endorse the proposed revision to BP #6032 Controlled Substance-Free and Alcohol –Free Workplace Policy. The motion passed unanimously.*

v. **BP #6021 Grievance Policy:** Recommended modifications were made based on previous experiences with the grievance hearings and to strengthen weak areas identified. Specifically, sections on committee membership, timeline of actual hearing, nepotism policy, and required guidelines were clarified, defined and/or made more specific. While legal counsel and HRC reviewed the recommendations, FSS received the documents April 28. During its next meeting on May 3<sup>rd</sup>, it was not clear which was the original document. They did not get clarification prior to faculty leaving for the summer. It was proposed that FSS immediately send out the proposed revision to BP #6021 to the college community for review by September 5th. EC will vote electronically on the policy once the response from the college community is communicated. FSS President Henry moved and Dean Kanto to endorse that plan.

6. **OLD BUSINESS**

a. **VPIEQA**

- i. **TOR Format:** Because of time constraints, discussion on format for TOR was tabled to the next meeting
- ii. **Strategic Plan 2018-2023:** The board has already endorsed the mission, vision statement, and core values. Two strategic directions were endorsed by EC during the last meeting. Measures of success, areas to focus, need to be identified. VP Harriss presented some aspirational targets for each strategic direction. These may be changed as situation changes. VP Simion moved and Dean Mike seconded to endorse the Strategic Plan 2018-2023 to the board with the provision that measures of success may change. The motion passed unanimously.

7. **Miscellaneous**

- 8. **Adjournment:** FSS President Henry moved and Dean Kanto seconded that the meeting be adjourned. The meeting adjourned at 4:32 PM.

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

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**Handouts/Documents Referenced:**

- EC draft minutes of August 18, 2017, meeting
- Draft revised BP #6001 Purpose and Scope
- Draft revised BP #6018 Terminations
- Draft revised BP #6023 Outside employment and Activities
- Draft revised BP # 6032 Controlled Substance-Free and Alcohol-free Workplace Policy
- Draft revised BP #6021 Grievance Policy

**College Web Site Link:**

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**Prepared by:**

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**Date Distributed:**

**Approval of Minutes Process & Responses:**

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

1. Adoption of EC August 18, 2017, meeting minutes
2. Endorsed BP #6001 Purpose and Scope
3. HR to consult legal counsel to clarify “directive” in BP #6001
4. Endorsed BP #6018 Termination
5. Endorsed as revised BP #6023 Outside employment and Activities
6. Endorsed BP #6032 Controlled Substance-Free and Alcohol-Free Workplace Policy
7. VPEMSS to continue dialogue with HR to tighten use of inappropriate substance for future revision
8. FSS to gather input from college community on the proposed revisions to BP #6021 and transmit response to EC for action prior to September board meeting
9. Endorsed COM-FSM Strategic Plan 2018-2023 with understanding that changed could be made to the measures of success

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