

COLLEGE OF MICRONESIA-FSM BOARD OF REGENTS
Minutes of the May 24, 2018, Meeting
Blue Plate Café, Career and Technical Education Center (Pohnpei State)

Present: Regent Tulensru Waguk, PhD, from Kosrae (chairman); Regent Johannes Berdon from Chuuk (vice chairman); Regent Jesse Salalu from Yap (secretary/treasurer); Regent Churchill Edward from Pohnpei; Regent Pelma J. Mingii representing the National Government; and President & CEO Joseph M. Daisy, EdD (*ex officio member*)

Resources: Vice President for Administrative Services Joseph Habuchmai; Vice President for Enrollment Management and Student Services Joey Oducado; Vice President for Institutional Effectiveness and Quality Assurance Frankie Harriss, EdD; Vice President for Instructional Affairs Karen Simion; Dean of Chuuk Campus Kind Kanto; Dean of Kosrae Campus Nena Mike; Dean of Yap Campus/FSM FMI Lourdes Roboman; Director of Career and Technical Education Center Grilly Jack; Comptroller Roselle Togonon; Michael Muller National FSS President; Ardy Arthurson, National SBA President; and Virginia William CTEC SBA Secretary

Guests: Robert Goodwin, PMU Program Manager; San Basu, PMU engineer; Jason Miyashita, Raymond James (via teleconference)

1. CALL TO ORDER 9:03 AM

Chairman Waguk called the meeting to order and for a moment of silence. The chair welcomed all and expressed gratitude to Director Jack and CTEC for their hospitality and for hosting the meeting. Everyone was requested to recite the mission statement.

2. ROLL CALL

All regents were present; a quorum was declared.

3. REVIEW OF AGENDA

Requests made to move Mr. Goodwin's presentation first since he was catching the flight to Chuuk later in the day and to add Immigration Status as agenda item 8.h.

Edward/Salalu

Moved to accept the agenda with the requests.

CARRIED

4. APPROVAL OF MINUTES – March 15, 2017

Edward/Berdon

Moved to adopt the minutes of the March 15, 2017, meeting.

CARRIED

5. COMMUNICATIONS

None

6. PMU Presentation on IDP Process and Status of Current and Near Future College Projects (10.a)

Robert Goodwin, Program Manager from Program Management Unit (PMU) introduced. He expressed his appreciation for the opportunity to present the status of college projects and introduced his colleague, San Basu. Mr. Goodwin first presented an overview of the Program Management Unit and background information on project cycle for IDP projects. He then presented an overview of current COM-FSM projects which include National Campus Student Center, CTEC Multi-Purpose Technical Building, Design of Chuuk Campus Buildings and Infrastructure, Kosrae Campus Multi-Purpose Building, National Campus Infrastructure Upgrade, and National Campus Health Training Center. He then spoke about the funding status for the projects and does not anticipate financial problems for college projects. Next he presented the timeline for implementation of the NC student center and CTEC multi-purpose technical building with milestones and expected dates. He also presented timelines for the other projects in the planning phase.

7. REGENTS' REPORTS

- a. **Regent Mingii** expressed appreciation to Director Jack and CTEC for hosting the meeting.
- b. **Regent Edward** thanked all for being here after a hectic week which included OIA consultation, graduation, funerals, and cultural events; he again mentioned this may probably his last remarks.
- c. **Regent Berdon** expressed his pleasure with the PMU presentation. The next board meeting will be held in Chuuk and hopes to receive progress report then.
- d. **Regent Salalu** apologized for coming late - he attended Yap Campus/FMI graduation, and recognized Dean Roboman for her work in overseeing the two campuses in Yap. He also expressed his appreciation to Director Jack and CTEC for hosting the meeting and his pleasure with everyone present.
- e. **Regent Waguk** recognized the effort and success of the 25th anniversary celebration – he was amazed with the contributions raised during the gala dinner and the trust in the college exhibited by the community. He thanked President Daisy for his efforts toward accreditation and his presence at this meeting, VP Harriss for acting while president was away, Comptroller Togonon for her presentation at their meeting; Wilson Hess for his services to the board, and Dean Mike for coordinating the 25th anniversary celebration in Kosrae. This is an election year so his position as Director of Education is contingent on the outcome. He recognized everyone's valuable work toward student success.

8. PRESIDENT'S REPORT

a. President

President Daisy welcomed regents and participants from off island; thanked all for their thoughts, prayers, kindness, and understanding during his difficult time, as well as to faculty and students who reached out to him; shared thoughts on the white paper he put out in April which lays out where we are going and the opportunities and challenges to achieve our goals. He also recognized and thanked the effort into the success of the 25th anniversary celebration; PMU for their presentation and pledged the college to work closely with them; spoke of the value of the economic impact study; board development priorities; commitment to accreditation; and solid financial status; and provided an overview of our enrollment challenge and how we are addressing it. The immigration challenge has been met and oversight hearing went well, however we still have work to be done.

Raymond James: Jason Miyashita from Raymond James called in to report on the status of the endowment and reserve funds which as of May 21, 2018, is \$6,449,000 for the

endowment fund and \$3,072,000 for the reserves fund. Although the connection was poor, copies of the report were available. Information on opportunities for board workshop was sent to the college.

- b. **VPAS** highlighted the activities leading to the 25th anniversary activities and completion of the canoe house. He also reported on the audit report; updating of board policies; personnel composition; and financial status of the college. Spending for the current fiscal year is between 50-60% of the budget.
- c. **VPEMSS** reported on Pell, SEG, and scholarship awards; 67th commencement exercise; work study programs; summer registration with high school graduates; enrollment challenge; COMET results; update from Center for Entrepreneurship; student organizations extra-curricular activities; and summer PELL. Efforts to address enrollment challenge were further discussed.
- d. **VPIEQA** mentioned her general report is in the notebook and reported on the board's effort to show compliance with accreditation standards; this year's summit to focus on student advising; and the nine measures of success and 25 total target data points for Strategic Direction One: Innovate Academic Quality to ensure Student Success; the college achieved 14 out of the 25, or 56% of the targets.
- e. **VPIA** reported on performance based learning (PBL) initiative; 12/24 graduated from first Doctors and Dentists for Tomorrow cohort and on the next cohort; F4 event; three FMI cadets recruited by Japanese fishing company; Chuuk Campus efforts to raise CCSSE scores; and updates from CRE.
- f. **Faculty Staff Senate:** FSS President Muller briefly reported on the policies reviewed by FSS during the spring. The FSS regularly meets with President Daisy.
- g. **Student Body Association:** National Campus SBA President Arthurson and CTEC SBA Secretary William presented the report from the SBA.
- h. **Immigration Status:** President reported that the situation has been resolved and waiting legal opinion.

7. OLD BUSINESS

a. Final Report on Economic Impact Study

Wilson Hess presented his COM-FSM Economic Impact Study (2013-2017) which produced a study on the net economic impact of the college on state and national economy. The methodology used traces the flow of three different economic impacts to give different perspectives – operational spending, graduates in the workforce (net economic analysis), and facilities construction. The total impact on the FSM economy for the study period exceeds \$327 million.

8. NEW BUSINESS

b. Review of BP 1320 Attendance and Vacancies

Review part of the five-year policy review cycle. No change recommended except to cite reference to the enabling law. Need to also cite the amended law.

Edward/Berdon

Moved to approve the revision to BP 1320 Attendance and Vacancies as presented.

CARRIED

c. Review of BP 1330 Evaluation

As part of the review cycle, revisions recommended to reference the source of the policy, update the criteria to reference current self-assessment survey, delete section on "evaluation of the president" as that is a separate policy, and rename the policy to "Board Self-Assessment.

Berdon/Salalu

Moved to approve the revisions to BP 1330 Evaluation as recommended. CARRIED

d. Substantive Change Proposal for BS in Elementary Education

The next step following approval of the BS program by the board in March is submission of a substantive change proposal to the Accrediting Commission. If all goes as planned, the expected launch of the program is fall 2019.

Edward/Salalu

Moved to endorse the Substantive Change Proposal for the BS in Elementary Education Program. CARRIED

e. Academic Policy Review – BP 3110-3115

These policies are scheduled for review, and no changes recommended except for minor revision in one.

Edward/ Salalu

Moved to approve review/revision to BP 3110 Special Awards, BP 3111 Attendance Policy, BP 3112 Course Grading, BP 3113 Grade Point System, BP 3114 Repeats, and BP 3115 Incompletes. CARRIED

f. Fiscal Policy Review – BP 5001-5004, 5101-5104, and 5350

Also scheduled for review; no changes were recommended for BP 5002, 5004, 5102, 5103, and 5104, and minor changes to improve format, update to current organization structure, clarify language, and align with the *Publication Manual* were recommended for the others.

Edward/Berdon

Moved to approve review/revisions to BP 5001 Budget Preparation and Approval, BP 5002 Budget Reprogramming, BP 5003 Use of Positive Fund Balance, BP 5004 Increase in Approved Budget Expenditure, BP 5101 Funds Maintained, BP 5102 Separation of Restricted and Unrestricted Funds, BP 5103 Funds from the FSM Government, BP 5104 Drawing Down Compact Funds Policy, and BP 5350 Travel Policy. CARRIED

g. Updating Fixed Assets Register

The auditor recommended updating the fixed assets register by closing fixed assets dated 1970-2008; these items are fully depreciated and will be put in a permanent file for record purposes only.

Mingii/Edward

Moved to approve updating of fixed asset register based on the auditor's recommendation for FY 2017 audit. CARRIED

h. New COM-FSM Bank Account with Bank of Guam

The college entered into a partnership agreement with NDOE to improve the quality of basic education in primary level in FSM public schools which is part of an \$8.3 million grant agreement signed by the FSM government and Asia Development Bank (ADB). It is an ADB requirement to have a separate bank account for this grant.

Mingii/Salalu

Moved to approve opening of a new COM-FSM bank account at the Bank of Guam. CARRIED

i. Review of BP 6027 Tuition Waiver and Reduction

Revisions recommended reflecting recent changes in the college that affect this policy; to cover additional fees in the future; and to add definition of fees. The board questioned why fees were waived for employees.

Edward/Berdon

Moved to table this agenda item until human resources concerns could be addressed. PASSED

j. Proposed BP 6033 Personnel Policy

To provide clarity, consistency, and accessibility to HR policies, this new policy declares the online personnel policy manual as the official manual for HR policies of the college.

Edward/Berdon

Moved to approve the new BP 6033 Personnel Policies

CARRIED

k. Revision to BP 8800 Information Technology Equipment Policy

Revisions acknowledge the evolution of the uses of information technology equipment for broader purposes at the college and remind users that when using college information technology equipment, the law as well as college policies must be adhered.

Salalu/Berdon

Moved to approve the revisions to BP 8800 Information Technology Equipment Policy.

CARRIED

l. Revision to BP 8810 Portable Computer Equipment Policy

Revisions needed to account for current usage levels, long-term assignment of devices, broader application of these devices for conducting college business, and expectations for user responsibilities with regard to those devices

Salalu/Berdon

Moved to approve the revisions to BP 8810 Portable Computer Equipment Policy.

CARRIED

m. Deletion of BP 8820 Survey Policy

This policy is redundant to and covered by the revised BP 5301 Procurement Policy.

Berdon/Salalu

Moved to approve the deletion of BP 8820 Survey Policy.

CARRIED

n. Conflict of Interest Disclosure Form

The board has the requisite policies to meet Accreditation Standard IV.C.11; and to document lack of conflict of interest, adopted a Conflict of Interest Disclosure Form. A more comprehensive conflict of interest disclosure form following AGB guidelines was presented to the board for review and action at the next meeting.

o. Board of Regents Professional Development Plan

The COM-FSM Board Development Plan August 2015-July 2017 has expired and a new plan is needed.

9. ANNOUNCEMENTS

Following the executive session, the chair announced the establishment of a committee to seek clarification on BP 6027 and report back at the September meeting which resulted in a directive. Members are Vice Chairman Berdon, Regent Edward, and Regent Salalu. Regarding a new professional development plan, the board will solicit interested consultants to work with the board and asked the administration to assist with looking for potential consultants. He also expressed sincere gratitude to Wilson Hess for his services to the board.

10. NEXT MEETING

The next board meeting will be held in Chuuk the week of September 17-25.

11. ADJOURNMENT – May 24, 2018

After reminders about the board reception that evening at Cliff Rainbow and the community meeting tomorrow at 8:00 AM at CTEC gymnasium, the meeting adjourned at 3:47 pm.