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**AGENDA ITEM \_\_\_\_\_**

Review of Board Policy No. 1312 (Quorum for Transaction of Business), Board Policy No. 1313 (Minutes of Meetings), and Board Policy No. 1320 (Attendance and Vacancies)

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**RECOMMENDED DIRECTIVE**

The Board of Regents hereby approves Board Policy No. 4407 (Change of Major/Individual Degree Plan), Board Policy No. 4502 (Final Grades), Board Policy No. 4707 (Satisfactory Academic Progress), and Board Policy No. 4708 (Appeal of Financial Aid Suspension), with amendments, for the purpose of updating and strengthening the policy framework to ensure clarity, consistency, and alignment with institutional practices, applicable U.S. federal requirements, and accreditation standards applicable to postsecondary institutions.

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**DISCUSSION**

Policies and procedures are living frameworks that balance stability and adaptability. While their core principles provide continuity, their specifics must evolve to reflect the institution’s growth and changing needs. As such, the Vice President for Enrollment Management continues to collaborate and work with concerned offices and standing committees to review policies and procedures under Chapter 4.

Board Policy No. 4407 Review of Board Policy No. 4407 (Change of Major/Individual Degree Plan) and Board Policy No. 4502 (Final Grades) were reviewed and endorsed on May 13, 2026, by the Recruitment, Admissions and Retention Committee (RARC), and by the sub-committee of the Curriculum Committee on May 20, 2026.

Board Policy No. 4707 (Satisfactory Academic Progress) and Board Policy No. 4708 (Appeal of Financial Aid Suspension) were reviewed and endorsed by the Financial Aid Committee under the College’s Financial Aid Office on May 21, 2026.

On May 25, 2026, the Executive Committee (EC) reviewed and endorsed all four policies and subsequently forwarded them to the Board of Regents for consideration and approval at its June 9–11, 2026 meeting.

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**POLICY REMARKS**

<i>Board Policy (BP)</i>	<i>Key Amendments</i>
BP No. 1312-Quorum for Transaction of Business	<ul style="list-style-type: none"><li>Standardizes capitalization and terminology (e.g., “Board” consistently capitalized) as an editorial correction under the COM-FSM Publication/Style Manual to ensure consistency in formal governance documents without altering policy intent or legal meaning.</li></ul>

	<ul style="list-style-type: none"> <li>• Inserts a clause clarifying that any action taken pursuant to subsections (a) and (b) is official only when consistent with the quorum requirement set forth in PL 7-79, §12 and the 2025 Board of Regents Bylaws, Article VI, §§6, 10, and 13. This clarifies that quorum requirements apply equally to both meeting and non-meeting actions (including polling), thereby reinforcing statutory compliance and preventing the validation of Board actions taken without a legally sufficient quorum.</li> </ul>
BP No. 1313-Minutes of Meetings	<ul style="list-style-type: none"> <li>• Updates and expands the policy references to reflect current legal and governance authorities by replacing outdated citations with the applicable provisions of PL 7-79 and the 2025 Board of Regents Bylaws, thereby improving accuracy, traceability, and alignment with the Board’s governing framework.</li> <li>• Modernizes and standardizes the policy’s drafting style through consistent capitalization of official titles, improved formatting and punctuation, clearer sentence structure, and the use of gender-neutral terminology (“chairperson”), resulting in a more formal, readable, and contemporary governance document.</li> <li>• Reorganizes the policy from two paragraphs into three paragraphs to improve clarity and readability by separating (1) the recorder and adoption process, (2) dissemination and actions/directives requirements, and (3) public inspection provisions, thereby making the policy easier to follow and administer.</li> </ul>
BP No. 320-Attendance and Vacancies	<ul style="list-style-type: none"> <li>• Updates legal and governance references</li> <li>• Standardizes capitalization and terminology (e.g., “Board” consistently capitalized) as an editorial correction under the COM-FSM Publication/Style Manual to ensure consistency in formal governance documents without altering policy intent or legal meaning, and the use of gender-neutral terminology (“chairperson”).</li> <li>• Reorganizes the policy structure for clarity and usability by assigning alphabetic headings to each section, creating a clearer logical framework that improves navigation, cross-referencing, and readability of procedural provisions, especially in longer governance documents where multiple rules must be easily located and applied.</li> </ul>

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**ACTION TAKEN**

- Approved as presented
- Approved with modifications
- Disapproved
- Deferred to a later meeting

Aye      Date \_\_\_\_\_  
 Nay