

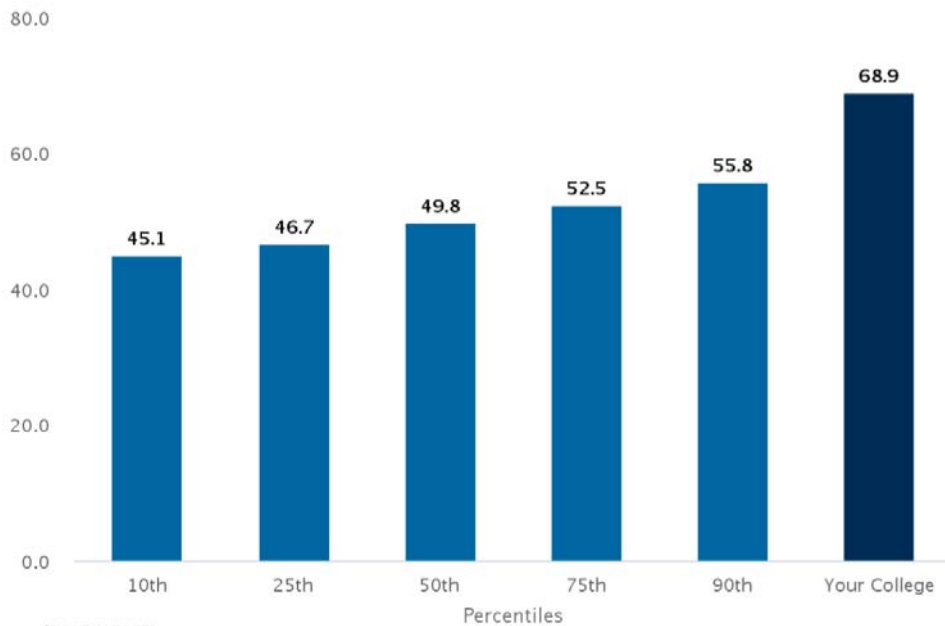


Reports to the **BOARD OF REGENTS**

December 15-16, 2015, Meeting

Kolonia, Pohnpei, FM

CCSSE Support for Learners Benchmark Mean



COM-FSM IDENTIFIED AS NCCBP BEST PERFORMER IN FOUR CATEGORIES

IEQA

Institutional
Effectiveness and
Quality Assurance

COM-FSM Best Performer

COM-FSM has participated in the National Community College Benchmark Project (NCCBP) since 2012. The NCCBP is a voluntary project with over 400 US Community Colleges participating. COM-FSM submits data that allows us to track our performance and performance against peer institutions for over 150+ benchmarks.

Best Performers in four categories

COM-FSM ranked among the top performing institutions in four categories: Fall-Fall Persistence Rate, Community College Survey of Student Engagement (CCSSE) Support for Learners, CCSSE Active & Collaborative Learning Benchmark Means, and CCSSE Student Effort Benchmark Means.

Strengths/Opportunities

A Strengths/Opportunities Report highlights the 8 benchmarks in which we ranked in the 80th-99th percentile (performed better than 79-98 percent of participating institutions) and 22 opportunities for improvement where we rank in only the 1-22nd percentile (areas where 99-78 percent of participating institutions are performing better than COM-FSM).

Completed Degree Program in Three Years

COM-FSM ranks among the poorest performing institutions for ensuring our students complete their 2-year degree programs in under three year's time.

Completed or Transferred in Three Years

Even if COM-FSM factors in transfer to a four-year program as success, we still rank among the poorest performing institutions.

For more deta highlights see the 2015 [Executive Report](#).

IEQA Report continued on 2

COM-FSM Mission Statement

The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic, career and technical educational programs characterized by continuous improvement and best practices.

VP Reports ...

1-2

VP for Institutional Effectiveness & Quality Assurance

3-4

VP for Instructional Affairs

4-7

VP for Enrollment Management & Student Services

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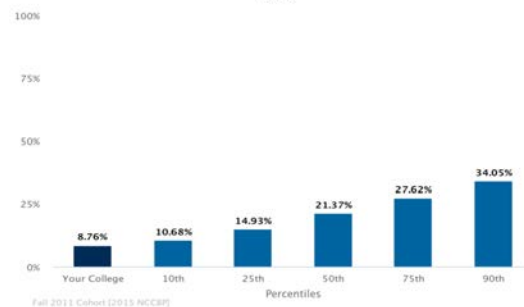
VP for Cooperative Research & Extension

9

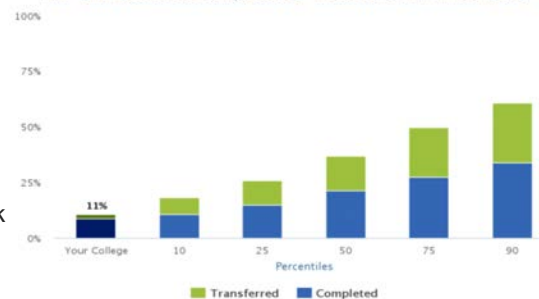
VP for Administrative Services

OTHER DATA OF INTEREST

% of Full-Time, First-Time Students that Completed in Three Years



Full-time Students Completed or Transferred in Three Years



Focus on **STUDENT SUCCESS**

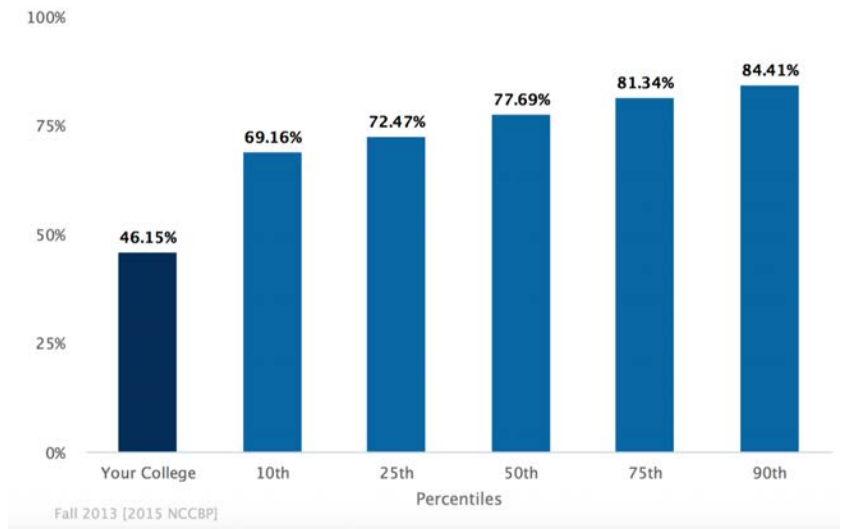
The College of Micronesia-FSM will pursue excellence in student success and will develop a balance between "access and success" with appropriate career pathways for learners.

Technology Notes

COM-FSM network remains stable and work to fulfill performance indicators in the IEMP are on track:

- ▶ TP1 Deliver effective technology services to support college services: Grant funds through CRE are supporting satellite uplinks via PACNET. This work began November 2015 and offers Kosrae Campus additional bandwidth to offset FSMTC Kosrae shortfalls.
- ▶ TTP2.3 Purchase technology refresh for computer labs based on 2-year cycle per lab: Student support technology in computer labs and in support of networks is on schedule. Kosrae and Chuuk Campuses will be upgraded prior to spring 2015 commencement.
- ▶ TP1.2 Maintain and expand COM-FSM mission critical systems such as SIS to address expanding needs of COM-FSM system: Collaborating with OARR and IRPO for improved reporting modifications and capabilities. Increasing capacity to readily extract data needed for reports and USDE required data submission deadlines.
- ▶ The ITO completed a revised version of the **College of Micronesia-FSM Publication's Manual** to help ensure increased compliance and improvement capacity for Accreditation Standard I.C. Institutional Integrity.
- ▶ Initiated COM-FSM promotional commercial and footage editing and review will be completed by March 2015.

% of Students Receiving a Passing Grade from those Completing Distance Learning Classes



ROOM FOR COLLABORATION TO IMPROVE SINGLE DISTANCE EDUCATION COURSE OFFERING—INTRODUCTION TO ART

As the need arises, COM-FSM occasionally offers one online Distance Education (DE) course, Introduction to Art. Students earning an A, B, or C are considered as successfully passing. Compared to NCCBP institutions, COM-FSM is performing under the 10th percentile. Analysis of data showed the majority of students withdraw themselves or are withdrawn from lack of substantive interaction. Withdraw is undesirable because this negatively impacts Pell eligibility status. To ensure and improve academic quality, changes have been implemented by IA to increase these pass rates. ITO will collaborate with IA and EMSS to examine ways to further improve student success with the DE mode of delivery.

Self Evaluation Report

COM-FSM employees have been working diligently over the last two years to complete the Accreditation Self Evaluation Report and a draft is presented to the Board of Regents for review and endorsement during this December meeting.

Very broad and collaborative participation has occurred and the college is proud of the work that was accomplished during the making of this report. Examining our institutional practices against best practices generated healthy dialogue and accelerated the pace of change for the positive.

As a result of this process, we feel confident that many things we now have in place and do serves our students, community, and nation with increased commitment to excellence. Coupled with accreditation and technical writing training,

administrative capacity has been strengthened.

The report also shows many areas we have self identified for on-going improvement over the next seven years of our upcoming accreditation cycle. And the Quality Focus Essay (QFE) identifies the institutional priorities of focus that take us to our fourth year Midterm Report. We are pleased to see ACCJC focused more on improvement over compliance. And, we look forward to dedicating our time and energy to better serving our students through our Student Success focus. The visiting team is scheduled 10-14 March 2015, and is chaired by **Dr. Rachel Rosenthal**, President of Folsom Lake College, California.

For the Regent's participation in this process, we thank you.

College of Micronesia-FSM
Self Evaluation of Educational Quality and Institutional Effectiveness in Support of Reaffirmation of Accreditation

Submitted by:
 College of Micronesia-FSM
 P.O. Box 159, Pohnpei, FM 96941



Submitted to:
 Accrediting Commission for Community and Junior Colleges
 Western Association of Schools and College



MAHI International donates over \$70,000 medical equipment

Missions Across His Islands (MAHI) International has provided over \$70,000 of reduced cost medical equipment and supplies to assist the Division of Health Science's (DHS) Nursing and Public Health Programs continue to provide high-quality health education at the College of Micronesia-FSM (COM-FSM).

Supplies are being provided at a significantly reduced cost to the DHS, in which COM-FSM will pay a nominal fee and shipping charges to MAHI, to allow the organization to recoup some of its costs in making the donation. Included in the shipment will be hospital beds, dental examination chairs, dental x-ray machines, EKG machines, an autoclave for sterilizing equipment, examination tables, mannequins to teach obstetrics skills, and more. The supplies will be distributed across the COM-FSM national and state campuses to assist with teaching nursing students locally.

The Division of Health Science of COM-FSM is dedicated to providing the next generation of healthcare providers for the Federated States of Micronesia by providing high-quality local education in nursing and public health, as well as



preparing students to pursue higher education in medicine, dentistry, pharmacy, and other disciplines overseas.

MAHI is a Christian-driven non-profit organizations based in Pohnpei with a focus on healthcare and educational projects across all of Micronesia. Working with their local partners, MAHI has developed programs to introduce students to healthcare careers, and to help schools obtain teaching supplies, laboratory equipment, and other supplementary materials.

Certificate of Achievement in Basic Public Health and Nursing Assistant are now offered in Yap and Chuuk Campuses

FSM FMI receives training tools and equipment

Japan International Cooperation Agency (JICA) Follow-Up Cooperation on "Fisheries Training Project in the Federated States of Micronesia" has donated training tools and equipment to FSM Fisheries and Maritime Institute (FSM FMI).



This equipment includes outboard engines, tool sets for instructors and students, navigation equipment (see picture above), chemical powder for firefighting classes, and welding equipment.

College holds 4th Annual Convocation



The 4th Annual Convocation was held on September 16, 2015. The theme was **Student-Centered + Student Learning = Student Success.**

Convocation addresses were given by Vice President Yosiwo P. George, Professor Jean Ranahan, President Joseph M. Daisy, and Student Body Association (SBA) Secretary Darla Simina.

Darla Simina's speech can be viewed at http://www.youtube.com/watch?feature=player_embedded&v=tjkHpgUH_ko.



College signs transfer agreement with EOU

COM-FSM signed updated articulation agreement with Eastern Oregon University on November 4, 2015. A complete listing of articulated courses that will be transferrable, can be found at: https://banweb.ous.edu/eouprd/owa/EOU_Transfer_Equiv.P_Proc_By_Match_Inst.

Instructional Affairs: Community Service Learning



Micronesian Studies students, Trial Counselor students, and the social science club members in collaboration with the chief of staff hosted a forum for Pohnpei State candidates running for Lt. governor and governor seats. The forum was held on October 19 and 21, from 12:00 noon to 2:00 PM in the practice gym. The forum was open to the public. Students were

tasked roles in the forum by moderating, introducing speakers, keeping time for speakers, and drafting questions for the speakers.

The forum was counted as authentic assessment for the social science programs and part of the students' civil responsibility.

Community Service Learning ... from Page 2

Teacher Corps students are providing tutoring to students at Palikir School. Each member of Teacher Corps is assigned to one student at Palikir School and provides a minimum of five hours of tutoring each week.

Palikir School was selected since the school cooperates in allowing the college's education students to conduct practice lessons for the methods and practicum courses.



Public Health Third Year students collaborated with the Racial and Ethnic Approach in Health (REACH) program of Pohnpei State Department of Health to do community Education in Non-Communicable Diseases. This is in line with the PH 334: Community Nutrition learning outcome to do Information, Education, and Communication materials and activity (CSLO 4).

The project will continue over several semesters. The students first conducted a nutrition survey in Nett. Second, they will collaborate with Cooperative Research and Extension (CRE) to teach and plant small gardens. Finally, the students will help facilities establish kiosks to sell the produce from the gardens, thereby promoting a healthier lifestyle to prevent non-communicable diseases.



Career and Technical Education Programs continue to enhance program learning outcomes and program budgets through service centers.

Name of Accounts	Amount Collected
CTE-Electronics	\$ 47.00
CTE-Motor Vehicle Mechanics	\$ 390.00
Hospitality and Tourism Management: Blue Plate Café	\$ 2,013.25

College offers 398 sections this fall 2015 semester

Campus	Number of Sections	Number of Faculty		
		Full-time	Part-Time	Total Faculty
Kosrae	40	8	7	15
Pohnpei	52	23	6	29
National	197	45	10	55
Chuuk	60	12	6	18
Yap	49	6	8	14
Total	398	94	37	131



21 COM-FSM students qualify as finalists for the 2015-2016 APIASF scholarship fund

In May 28, 2015, the college entered into a memorandum of agreement with the Asian and Pacific Islander American Scholarship Fund (APIASF) to provide financial support to eligible low-income Asian and Pacific Islander students (AAPI).

According to APIASF Managing Director for Scholarships and Programs, 916 applications for the 2015-2016 APIASF had been received from 18 partners Asian American and Native American Pacific Islander-Serving Institutions (AANAPISIs) and were reviewed and scored.

31 COM-FSM students completed and/or submitted their applications to the 2015-2016 APIASF scholarship program. Of the 31 COM-FSM students, 21 have been selected to advance to the next round of the scholarship selection process. The scholarship program offers \$2,500 to \$5,000 to selected recipients.

Fall 2015 Enrollment: 2,221 students with 11,944 credits or 2,088.5 full-time equivalent students

College registered 2,221 students with 11,944 registered credits (or equivalent to 2,088.5 full-time equivalent students) this fall 2015 semester. Table below shows the distributions by campus.

Campus	Headcount	Registered Credits	FTE Students
National	953	11,944	995.33
Pohnpei	630	6,450	537.50
Chuuk	234	2,752	229.33
Kosrae	221	1,990	165.83
Yap	183	1,926	160.50
Total	2,221	25,062	2,088.50

Continuing students account for 73% of the college's fall 2015 enrollment; while new and returning students are 21% and 6%, respectively. Of the 2,221 students registered this fall 2015, 1,482 (or 67%) are registered full-time, and 788 (or 33%), part-time.

College awards \$2.4M Pell to 1,084 students as of November 24, 2015

90 students receive \$114,886.50 Supplemental Education Grant

The college's Financial Aid Office (FAO) reported awarding \$2,489,645.00 Pell Grant to 1,084 students for period beginning August 2015, and ending, November 24, 2015. The 1,084 students represent 49% of the college's 2,221 head

counts registered this fall 2015. Table below shows the distribution by campus.

FAO further reported that \$114,886.50 of SEG were awarded to 90 students.

Campus	Fall 2015 Enrollment	Pell Recipients	Recipient in % of Enrollment	Total Amount
National	953	527	55%	\$ 1,374,892.00
Pohnpei	630	275	44%	\$ 480,837.00
Chuuk	234	148	63%	\$ 342,950.00
Kosrae	221	67	30%	\$ 128,516.00
Yap	183	67	37%	\$ 162,450.00
Total	2,221	1,084	49%	\$ 2,489,645.00

70 students receive \$68,625.00 financial assistance from scholarship grants

Acting Director of FAO reported that 70 students received \$68,625.00 financial assistance from FSM

National, State, and APIASF scholarship grants.

Scholarships	Recipients	Amount
Asian Pacific Islander American Scholarship Fund	1	\$ 2,500.00
FSM National Scholarship	20	\$ 21,070.00
Kosrae State Scholarship	15	\$ 7,500.00
Yap State Scholarship	34	\$ 37,555.00
Total	70	\$ 68,625.00

552 students receive \$78,557.75 from SEG Work Study Program

FAO reported that 552 students received \$78,557.75 from the SEG Work-Study Program from August 2015 to November 23, 2015.

however added that college regulations limit students to a maximum of 20 hours per week while classes are in session and 40 hours per week when classes are not in session.

According to the FAO Work-Study Coordinator, "The SEG Work-Study Program gives students the opportunity to earn money to help pay for their educational expenses by providing part-time work." He

Ten US VA students received \$7,912.50 from the US Veterans Affairs Work-Study Program.

Percent of students placed on mid-term deficiency list decrease by 2%

1,254 students were placed on mid-term deficiency list this fall 2015. The number represents 56% of the college's fall 2015 enrollment. Last fall 2014, 1,357 students (or 58% of the college's fall 2014 enrollment) were placed on mid-term deficiency. As such, a decrease by 2% this term.

FSM Congress grants \$115,887.84 of financial assistance to 103 students

FSM Congress	Recipients	Amount
CFSM CHK Northern Namoneas	16	\$ 20,000.00
CFSM CHK Northern Region	11	\$ 13,917.05
CFSM CHK Faichuuk Region	2	\$ 4,897.35
CFSM Kosrae	28	\$ 27,891.14
CFSM Yap	46	\$ 49,182.30
Total	103	\$ 115,887.84



Counselors enhance collaboration with instructors to further improve tutorial services

Counseling Services at the National Campus employs eight tutors to help students successfully complete their courses. Subject areas include: math, English, science, accounting, public health courses, and others.

According to the Lead Counselor, "The tutors are currently assisting instructors in various subject areas by attending their classes and assisting students in the classroom." She further added ten instructors at the National Campus have one tutors attending their classes to provide tutorial services to their students.

A follow-up with the instructors, the lead counselor was informed that the tutors have been doing a good job in helping the students, and instructors would like the services of the tutors-in-the classrooms to continue.

College signs MOU with JNGI for Excellence in Undergraduate Education

As part of its institution-wide initiative to improve student retention and persistence to graduation, the college entered into a memorandum of understanding (MOU) with the John N. Gardner Institute for Excellence in Undergraduate Education (JNGI) on November 2015. The scope of the two-year project under the MOU involves:

1. The Foundation of Excellence which will help the college create and implement a success plan for its first-year students.
2. Retention Performance Management (RPM) which will help the college create a plan for improving the success of second-year students.
3. Gateway to Completion (G2C) which will help the college create and implement a plan to transform three gateway courses (or higher enrollment courses across sections that tend to have high rates of D,F,W and I grades). This involves JNGI providing the college processes, guidance, and tools to support redesign of lower division and/or developmental level courses — or courses that serve as barriers to academic progress and even completion.

Activities associated to this two-year cooperative project with JNGI will be from November 2015 to September 2017.

218 students apply for fall 2015 graduation

Five students are candidates under the college and UOG BAE partnership program

The college's Office of Admissions, Records and Retention (OARR) reported that 218 students had submitted their applications for fall 2015 graduation. Of the 218 students who applied for fall 2015 graduation, 126 (National Campus), 49 (Pohnpei Campus), 18 (Chuuk Campus), seven (Kosrae Campus), and 18 (Yap Campus).

Meanwhile, Dean John Sanchez of the University of Guam informed the college that five students are candidates for graduation under the college and UOG Bachelor of Arts in Elementary Education (BAE) program this December 2015. He further informed the college that UOG graduated four students from the FSM under its Master of Arts in Reading program. He has requested the college to allow these students to join the December 2015 commencement.

The college's 62nd Commencement Exercises will be held on December 17, 2015, 9:00 AM in the main gym of the FSM-China Friendship Sports Center.

859 students early register for spring 2016 semester

College early registers 40% and 42% of its spring 2016 projections in head counts and credits, respectively

The college extended early registration for spring 2016 last November 3-9, 2015. 859 students with 10,303 registered credits (or equivalent to 858.58 FTE students) early registered for spring 2016.



The Office of the VP for Enrollment Management and Student Services (EMSS) set as target the early registration of at least 30% of the college's spring 2016 projections in head counts and registered credits. Table below provides the distributions of the November 3-9, 2015, spring early registration by campus.

Campus	In Head Counts			In Registered Credits		
	Projection	Actual	%Projection	Projection	Actual	%Projection
National	936	465	50%	11,419	5,894	52%
Pohnpei	554	299	54%	5,928	3,343	56%
Chuuk	293	23	8%	3,428	260	8%
Kosrae	158	21	13%	1,675	215	13%
Yap	180	51	28%	1,980	591	30%
Total	2,121	859	40%	24,430	10,303	42%

Regular registration for spring 2016 is scheduled on January 5-7, 2016.

Counseling and EducationUSA conduct Transfer Workshop

The college's counseling services and EducationUSA conducted transfer workshop last September 21, 23, and 25, 2015, for students at the National Campus.



The workshop provided students with information about colleges and/or universities abroad, general admission procedures, and other related topics. 37 students participated in the workshop. The same workshop was also given in Yap State last October 26, 2015, participated by 154 high school seniors and COM-FSM students.

Counseling Services: Workshops

Counseling services conducted a workshop on resume writing and job interview last October 14, 2015, 2:00 PM, at MITC. 15 students participated in the workshop.

note-taking, time management, reading critically, concentration and studying, and test-taking strategies.

Test-taking skills workshop was conducted on November 20, 2015, to help students develop skills necessary for success in their academic courses. The workshop also included learning strategies for

Counseling Services and EducationUSA organized the International Education Week/ Transfer Activity last November 25, 2015, to help students identify financial assistance and scholarship opportunities.

College administers November 2015 COMET to 156 students from Pohnpei and Kosrae States

EMSS collaborates with IA in conducting a follow-up study on ACCUPLACER

The college administered the November 2015 COMET for spring 2016 admission to 114 students from Pohnpei State and 42 students from Kosrae State.

November 2015 COMET for Chuuk and Yap States are scheduled November 27 and 30, 2015, respectively. There are 202 students from Chuuk State who signed up for November COMET, and 24 from Yap State. According to Pohnpei Campus Student Services Coordinator who has been designated to proctor the COMET, ACCUPLACER test were also administered to a probability sample of 18 students from Kosrae as part of the Instructional Affairs' follow-up study about the ACCUPLACER. A sample of 60 students from Pohnpei State is scheduled to take the same test on November 30, 2015.

Sports and Recreation: Intramural Games 2015

The college's sports and recreation reported the results of the 2015 intramural games launched in August 2015. According to the sports and recreation coordinator, there were 18 female and 46 male teams that participated in various recreational team sports competitions, such as basketball, volleyball and softball.

Table below shows the distributions by team sports:

Sports	Number of Teams		Number of Participants		Total
	Female	Male	Female	Male	
Basketball	4	18	53	183	236
Volleyball	8	14	77	127	204
Softball	6	14	63	140	203

Table below shows the results of the 2015 Intramural Games by team sports and category (or division).

Sports	Champion	1st Runner Up	2nd Runner Up
Basketball (F)	NuKap	Chuu-Chok	YSO
Basketball (M)	Chuu-Chok	Mam-Ma	KSO-B
Volleyball (F)	Mo-Chuu	Paies Lads	KSO-A
Volleyball (M)	PNI-Sakau	PNI Campus	Gladiator
Softball (F)	KSO	PNI Nation	NuKap
Softball (M)	Staff	Hakuna	YSO-B

Student Body Association prepares for the Founding Day Celebration

The SBA and recognized student clubs and organizations at the National Campus met last November 27, 2015, to discuss plans and other preparations for activities and events as the college commemorates its Founding Day, April 1, 2016.

SBA president also reported that SBA including other student clubs have been engaged in community

outreach, fund-raising drives, and recreational activities. He further reported that SBA were also engaged in college-organized activities, such as the World Diabetes Day, including support to the college's campaign on student success that includes the video contest, posting of posters, signs and flyers on student success tips, student success t-shirts, and others.

College observes World Diabetes Day

To increase public awareness about diabetes and ways to preventing and controlling it, the college's health services in collaboration with the Japan International Cooperation Agency (JICA), COM-FSM Alumni Association-Pohnpei Chapter, the MedPharm Clinic and Pharmacy, Island Food Community of Pohnpei-"Go Local," the Pohnpei State Dental Service, NCD and Immunization Programs, and other agencies, observed the World Diabetes Day last November 20, 2015 with this year's theme "Act today, change tomorrow."

Activities included a short ceremony, health screenings for diabetes, hypertension and obesity, oral and/or dental examinations, blood typing or



groupings, cooking demonstration, Japanese radio gymnastic exercise, aerobic (Zumba) exercise, distribution of information, education and communication (IEC) materials, and a "march" against diabetes.

About 450 students, faculty and staff including Upward Bound students participated during the observance of the World Diabetes Day.





Three members of CRE attend SPC organized meeting



Three members of the college's Cooperative Research and Extension (CRE) attended the Secretariat of the Pacific Community (SPC) organized meeting: Regional Consultation on Strengthening Agriculture and Forestry Research and Extension Linkages for Sustainable Food Security and Trade, Apia, Samoa, August 24-28, 2015. Jim Currie, VP-CRE, Dr. Naceneili Tuivavalagi, Pohnpei researcher, and Mr. Steven Young-Uhk, CRE Yap State coordinator represented the college.

Benefits to the college:

1. Development of linkages with other nations in the developing island nations
2. Opportunity to share Land Grant systems with other participants
3. Opportunity to help develop a regional awareness of needs to provide effective research and extension in food and agriculture related sciences
4. Opportunity to discuss need for collaboration and articulation needs for higher education

Dr. Tuivavalagi made a presentation on Agroforestry in the Atolls, Currie reported concerning the organization of extension outreach in Micronesia and the second concerning the Academic offerings in agriculture in Micronesia. Steven Young-Uhk assisted in the development of a regional extension outreach collaboration.



Dr. Verma participated in the 2nd International Conference on Global Food Security

Dr. Verendra Verma, Kosrae researcher, attended and participated in the 2nd International Conference on Global Security held at the Cornell University in Ithaca, New York. His objectives were: (a) to attend various plenary sessions, workshop cafe and present research and extension work; (b) to represent the interest of COM-FSM in the conference; and (c) to meet and develop networking with scientists and exchange research and extension experiences.

There were three plenary sessions, a symposium, a panel debate, 22 breakout sessions on 11 themes, 11 cafe workshops on 11 topics, poster sessions, and an inaugural lecture by Professor Swaminathan, and displays from exhibitors. Approximately 1,000 scientists and students attended the meeting and there were distinguished, international and diverse arrays of speakers from academic, industry, and government sectors.

COM Land Grant Program completed the update of the 2017-2022 Plan of Work

The College of Micronesia-Land Grant Program successfully completed the update of the 2017-2022 Plan of Work in Kolonia, Pohnpei during the week of November 9-13, 2015. All COM-FSM Cooperative Research and Extension (CRE) state coordinators, researchers, and administrative staff participated. In addition, the extension agents from CRE Pohnpei added the insight from the field agent viewpoint to the effort. Representatives from Palau and the Marshall Islands also attended. The 2017-2022 Plan of Work focuses on objectives under the six active program areas for COM Land Grant Program. Those programs address concerns in the following:

1. Global food security and hunger
2. Climate change
3. Aquaculture
4. Childhood obesity
5. Food safety
6. Families, youth and communities

Not all programs are active at each state but all are represented within the CRE programs in the FSM. In response to the directives from the COM-Land Grant Program Board of Regents, the plan of work encourages entrepreneurial activities and the support of activities in economic development throughout the FSM.

AS

Administrative
Services

UPDATES: Department of Administrative Services

1. Completed and posted the Annual Security and Fire Safety Report as required by US Department of Education and submitted the annual campus crime statistics.
2. Submitted the Accreditation Standard IIIB Report as required.
3. On November 23, President Daisy, along with Director Mendiola and Acting Director of Student life Mr. Joab met the counselor deputy head of mission Ms. Li Cuiying of the PR of China Embassy and received the sum of \$97,726.41 for FSM/China Friendship Sports Center, Multi-purpose hall floor replacement. Request for bids for the project for replacement of the wooden floor are due January 4, 2015.
4. Contract for the National Campus Janitorial services has been awarded to Nihco Janitorial Services. The contract covers November 2015 to October 2016.
5. Repair of the Dining Hall exhaust hood has been completed.
6. The Executive Committee has approved proposed fee policy for the Inter Campus Shuttle Service.
7. National Campus Maintenance Office conducted a workshop from November 16-20, for maintenance supervisors from all the COM-FSM college campuses. The workshop covered subjects including the following:
 - a. Accreditation standard IIIB report and training relating to the standards.
 - b. Updating preventative maintenance plans.
 - c. Determining cost of operation and programs.
 - d. Review of Facilities Master Plan and understanding the asset management plan.
 - e. Installation of LED tubes and computing energy savings
 - f. Budget preparations
 - g. Preparing vehicle replacement plan.
 - h. On the job injury reporting and claim process
 - i. Reading and understanding Typhoon tracking graphics.
 - j. Building insurance policy by Moylan Insurance.
 - k. Collecting data and analysis.
8. Construct service road to generator station #1 next the classroom buildings A&B.
9. Install AC unit for the fitness center office.
10. Replaced all florescent tubes with LED tubes at the Agriculture building "I", faculty building "F" and Bookstore/Dispensary building "K".
11. Purchased 25 passenger bus due to arrive December 11, 2015.
12. Paint exterior of Building "D&E".
13. Paint steel posts for the covered walkways.
14. Completed roof painting with Elastomeric coating on buildings "A,B, D, E , M, and N".
15. Surveyed 2 vans, 2 flatbed, 2 buses, and 1 sedan.

Human Resources Office

Employee Number - 369

National - 156, of which 47 are instructors
 Pohnpei - 79, of which 22 are instructors
 Chuuk -38, of which 12 are instructors
 Kosrae- 35, of which 9 are instructors
 Yap - 30 of which 6 are instructors
 FMI - 21, of which 5 are instructors

Retention Rate: 81% [based on 3 people leaving during the reporting period]

Full time New Hires: 15

