

COLLEGE OF MICRONESIA-FSM BOARD OF REGENTS
Minutes of the September 14, 2017, Meeting
Small Business Development Center, Kosrae Campus

Present: Regent Tulensru Waguk, PhD, from Kosrae (chairman); Regent Johannes Berdon from Chuuk (vice chairman); Regent Jesse Salalu from Yap (secretary/treasurer); and Regent Kasio Mida representing the National Government; and President Joseph M. Daisy, EdD (*ex officio member*)

Absent: Regent Churchill Edward from Pohnpei

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/Pohnpei Campus Grilly Jack; Comptroller Roselle Togonon; Director of Cooperative Research and Extension Engly Ioanis; and Wilson Hess, consultant

Guests: Daniel Roland from Raymond James

1. CALL TO ORDER - 9:00 AM

Chairman Waguk welcomed all and called the meeting to order. He reported that the courtesy visits with the Kosrae leadership went well, and that the college received their support. A moment of silence followed. Everyone recited the mission statement. A quorum was declared.

2. REVIEW OF AGENDA

President Daisy informed that Dan Roland from Raymond James is coming at 10:00 and requested that he be allowed to give his report then.

Salalu/Mida

Moved to accept the agenda with the recommended change.

CARRIED

3. APPROVAL OF MINUTES – May 3, 2017

Berdon/Salalu

Moved to adopt the minutes of the May 3, 2017, meeting.

CARRIED

4. COMMUNICATIONS

- a. Letter of appreciation from Bank of Guam for banking there. The success of on-line banking was shared. Plans include direct deposit and fiscal training for students.
- b. Letter of appreciation from American Association of Community Colleges (AACC) acknowledging President Daisy's services on the Commission on Academic, Student & Community Development.

- c. Letter of appointment to Dr. Daisy from AACC to the Commission on Global Education. President Daisy informed the board that VP Harriss also completed a term on a commission and was also appointed to another.

5. REGENTS' REPORTS

- a. **Regent Waguk** reported continuing efforts to certify all teachers-70% completed; all teachers at the high school are COM-FSM graduates; salary schedule for teachers adjusted to recognize completion of the third-year education program; JEMCO meeting in San Francisco- two main topics for education included data management system and accreditation of schools; and on the board's development training; meeting with President Mike Rota of the Friends of the College of Micronesia-FSM; and other meeting and community activities on island this week.
- b. **Regent Berdon** expressed appreciation to Dean Mike for hosting the meeting and to President and VPAS for pushing for the new Chuuk campus and asked for their continued support to keep the project moving.
- c. **Regent Salalu** also thanked Kosrae campus, reported a successful science fair at Yap campus, and expressed appreciation to the president, vice presidents, deans, faculty, Mr. Hess, as well as to the other regents, for their role in moving the college forward.
- d. **Regent Mida** reported on his and Mr. Mori's meeting with Congress to lobby for support for our 25th anniversary and also the SDSU issue. He urged all to lobby their congressional delegation for support. He also reported on MRA's fourth payment of \$50,000 of their \$285,000 pledge to the Entrepreneurship Center; assisting with identifying sponsors for the visiting Sophia University students; and welcoming Ambassador Sato and the Sophia students.

6. PRESIDENT'S REPORT

- a. **President** greeted all and thanked Dean Mike for the gracious hospitality in hosting the meeting. He continued by expressing appreciation to the regents for their advocacy on behalf of the college, to the vice presidents, deans, directors for their endless work, tireless effort, and effective strategic work in moving the college forward. Significant progress and improvements have been made in all areas of the college. While there is always room for improvement, the college is in a strong position and ready to embrace the strategic directives in the new strategic plan. The college is working with greater collaboration with our state departments of education so more students will be better prepared to have the skills to help them succeed in their pursuit of higher education. He acknowledged the efforts of the Friends of COM-FSM and Wilson Hess toward the success of the college and Regent Mida and Director Mori toward fundraising and the 25th anniversary. Since becoming president, in addition to accreditation, his greatest concern has been our students. It has taken a long time to fully address all the issues related to providing quality student life, but he feels that has been accomplished and gave credit to VP Oducado and his staff. He concluded by saying he is fortunate in have a board that is supportive, very effective, and real advocates for the institution.
 - i. **Endowment Fund and Investment Status Report:** Dan Roland from Raymond James reported this is his 20th year with the college, 34th in Micronesia. As of September 13, 2017, the endowment fund is at \$6,139,000 and the reserves fund at \$3,044,000; he expanded on the performance of each investment manager. He does not recommend re-balancing allocations at this time, but recommended annual

review of the investment policy statements and consideration of a spending policy. He urged the board to attend the annual fiduciary training and financial conference in November. On behalf of Raymond James, Mr. Roland presented a check for \$5,000 as their donation to our 25th anniversary celebrations.

- b. **VPAS** reported on completion of the FY 16 audit and receiving an unmodified opinion; efforts and results of the college's energy reduction program; status of the improvement projects at FMI; and status of IDP projects. The high cost of running FMI and need to start thinking of the return to the nation for its investment was discussed. FMI will be included in the impact study to be conducted on the college.
 - i. **Financial Status Report:** Comptroller Togonon reported on the financial status of the college; \$2.6 million remaining in the FY 17 budget; processing of PO closed on August 30; and expecting a positive fund balance at the close of FY 17.
- c. **VPEMSS** reported on recertification for Title IV until 2023; financial aid/scholarship stats; counseling activities; first all-campus face-to-face student leadership training; increased club activities; fall 2017 enrollment statistics; efforts to increase full-time student load to shorten time toward earning a degree; and graduation data.
 - i. **Entrepreneurship Center:** Information on the following incubator projects were shared: 4Stars (designing websites); Hydroponics of the Pacific, RentAText; and DGR Studio. The center is now under the VPEMSS.
 - ii. **Campus Security** is also now under VPEMSS. All campuses are working on completing the Cleary survey.
- d. **VPIEQA** reported the results from and how the college measures against other community colleges in the Community College Survey of Student Engagement (CCSSE); participation in the Voluntary Framework of Accountability (VFA); IT upgrades; and the Assessment Summit 2017 which focused on Making Assessment Useful and Worthwhile and Keepings Things Simple.
- e. **VPIA** reported on improvement efforts at FMI; Chuuk campus improvement plan to address low benchmarks; ISLET program to increase academic challenge; Gear Up ending September 2017; TSP and Upward Bound programs funded for another five years; new ICs at national and Pohnpei campuses; piloting SuccessNavigator to identify at risk students and improve retention and graduation rates; working on proposal for our own bachelor's program in teacher education; and highlights from CRE.
- f. President Daisy reported **Faculty Staff Senate** continues to be engaged.
- g. The president meets regularly with the **Student Body Association**. He just met with the new officers who are looking forward to the retreat planned for student leaders across the college and to a full calendar of activities.

7. OLD BUSINESS

- a. **Mission Fulfillment Indicators**
COM-FSM has achieved, or minimally achieved, 90% of its mission indicators, exceeding the required 70% for mission fulfillment.
- b. **Institution Set Standards**
The institution set standards were reviewed during the recent summit and the college committed to stretch targets and strive to do better. At the next meeting new standards and progress will be reported.

8. NEW BUSINESS

a. **Five-Year Financial Plan**

The college's current five-year financial plan is ending and a new five-year cycle is proposed following a series of meetings to address significant issues that the college might face in the coming years. Assumptions for the new plan include tuition and fees based on a 3-year average enrollment with FTS for the average credit; 1% increase in enrollment number; continued needed funding support from FSM government; retention of same programs, services, and organizational structures; maintaining same benefits to all employees as budgeted in FY 2018; 1% economic support to employees no longer qualified for step increase; and 2% increase for inflation except for determined significant expense.

Berdon/Salalu

Moved to approve the College of Micronesia-FSM Five-Year Financial Plan (2018-2022).

CARRIED

b. **Strategic Plan 2018-2023**

The Strategic Plan Working Group completed its work and recommended changes in core values, mission statement, and vision statement which were endorsed by the board. In addition to the recommended changes, the Plan includes two strategic directions and measures of success to assess our progress toward our goals.

Salalu/Berdon

Moved to approve the College of Micronesia-FSM Strategic Plan 2018-2023. CARRIED

c. **Policy Review – Chapter 1**

In August 2014, the board directed that all college policies be reviewed in five-year cycles. A schedule was developed to ensure all policies are reviewed within the next five years. BP 1340 Annual Report Policy and BP 1350 Periodic Survey are scheduled for review at this meeting. No changes are recommended as the policies are from the law that established the college, but noted the need to cite the enabling law as reference. While not yet up for review, BP 1000 Brief History of the College, BP 1020 Past and Present Board Members, and BP 1201 Current Board Members were recommended for deletion as they are not policies.

Salalu/Mida

Moved to approve the recommended changes to Chapter 1 including citing references in BP 1340 Annual Report and BP 1350 Periodic Survey and eliminating of BP 1000 Brief History of the College; BP 1020 Past and Present Board Members, and BP 1201 Current Board Members.

CARRIED

d. **Revised BP 6001 Purpose and Scope**

Recommended changes include improvement to the format and clarifying adherence to the policy.

Salalu/Berdon

Moved to approve revisions to BP 6001 Purpose and Scope.

CARRIED

e. **Revised BP 6018 Termination**

Recommended changes include improvement to the format; adding appropriate language under Section 2 to provide reasonable accommodation; modifying Section 4.C.2 to clarify the provision requiring contact of the employee; adding new language requiring documentation of attempts made but not requiring actual contact with employee; and adding a sub-section in Section 4.E to clarify that employees terminated for disciplinary action under this policy have the option to grieve.

Salalu/Berdon

Moved to approve revisions to BP 6008 Termination.

CARRIED

f. **Revised BP 6023 Outside Employment and Activities**

Recommended changes include improvements to the format; listing prohibited employment/activities outside the college; adding a paragraph explaining/clarifying conflicts with outside employment/activities; and defining outside employment/activities to further clarify the policy.

Salalu/Mida

Moved to approve revisions to BP 6023 Outside Employment and Activities.

CARRIED

g. **Revised BP 6032 Controlled Substance-Free and Alcohol-Free Workplace Policy**

Recommended changes include improvements to the format; adding section on application and prohibition for clarity and adding specifics to make policy clearer; and defining illicit controlled substances and adding it as the last section.

Berdon/Salalu

Moved to approve revisions to BP6032 Controlled Substance-Free and Alcohol-Free Workplace Policy.

CARRIED

h. **Accreditation Follow-Up Report**

The follow-up report is due October 15. The draft report was presented by VP Harriss. Final review and edits still to be done before submission. The board chair will be given the final copy and will sign off on it before it is sent.

Mida/Salalu

Moved to endorse the draft Accreditation Follow-Up Report.

CARRIED

i. **Resolution – Ringlen Ringlen**

Salalu/Berdon

Moved to pass a resolution to recognize and commend Ringlen Ringlen upon his retirement for nineteen years of service to the college.

CARRIED

9. EXECUTIVE SESSION

The board scheduled their executive session following the open meeting.

10. NEXT MEETING

The next meeting of the board will be held the week of December 11 in Pohnpei.

11. ADJOURNMENT – September 14, 2017

After closing remarks and announcements the board declared the open meeting adjourned.

Minutes of the COM-FSM Board of Regents meeting of September 14, 2017, approved this 13th day of December 2017.