

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

Committee or Working Group:	Executive Committee
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Date	Time	Location
February 10, 2017	10:05 – 11:45 AM	Board Conference Room

Members	Name	Present	Absent	Remarks
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, CTE	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		

Additional Attendees:	Bobby Santos, Director of Procurement and Asset Management
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Reading of the Mission Statement 2. Call to Order; Declaration of Quorum 3. Review of Agenda 4. Review of Minutes – January 27, 2017 5. Old Business <ol style="list-style-type: none"> a. Action Item – Strategic Planning Working Group Mission Review and Recommendations Report 6. New Business <ol style="list-style-type: none"> a. VPIEQA <ol style="list-style-type: none"> i. Information – Information Technology Replacement and Purchase Policy b. VPAS <ol style="list-style-type: none"> i. Action Item – Board Policy No. 5301 ii. Action Item – Administrative Procedures No. 5301 7. Miscellaneous 8. Adjournment

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. Reading of the Mission Statement: VP Habuchmai recited the mission statement. 2. Call to Order; Declaration of Quorum: President Daisy declared a quorum and opened the meeting at 10:05 AM. 3. Review of Agenda: Clarifications made regarding the agenda. The information technology

replacement and purchase policy added for information. The director of procurement and asset management will present the procurement policy and procedure.

4. **Review of Minutes – January 27, 2017:** Revised HRC TOR received clarifying “master development plan” which was questioned during the last meeting. VP Harriss moved and FSS President Henry seconded that the minutes of the January 27, 2017, meeting be adopted. The motion passed with one abstention. Dean Mike not able to access Dropbox to review the minutes; working with IT Director to resolve the problem
5. **Old Business**
 - a. **Action Item – Strategic Plan Working Group Mission Review and Recommendations Report:** VP Harriss walked Cabinet through the report. The first part provides a history of the work done and efforts to strengthen compliance with Standard 1A Mission. Four alternative mission statements drafted and college surveyed for preference. The top two options will be presented to the board at the next meeting. Director Jack moved and VP Oducado seconded that the report and recommendations be adopted. The motion passed unanimously.
6. **New Business**
 - a. **VPIEQA**
 - i. **Information – Information Technology Replacement and Purchase Policy:** Policy has gone through ICT and being presented to EC now to share with constituents. Comments should be submitted before the 24th so final decision can be made at next EC meeting. If approved, policy to be presented to the next board meeting in March.
 - b. **VPAS**
 - i. **Action Item – Board Policy No. 5301:** This policy combines and updates two old policies BP 5300 Procurement Policy and BP 5301 Modes of Procurement. Director Santos went through the policy indicating sections from the old policies and where updates made to follow standard practices in the region. The need for consistent format and office names, cross referencing other policies, and use of watermark for drafts raised. Action postponed to a later meeting after review by cabinet and listening campaign. Suggestion made to discuss different terminology and the publication manual at a future meeting.
 - ii. **Action Item – Administrative Procedures No. 5301:** Director Santos also went through the procedure pointing out sections from the original procedure and where changes were made, such as new forms, procurement office, bids and award team, and cabinet’s role. More details included in the informal bidding section which raised questions and concerns. Since procedures do not need to go to the board, suggestion made to get feedback on the procedure first then take action at a later date. Request made to highlight changes to make following discussions easier for off-island participants.
7. **Miscellaneous**
 - a. **President**
 - i. Timing of documents to be shared – request made that documents for action be shared a week before the meeting or to be introduced as information for action at the next meeting.
 - ii. Bingo fundraiser – Director Jack requested support for the event.
 - iii. Budget consultation meeting – President Daisy provided an update of the meeting especially regarding PMO responsibilities and oversight which may

freeze projects until resolved. The design phase of our projects already approved so we can move forward.

8. **Adjournment:** VP Harriss moved and VP Oducado seconded that the meeting be adjourned. The meeting adjourned at 11:45 AM.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- Agenda – February 10, 2017
- Minutes – January 27, 2017
- [Strategic Planning Working Group Mission Review and Recommendations Report](#)
- Information Technology Replacement and Purchase Policy
- Board Policy No 5301 Procurement Policy
- Administrative Procedure No. 5301 Procurement Procedure

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:

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

1. Adopted minutes of January 27, 2017, meeting.
2. Adopted Strategic Plan Working Group Mission Review and Recommendations Report.
3. Submit comments on information technology replacement and procurement policy before February 24 for action at the next meeting.
4. Correct BP 5301 Procurement Policy as advised; action at the next meeting.
5. Discuss different terminology and publication manual at a future meeting.
6. Get feedback of AP 5301 Procurement Procedure.
7. Highlight changes on proposed policies to help off-island participants follow the discussion.
8. Share documents for action a week before the meeting or introduce it at the meeting prior to the meeting for action.