

COLLEGE OF MICRONESIA-FSM  
BOARD OF REGENTS

**MINUTES OF THE JANUARY 14-15, 2013, MEETING  
Pohnpei Campus**

**CALL TO ORDER**

Chairman Kasio Mida called the regular meeting of the College of Micronesia-FSM Board of Regents to order at 9:15 a.m. on Monday, January 14, 2013, in the HTM classroom (Blue Plate Café) at Pohnpei Campus. He welcomed his colleagues, especially those coming from off island and wished everyone a belated Happy New Year. He recognized and thanked the administration for the progress made in addressing the challenges facing the college. At this meeting we will be looking at areas to cut costs and to raise revenues; he thanked President Daisy and all who are contributing to this effort. The board is working toward establishing a foundation for our endowment fund. Members for the foundation board have been identified and will be approved at this meeting. While we have come a long way to achieve our challenging work; we still have much work to do. He urged the President and his team to continue the good work until our goals are met. He pledged the support of the board in the endeavor. Chairman Mida then asked for a moment of silent prayer.

**MISSION STATEMENT**

Regent Figir read the mission statement.

**ROLL CALL**

The Secretary/Treasurer called roll. Regents Lyndon Cornelius from Kosrae State, Churchill Edward from Pohnpei State, Graceful Enlet from Chuuk State, Mary B. Figir from Yap State, and Kasio Mida representing the National Government were present; a quorum was declared.

Also present for all or part of the meeting were Joseph M. Daisy, Ed.D., President/Chief Executive Officer and ex officio member of the Board of Regents; Mariana Ben Dereas, Vice President for Instructional Affairs; Joseph Habuchmai, Vice President for Administrative Services; Frankie Harriss, Vice President for Institutional Effectiveness and Quality Assurance; Joey Oducado, Acting Vice President for Student Services; Jim Currie, Vice President for Cooperative Research and Extension; Kind Kanto, Dean of Chuuk Campus; Kalwin Kephass, Dean of Kosrae Campus; Grilly Jack, Acting Dean of Pohnpei Campus; Matthias Ewarmai, Director of FSM Fisheries and Maritime Institute; Doman Doas, Acting Comptroller; Jimmy Hicks, Director of Institutional Research and Planning; Joseph Saimon, Director of Development and Community Relations; Jeffrey Arnold, Pohnpei Campus Student Services Coordinator; Diaz Joseph, Director of Pohnpei Upward Bound Program, Debra Perman, Chairman of Division of Hospitality and Tourism Management and Business; Winter George, Pohnpei Campus IT Technician; and Norma Edwin, Executive Assistant to the President and meeting recorder.

## **ELECTION OF OFFICERS**

**Regent Enlet moved and Regent Edward seconded that the same officers be retained for the next year; that is Kasio E. Mida as Chairman, Lyndon Cornelius as Vice Chairman, and Mary B. Figir as Secretary/Treasurer. The motion passed unanimously.** The reason for keeping the same officers is the uncertainty of the tenure of some Regents. Some Regents are reaching the end of their two terms at the end of the year. This is unfortunate because this board works well together. It will be a challenge to lose two or three members while dealing with the challenges facing the college. However, that is beyond our control; it is the law. Chairman Mida thanked the board for their vote of confidence.

## **REVIEW OF AGENDA**

President Daisy explained the revised agenda includes what the board completed during their workshop – board two-year action agenda, strategic institutional outcomes and input for the vision, and board development and education proposal. It also includes a request for online catalog policy and revision to the board’s ethic policy and review of the bylaws. **Regent Figir moved and Regent Cornelius seconded that the agenda as amended be adopted. The motion passed unanimously.**

## **APPROVAL OF MINUTES**

The board reviewed the minutes of the August 10, 2012, special meeting. **Regent Cornelius moved and Regent Enlet seconded that the minutes of the August 10, 2012, special meeting be adopted as corrected. The motion passed unanimously.**

## **COMMUNICATIONS**

President Daisy included a range of communications in the meeting notebook. He called the board’s attention to the letter from Senator Halbert and his response; others are routine correspondence

## **REGENTS’ REPORTS**

**Regent Enlet** distributed a trip report summary on the Association of Heads of Tertiary Institutions in the Pacific Islands Conference which he attended on the President’s behalf in Fiji October 22-23. The report stated the purpose and possible benefits of joining the association which offers collaboration with other Pacific tertiary institutions to further common interests. The college has been invited to join for a fee based on enrollment. He has information (hard copy and electronic) on the presentations for anyone interested.

In Chuuk, two legislation that have implication to college were passed: 1) centralization of the personnel system excluding the department of education (Request for proposal for a personnel

system for DOE is out); 2) redefining the Department of Education into three divisions: administration, research and planning, and curriculum and instructions, and decentralization of the department to the five regions headed by a chief of schools. Consultant will be hired to implement the changes. This provides opportunities for the college to provide some training on site and for teachers.

**Regent Edward** reported on a hearing he attended last week with the Department of Education during which issues relating to the college were discussed - FSM FMI and accreditation of all public schools. The college could have an important role in the discussions on accreditation of the public schools. He also mentioned that in an informal discussion closure of Pohnpei Campus was mentioned to which the Governor said they would want the land back. College has work to do to clarify the issue.

**Regent Cornelius** reported on development of FY 2014 budget which affects many programs, especially scholarship. An outreach program is needed to inform parents on how to deal with reduction of funding. Another issue is teacher certification. DOE is working closely with Kosrae Campus; OIA requires a detailed training plan for those not yet certified. He called on the college to work closely with DOE.

**Regent Figir** was pleased to hear about the December fundraising event. She stressed the need for fundraising activities and participation in contributing money to the college.

**Regent Mida** reported on the recent COM board meeting during which they gave us another \$50,000 for accreditation efforts and activities. Their next meeting will be in Pohnpei in February; no date has been set yet.

Chairman Mida recognized Kind Kanto, the new Dean of Chuuk Campus, and Joey Oducado, the Acting Vice President for Student Services and welcomed them to their first board meeting. He also recognized the good effort of Grilly Jack, Acting Dean of Pohnpei Campus.

The board agreed to hear the President's report then take up action items.

## **PRESIDENT'S REPORT**

**President's Office.** President Daisy prefaced his report by first thanking the board for their support and guidance in helping him to better understand this complex institution and for their dedication in advocating for the college and in their own development to become a stronger board. He also thanked the vice presidents, deans, and directors for their support and hard work to strengthen the college. This has been a year of significant changes, but there is much more to do. He thanked Regent Enlet for attending the conference in Fiji on his behalf. He then stressed that there is no plans to close Pohnpei Campus; we need to correct this misunderstanding.

President Daisy explained that his vision for the college to model best practices in higher education is consistent with the Regents. Internally the college continues to make organizational changes to broaden and strengthen participation of all groups. Through discussions and identified needs, a management team made up of mid-level managers and deans

and an executive committee made up of the deans, cabinet, and representatives of management team, council of chairs, faculty staff senate, and student body association were established. The college is in the process of looking at some positions at the college and some relationships to find efficiencies without sacrificing quality. He reported on the two unsuccessful searches for chief of staff and dean of Pohnpei Campus; the status of the BECA proposal to help long term facilities planning, reaching out to national and state leaders, purchase of TracDat for gathering and analyzing assessment data; completion of the assessment report on student services, plans for external assessment of the business office, progress on the foundation board, and development of the FY 14 budget.

Looking back over the past year, President Daisy is amazed at how little he knew, what he has learned, and the progress made. The March report to the accrediting commission is critical; the college must stay focused on the work ahead. He looks forward to continuing to work with the board, the public and the rest of the college, and extended thanks to faculty, the heart of the institutions, and the staff, the unsung heroes,

The board inquired about the unfilled positions.

## **NEW BUSINESS**

**Update on revised mission statement.** This is a follow up from the visioning summits that occurred in August and at the campuses and parallels the work done by the board. A subcommittee of the executive committee has been charged with using that information and revising the mission statement. This is presented for information to show the status of the review; no action is requested at this time. The board's two year action agenda and institutional objectives are timely and will be shared with the committee.

The board inquired about the deadline for completing the mission statement; whether it is an accreditation issue; information needed to develop a good mission statement; and the process involved. The development of a mission statement is essential in accreditation and requires a broad range process that requires time. However, the college does not have the luxury of going forward with a routine planning cycle. The college was advised in the visiting team report that our mission statement was too broad, so we are looking at clarifying what we can do. It is not an ideal situation; however everyone is stretched to accomplish five year's work in a year. After June things can revert to normalcy.

**Revised organization chart.** The chart is a visual representation of the governance organization which is charged with decisions and recommendations and the administrative organization which is charged with action and implementation. The executive council (EC) facilitates decision making on the participatory governance side and is composed of the cabinet, deans, and representatives from the management team, council of chairs, faculty staff senate, and student body association; all constituencies weigh in on decision making. The management team (MT) bridges gaps in communications between offices and vice presidents and among the directors on the administrative side and facilitates communication and dialogue. The initial feedback is positive.

The board inquired about who were involved in developing the schematics; what issues go where; and the standing committees. The board wants an update on its effectiveness at the next meeting. The board tabled making a decision until a written “action page” was presented. The board requested a chart of all their actions for the past year.

After the action page was prepared, **Regent Edward moved and Regent Enlet seconded that the board approves the proposed organization chart indicating the administration side and the participatory governance side of the institution. The motion passed unanimously.**

**Online catalog policy.** The college now includes the college catalog on-line which can easily be modified to reflect changes. In the future, the college plans to go paperless as a means to save money. The request is to make the on-line catalog the official catalog rather than the printed catalog. **Regent Edward moved and Regent Cornelius seconded that the on-line college catalog be the official college catalog. The motion passed unanimously.**

**Revision to Per Diem Policy.** Since implementation of 100% advance on per diem in May 2009, travel accounts receivables and outstanding travel advances have increased. The recommendation is to return travel advance to 80%; however a traveler can request 100% if the traveler has no outstanding travel advances or receivables.

The board inquired about the controls in place to enforce the policy; possible hardship on some employees to settle within six months; applicability to the board; timing of billing for accounts receivables; and the Comptroller not being present to answer questions. The board wanted an update on travel accounts receivables and advances in March and TAs to show how much is owed. While the board was in agreement about the change in travel advance, they were not comfortable with the proposed method of enforcement and asked that the proposed directive be amended.

A revised action page was presented. After clarifying authority to travel, **Regent Enlet moved and Regent Figir seconded that the board approves the revision to the travel policy on per diem to read:**

**A person with authorized travel from the college can receive an advance of 80% of her/her per diem. However, if the traveler has no outstanding travel advance nor accounts receivable with the college, he/she may request 100% advance on per diem.**

**Travel is not to be authorized for persons with unliquidated travel advance unless arrangements to clear the account have been made with the Business Office and approved by the President. The motion passed unanimously.**

The board asked for updates and plans to eliminate the huge travel receivables at future meetings. The board is expected to clear their outstanding balance also.

**Facilities fee.** The proposed facilities fee is intended to assist in generating an ongoing and reliable source of funds to compensate and supplement the cost of operations and maintenance of college facilities to meet standards and promote safe and effective learning environment; it is a way to help with the total cost of ownership of the facilities. The proposal gradually implements

the fee beginning with \$150 in fall 2013 and ending with \$200 in fall 2015.

The board inquired if the fee would be applicable to all students, be on top of the dorm fee, and be Pell deductible; about the possibility of building it into other fees or tuition, renting of facilities; alternatives for raising funds other than from students; basis for the figures; status of the maintenance fund; and whether funds raised in the states stay in the states. The board expressed the need for a comprehensive plan for cutting and raising revenue. Beginning in FY 2014 the administration plans to have pockets of funds for various activities for better transparency of the fees. **Regent Cornelius moved and Regent Figir seconded that the board approves the establishment of facilities use fee to provide supplemental funding to support the operations and maintenance of college facilities at all campuses or sites. The motion passed with 4 ayes and 1 nay.** The board cautioned that with establishment of a new fee, the college must be able to speak of areas where cuts and efficiencies were made and be prepared to answer hard questions from Congress.

**FY 2014 operations budget.** VP Habuchmai explained the FY 2014 budget development timeline and process. Projected revenue is based on approved enrollment projection, \$10 tuition increase, indirect costs and \$3.8 million from FSM. Fixed costs (personnel and utilities) were calculated and ceilings established prior to individual office/division budgets were developed. Results from assessment reports, information from prioritization exercises, and strategic initiatives fed into the development of the budgets. Areas cut were non-essential vehicles and non-critical positions. Program prioritization will inform further reduction in the future.

The board inquired about the areas increased and the justification; the decrement; sources of indirect costs; the fund balance; other sources of revenue; scenarios should funding not be realized; college readiness of our students and associated costs; amount of fixed costs; and the recent COMET results of second takers. **Regent Figir moved and Regent Cornelius seconded that the proposed operations budget for FY 2014 of \$12,195,467 be approved. The motion passed unanimously.**

**FY 2014 FSM FMI budget,** VP Habuchmai explained that FSM FMI is funded from local revenue through appropriation from the national government. Previously the institute was funded at \$655,110. Assessment plans and reports were used to formulate the FY 2014 budget and the institute is requesting a budget of \$755,110. The \$100,000 is needed to meet enrollment increase and facilities issues; last year the college's contingency fund was used to meet facilities improvement to meet accreditation standards.

The board inquired about the enrollment increase; use of the contingency fund; high cost to run the institute; and results of combining administration of the two campuses on Yap. Since the national government is responsible for funding FMI, the college will seek reimbursement for the funds used from the college. **Regent Cornelius moved and Regent Figir seconded that the recommended budget of \$755,110 for FSM FMI for FY 2014 be approved for submission to FSM National Government. The motion passed unanimously.**

**FY 2014 auxiliary enterprises budgets.** VP Habuchmai presented the budgets for auxiliary enterprises – the bookstore and the cafeteria which includes slight increases to reflect salary increases, supplemental supplies, computers, and new goods for the bookstore.

The board inquired about salary increases which lead to a discussion on the board's commitment to bring faculty salaries up to competitive level. **Regent Figir moved and Regent Cornelius seconded that the recommended operating budgets for FY 2014 for the following auxiliary enterprises be approved:**

<b>Bookstore</b>	<b>\$ 84,951</b>
<b>Cafeteria</b>	<b>213,477</b>

**The motion passed unanimously.**

**FY 2014 Board of Regents budget,** VP Habuchmai explained that the board's FY 2014 budget is higher by \$30,000 to reflect \$20,000 for professional development and increase in travel costs. **Regent Cornelius moved and Regent Figir seconded that the COM-FSM Board of Regents FY 2014 budget in the amount of \$105,000 be approved for submission to the FSM Government. The motion passed unanimously.**

**Supplemental budget for FY 2013.** The request is accommodate a new office and new requests since the FY 2013 budget was approved. The college's operations budget for FY 2013 was approved with \$575,214 from the fund balance. The board later approved \$104,128 from the fund balance for the public health program. When the \$700,000 decrement was restored by the national government from general fund, the FY budget deficit was restored to the fund balance. A supplemental budget request was made for the remaining amount plus \$152,703 from the fund balance to correct provision of salary and housing at Pohnpei and Chuuk campuses and the president's office, to provide supplemental budget for the president's office, and to fund the office of the VPIEQA.

The board inquired about the source of funding for the request and reason why housing was not included in the budget and requested that in the future the board be given full accurate information to guide their decision. A Regent noted that supplemental request is a sign of poor planning. **Regent Figir moved and Regent Cornelius seconded that the board approve the \$173,361 supplemental budget requests for the FY 2013 budget. The motion passed unanimously.**

**Adding VPIEQA as signatory.** Vice presidents are signatories on all bank accounts. A new vice president position was established so should also be a signatory. **Regent Figir moved and Regent Edward seconded that the Vice President for Institutional Effectiveness and Quality Assurance be added as a signatory for the following COM-FSM accounts:**

**Bank of FSM**

- General Fund – savings and checking**
- State Campus – savings and checking**
- Payroll Fund – checking**
- Bookstore – checking**
- Restricted Operations Account – checking**
- ESG Account – checking**

**Bank of Guam**

**Federal Pell Grant – checking**

**Endowment Fund – savings**

**State Campus – checking**

**The motion passed unanimously.**

**Board development and orientation program.** During the visioning summit the board attended a workshop to familiarize themselves with their role as Regents. Having found it very informative and useful, a second workshop was arranged prior to the meeting and a formal board development program was drafted. **Regent Cornelius moved and Regent Figir seconded that the proposed board development and education proposal be adopted. The motion passed unanimously.**

**Revisions to board code of ethics.** During review of the standards for our report to the accrediting commission, it was noted that the college must have “a code of ethics that includes a clearly defined policy for dealing with behavior that violates its code.” While the board policy manual includes a section on board ethical conduct, it does not speak to violations of that code. The proposed recommended directives need to be revised to also address violations of the ethical code in its bylaws. **Regent Cornelius moved and Regent Edward seconded that the action page be modified to include the bylaws.**

The board noted the need to establish a schedule to regularly review the bylaws. **Regent Enlet moved and Regent Edward seconded that the board approves inclusion of a section on “Ethical Violations” in Article V, Statement of Ethical Conduct, of the board’s bylaws and in Section IV.B., BOARD OPERATIONS Board Ethical Conduct, in the Board of Regents Policy Manual. The motion passed unanimously.**

**Board of Regents Two-Year Action Agenda (2013-2015).** This is the outcome of the board’s workshops. The agenda is consistent with the efforts of the college and is a work in progress. **Regent Enlet moved and Regent Edward seconded that the board approves the Board of Regents’ Two-Year Action Agenda (2013-2015). The motion passed unanimously.**

**Board of Regents Strategic Institutional Outcomes and Input for the COM-FSM Vision.** This too is the result of the board’s works since August and parallels the work the college is engaging in reviewing of the vision and mission statements. **Regent Edward moved and Regent Enlet seconded that the board approves the Board of Regents Strategic Institutional Outcomes and Input for the COM-FSM Vision.**

**PRESIDENT’S REPORT – continued**

The board inquired if there was a reason for the order of the agenda; why reports came first. Some questions during the discussion of the agenda items could have been answered if preceded by the reports. A discussion followed on what kind of written reports the board preferred. High level summaries were preferred over the tables. The board asked for “fact sheet” on the college with enrollment data and other frequently asked questions.



**Administrative Services.** VP Habuchmai reported on his involvement with the mid-term report; oversight of FY 2014 budget preparation; following up with SBOC on the status of our BECA proposal for space utilization study; receipt of a new super silent generator for the administration, library, and old faculty buildings and moving the other generator for the cafeteria, dormitories and bookstore building (target completion end of the month); status of the solar project (turn over ceremony scheduled for January 22); and involvement in writing the narrative for the Integrated Educational Master Plan (IEMP).

The board inquired about the approval process for funding of the BECA proposal and urged staying on top of it. The board also asked about future plans for installing solar on existing and future buildings at the national and other campuses as well, and about the use of the infrastructure maintenance fund.

**Financial report.** Doman Doas, Acting Comptroller, reported that the statement of revenue and expenditures as of September 30, 2012, shows the tentative results of operations for unrestricted fund for fiscal year 2012 as fund balance change of \$672,000; the current cash balance as \$6.067 million, which is lower by 14% compared with prior quarter balance. The level of cash balance varies from quarter to quarter due to the timing of receiving Pell awards. The level of student net receivables as of September 30 is \$1.225 million which is lower by 57% compared with prior quarter. The audit for the college is scheduled to start January 2013, and the Business Office is in the process of analyzing the accounts, performing reconciliations, preparing schedules and necessary adjusting entries to complete the audit requirements by the auditor. The market value of the endowment fund as of September 30, 2012, was \$3.439 million, a gain of 5% from the previous quarter. All asset allocations are in accordance with the investment policy. Fundraising for the endowment for fiscal year 2012 was \$59,000, short by 41% of the target \$100,000 per annum.

The board sought clarification on cash position (shows our ability to pay our bills); students receivables; the audit report; endowment fundraising; and requested a report on accounts receivable for travel at each meeting; and inquired about cost per student; collecting accounts receivables from students; withholding refund to pay balance; donations to the endowment from employees; location of local fundraising funds, and absence of the Comptroller.

**Cooperative Research and Extension.** VP Currie reported on the opening of the Pohnpei CES office which was attended by Ambassador Rosen, President Daisy and other collaborators; MOU with the Secretary of the Pacific Community, collaboration with IOM on disaster preparedness; and participation in World Food Day. The directives from the COM board meeting are on the website. Dr. Singeo has submitted the required reports from the program review; this has led to better working relationship between the offices. The piggery advisory council initiated in Pohnpei is spreading across the country. Jackson is heading the promotion of dry litter systems to control water contamination. In December Dr. Singeo called a stakeholders meeting to review the CariPac program, discuss future concerns, and set the stage for the next grant proposal. The meeting gave internal stakeholders an understanding of the programs and input in future programs. They wanted more scholarships and Dr. Daisy expressed the need to bridge with the high school system and for more internships. Jim was able to take their input to the CariPac meeting which was held soon after. The new cycle includes greater collaboration

with the VPIA, more scholarships and internships, and less operations travel.

The board inquired about programs, such as 4H, which target at risk youth groups. While CRE would like to support instructional programs to bring them in, their capabilities are limited. The board stressed the need to collaborate with other service providers. Attempts with the past two administrations in Chuuk to collaborative with the Department of Agriculture were unsuccessful; if there is a new administration, attempt should be made again.

**Institutional Effectiveness and Quality Assurance.** President Daisy recognized the Office of Institutional Research and Planning for their extraordinary work and support in so many areas of the college. He thanked the VPIEQA for her leadership of the department and Director Hicks and his staff for their work.

**Institutional Research and Planning.** Director Hicks presented the following fall 2012 semester data and enrollment trends: enrollment by campus, in comparison with fall 2011, by gender and campus, by state of origin, by degree type; headcount vs. FTE by campus; credits by campus and student type; distribution of credits enrolled; age distribution; retention fall 2011 to fall 2012; percentage of full time students; percentage of students earning 12 or more credits; good academic standing of all students by campus and only for new students; grade point average distribution; course completion rates and grade distribution; graduates by campus, degree, and state of origin.

The board sought clarification on some of the data and further discussed Pell requirements; access and success; challenges to address problems; communicating our needs to the government; collaboration with states to complement each other; right sizing the college to serve students well; and finding reasons behind the data to determine solutions.

**Development and Community Relations.** Director Saimon reported that the college catalog and newsletter now on-line and the non-academic program prioritization process identified three core functions for his office – communications, fundraising, and alumni relations. Level of communications internally has increased with story lines coming from the campuses daily. The director is working with external information officers to be informed and to inform about the college. A 50/50 raffle was held system-wide in December with Chuuk campus raising \$201 in their first raffle and \$102 in their second; Pohnpei campus raising \$206, national campus \$1,407, Yap campus/FMI \$1,120, and Kosrae \$648 for a total of \$3,684; of that \$1,842 goes to the endowment fund. An evaluation will be made of the activity.

The board inquired about the low sales at Pohnpei and Chuuk campuses and low turn out at the community meeting in Pohnpei. There is a need to cost out total expenditures for fundraising activities and planning and communicating well for community meetings.

**Accreditation.** VP Harriss drew attention to her written report in which she included the College's report to PPEC. During the last visit, the college was cited for not knowing the basics of accreditation. She, therefore, is encouraging all to take the on-line basic accreditation course. To date, Yap campus and then Chuuk campus have 100% completed the course successfully. She thanked Regents Mida and Enlet for also completing the course; it would be a huge statement if 100% of the Regents completed the course. By mid-February the strategic plan

2013-2017 will be ready. By the next meeting the student learning outcomes report and the mid-term report will be due. A lot of work has been completed in a short time which will put us in a great position for the next self study.

The board further discussed the need to transform the culture to avoid crisis mode and to do things as part of normal and asked for early copies of the reports to have time to read them in advance.

**Instructional Affairs.** VP Dereas reported all course outlines now in correct SLO format with assessment listed (this ensures consistent quality across all sites); faculty more involved in committee work, even with overloads (people taking ownership by being more involved in participatory governance); an outcome of program prioritization (offering courses that students need when needed); working with U.S. Embassy to offer NGO courses; and writing the narrative for the integrated educational master plan (working group-VPPIA, VPAS and IRPO).

The board asked for more information on the NGO courses and the role of the embassy; volunteer instructors and encouraged exploring other opportunities; and outside support to get everything done (technical support but we do the work).

**Chuuk Campus.** Dean Kanto reported on weaknesses and threats at Chuuk campus: weaknesses include lack of a permanent site which limits growth (only seven years left on existing lease) and declining enrollment; and threat includes competition from other institutions on island (CCPI just graduated 14 with AA in liberal arts). He also reported on an MOU in progress with Department of Education to provide career and technical education for Chuuk High School using our facilities at a cost (providing service and generating revenue) and asked about the possibility of having different entry requirements for technical and vocational programs. College-wide and campus committees are using the wiki to post minutes to improve communications. During the last board meeting two issues were raised: a fundraising committee has been created to address the lack of fundraising at Chuuk campus and the chief of security held fire drills and a water pump has been ordered to address the arson threat. Except for three employees who do not understand English, 100% of the employees have successfully completed the on-line accreditation basics course. He thanked President Daisy and the board for the opportunity to serve the college and Chuuk campus.

The board recognized this as Dean Kanto's first meeting and thanked him for his report. After an inquiry about recruitment measures at Chuuk Campus, the board had a long discussion on the permanent site. While trying to strategize the next step, the board realized that they needed to hear from the Chuuk leadership and get a commitment from the government before they could make any plans. Regent Enlet, Dean Kanto, and VP Habuchmai were tasked to approach the leadership and get preliminary insight on their views of a permanent campus and report back at the March meeting. They inquired about the master plan for the permanent site.

**Kosrae Campus.** Dean Kephas provided updates to his written report: personnel activities include four security and one maintenance positions to hire, two faculty positions being interviewed and two more review in progress, and non-renewal of carpentry instructor; 188 spring enrollment (122 FTE); few in-service teachers enrolled part-time (high enrollment in 2004 was due to a teacher training program with 60 in-service teachers, enrollment dropped when

program ended); hiring tutors for student support; close-out report for Upward Bound submitted and keys returned to DOE; renovation of administration building on-going, delayed due to unavailability of materials; and piggery project 75% completed.

The board inquired about the number of security guards needed.

Pohnpei Campus. Acting Dean Jack reported on HTM program partnership with tourism initiatives, T&T partnership with U.S. Embassy woodworking project and with SPC on solar training; using TRIO programs at high schools to address challenges of incoming students; two new instructors and new Gear Up director; campus exhibition as a recruitment tool and to showcase the skills acquired through our programs; advisory councils for different programs; use of instructors with less than 15 credit load to tutor in the ACE program; efforts to expand non-credit programs; and an outcome from the program prioritization to schedule per the catalog.

The board inquired about and/or further discussed advisory councils; bridging the gap efforts; incorporating needs of the community in program prioritization; and TRIO programs.

Yap Campus. Dean Roboman sent her regrets that she is unable to attend the meeting. VP Dereas reported that since May Lourdes has assumed the position of Dean for both campuses. It is a learning experience for her and she thanked Matthias as she had to learn a whole new language. The organization chart shows Matt concentrating on curriculum at FMI. The board sought clarification on the organization chart.

Fisheries and Maritime Institute. Director Ewarmai shared two examples of collaboration between the two campuses – the mini-summit which was educational for the Yapese community and the fundraising raffle which could have raised more if given more time. He also reported the induction of FMI students into Corp of Cadets which gives more responsibility of running the institute to provide belongingness to the school and to gauge leadership quality.

The board inquired and discussed further the status of combining the administration of the two campuses; enrollment and recruitment; Pell eligibility and substantive change; and the plan to include curriculum for observers. The board wanted an update at the next meeting and encouraged pursuing offering observer courses for FMI.

Student Services. Acting VP Oducado provided updated information on Spring 2013 registration: all campuses except national are below projection. He also reported on 192 graduating in December including 6 in the BA partnership program with University of Guam; Pell year-to-date award at \$5.5 million; collaborating with VPIA on first year experience program to be implemented Fall 2013; purchase of two sets of filing cabinets for OARR (cited by accreditation team); COMET results of the November testing; and COMET testing of high school seniors scheduled for late January or early February.

The board had a long discussion on the COMET test, use of the results, and admissions criteria.

## **EXECUTIVE SESSION**

The board did a self assessment and made plans to evaluate the President.

#### **NEXT MEETING**

The next meeting will be held in Guam the first week of March.

#### **ADJOURNMENT**

The Chairman thanked Acting Dean Jack for hosting the meeting and thanked the President and his staff for the support and congratulated them on their hard work.

**Regent Cornelius moved and Regent Edward seconded that the meeting be adjourned. The meeting adjourned on January 15, 2012, at 4:45 p.m.**

Minutes of the COM-FSM Board of Regents meeting of January 14-15, 2013, approved this \_\_\_\_\_ day of March 2013.

By: \_\_\_\_\_  
Kasio E. Mida, Chairman of the Board