

**College of Micronesia – FSM - Performance reporting form**

<b>Department/Division/Campus:</b>	<b>COM-FSM campus wide report</b>	<b>Period:</b>	<b>1st Quarter 2010 (October 1, 2009 to December 31, 2009)</b>
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**FSM Strategic Development Plan Goal 4: to allow FSM students to complete postsecondary education to assist in the economic and social development for the FSM.**

**Mission Statement**

Historically diverse, uniquely Micronesian and globally connected, the College of Micronesia-FSM is a continuously improving and student centered institute of higher education. The college is committed to assisting in the development of the Federated States of Micronesia by providing academic, career and technical educational opportunities for student learning.

**Values**

Learner-centeredness, professional behavior, innovation, honesty and ethical behavior, commitment and hard work, teamwork and accountability

**Strategic Goals**

The College of Micronesia-FSM, through a cycle of assessment and review, will continuously improve to meet or exceed current accreditation standards and will:

1. Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyze information and to communicate effectively;
2. Provide institutional support to foster student success and satisfaction;
3. Create an adequate, healthy and functional learning and working environment;
4. Foster effective communication;
5. Invest in sufficient, qualified, and effective human resources;
6. Ensure sufficient and well-managed fiscal resources that maintain financial stability;
7. Build a partnering and service network for community, workforce and economic development;
8. Promote the uniqueness of our community, cultivate respect for individual differences and champion diversity; and
9. Provide for continuous improvement of programs, services and college environment.

College web site: [www.comfsm.fm](http://www.comfsm.fm) IRPO web site: <http://comfsm.fm/national/administration/VPA/researchdocs/irpo.html>

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**Strategic goal 1:** Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyze information and to communicate effectively

Objectives	Accomplishments	Comments/additional detail
<p>1A: Promote quality teaching and learning-centered behaviors and environments for the six campuses</p>	<p><b>President:</b>            1. Continue to collect data monitor the course completion rate for all campuses. This will enable the college to implement interventions.            2. Collected data on Fall Semesters program completion rates.  <b>[Vice President Instructional Affairs]</b>            Chuuk, Yap and FMI campuses monitoring visited conducted by VPIA during December 1-12 with three hour workshop/meeting conducted at each campus.</p> <p>10-UOG Partnership BA in Elementary Education students completes the program.</p> <p>169- Students graduated in December 2009 graduation ceremonies in Pohnpei and Yap.</p> <p><b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>• Students of ED/ WS 200 Workshop visited two elementary schools, Tafunsak Elementary and Malem Elementary, as part of their coursework requirements during the fall 2009 term. The goals of these visits were to observe invisible children, classroom transitions, and to observe resource room instructional activities.</li> <li>• Students of ED 215 Introduction to Exceptional Children also visited Resource Rooms at the Utwe Elementary School, Lelu Elementary School and the Kosrae High School to learn about the curriculum offered and teaching strategies used to accommodate exceptional children and other students with special needs. The instructor, Latika Raisinghani, also managed to take her whole class to visit the Severe and Multi-Disabled (SMD) center near the high school complex in Tofol. College students were generally impressed with the services and activities they observed at the SMD center.</li> </ul> <p><b>Pohnpei campus:</b></p> <ul style="list-style-type: none"> <li>• The joint effort between math instructors and tutors proved successful as a significant number of the students who participated received passing grades in their math courses.</li> <li>• Class evaluations both by students and supervisors were conducted at the end of the fall 2009 semester with satisfactory</li> </ul>	<p><b>[VPIA]</b>            Visit included discussion with chairs/faculty on schedule, textbooks, syllabi, efforts and examples of to do student centered teaching, assessment of SLO's and plans for improvements.            Three-hour workshop included information on ACCJC rubrics for institutional effectiveness and the self study for reaccreditation.            Student counted as graduates included Sum09 and Fall 09.</p> <p>Use of SIS and the Early Registration process is informing us on sections closed and possible needs for additional sections for Spring 10.</p> <p>IS 271 Advanced GIS will be offered as 3 credit course when assessment component is finalized.</p>

ratings.

- SC117 Tropical Pacific Environment class visited four community agencies and through observation and analyzing data collected they gained firsthand experience of the environmental impact caused by population growth, industrialization and modern technology.
- Math/Science division conducted math and science bowls followed by a ceremony to recognize the winners and participants.
- English/Social Sciences division conducted trivia; winners were given awards during the above recognition ceremony.
- Students were assisted by academic advisors on selecting courses during early registration for spring 2010.
- Agriculture & Food Technology class went on a field trip to the pilot farm in Pohnlangas and gained knowledge on the fundamentals of crop production. The students had the opportunity to have firsthand experience with the different kinds of vegetables that are being propagated at the pilot farm. The students also gained insights from the discussions provided by the pilot farm staff on the variety of vegetables, fundamentals of fertilizing, and the problems with diseases.
- The result from the latest COMET given at the end of Fall Semester 2009 shows that 75 out of 139 certificate program students who passed into degree programs are from Pohnpei Campus.

**[Chuuk Campus]**

1. Tentative schedules of courses for Spring 2010 and Summer 2010, along with textbook requests, have been submitted by divisions and compiled by Acting IC, at a division chairpersons' meeting on Wednesday, September 23, 4:00-5:30 pm.

1A. More course assessment activities are being conducted this Fall Semester.

1A1. ESL. 089 students received training from LRC Staff Kerweet Eria on LRC resources using OPAC.

**[Chuuk Campus]**

1. The schedules and textbook requests were forwarded to VPIA for review and approval.

1A. Assessment for MS 095, SC 117, ED 210, SS 195, BK 095, and another in EN are already underway this semester. Some already had their post – test being administered to the students.

1A1. On August 20, 2009, Mr. Eria did a presentation to students in the ESL: 089 class under Mr. Mariano Marcus English instructor. The purpose of this lecture was to educate the students on what collections available in the LRC and how to locate these materials using the OPAC. Part of the lecture was to show the students the usage of different search engines when doing research online and how to access through the National Campus LRC OPAC and view what is available on their database.

1A2. LRC is now open from 8:00 am to 8:00 pm Monday thru Thursday, and is also open on Saturdays from 9:00 am to 5:00 pm to accommodate students need as well as faculty and staff.

1A3. LRC staff Mr. Eria did two short lecture sessions to the new students and a few continuing on how to locate materials at the LRC using the (OPAC) Online Public Access Cataloging.

1A2. LRC resumes its Saturday and Evening schedules to accommodate student needs

1A3. Two short lecture sessions by LRC staff Mr. Eria on August 17 and 21 2009,

1A4. LRC continues to provide important service during these few days from August 14 to 24, 2009.

**LRC Activities (October-December 2009)  
Programs/Services**

	KC	PC	NC	YC
Patrons usage	<b>2144</b>	<b>9,332</b>	<b>25,298</b>	<b>5224</b>
Reserved materials		<b>56</b>	<b>983</b>	<b>430</b>
Materials circulated (all)	<b>176</b>	<b>431</b>	<b>3,362</b>	<b>2164</b>
Visitors using computers	<b>1078</b>	<b>11</b>	<b>60</b>	<b>0</b>

**[Chuuk Campus]**

**LRC Activities computer usage report.**

1A4. Total number of patrons used LRC since first day of instruction August 14, to August 24, 2009 is 969.

Others  
01

Number of patrons print documents  
40

Number of patrons used computers to do research 233

Materials check out by students  
124

Materials check in by students  
35

Materials check out by Staff/Faculty 02

Materials check in by Staff/Faculty  
01

Used supplemental reader for History of Micro/Geography  
0

Used supplemental reader for Psychology 101/201 16

Pacific Collection Materials used  
01

**LRC computer usage (October-December 2009)**

	KC	PC	NC	YC
General application	235	1,217	9,850	1336
Reference	721*	~	8,161	337
Email		~	4,920	508
Technical assistance	2	58	185	106

**LRC Reference Encounters (October-December 2009)**

	PC	NC	YC
Reference encounters	28	545	143

**[IRPO] Fall 2009 course competition rates (Institutional summary)**

Course level	Count	% ABC	% ABC
Developmental	3476	64.8%	77.4%
College 100+	6016	74.6%	82.0%
Institutional	9492	71.0%	80.3%

**[IRPO] Course sections by Level and Campus**

	CC	KC	NC	PC	YC	Total
Development	46	12	28	57	17	160
College	39	37	144	71	23	314
Institution	85	49	172	128	40	474

**[VPIA]****Curriculum Committee**

Five curriculum committee meetings conducted.

Twelve Program evaluations with recommendations for improvement reviewed by curriculum committee.

Twelve new course outlines approved; one outline updated.

IS 271 Advance GIS- Geographical Information Systems was approved as non-credit continuing education course.

\* e-mail encounters are included in this count.

	<p>One policy “Catalog Force” was approved and recommended to be forwarded for cabinet and board approval.</p> <p><b>Marine Science Student Internships</b> A symposium held at in September at COM-FSM national for Marine Science summer interns to present their research projects.</p> <p><b>Nursing Program</b> – ACCJC approved substantive change proposal for college to implement the nursing program.</p> <p><b>Area Health Education Centers</b> MOU with UOG signed for Year funding \$ <b>243,643</b> grant funding</p> <p><b>SAMHSA grant (Substance Abuse and Mental Health Services)</b> MOU for a subcontract under FSM Dept of Health for \$<b>322,661</b> is in process.</p> <p><b>Teacher Corps Program</b> 28 students participating in the program Fall 09 in good standing. 30 new laptop computers for students in program acquired with carry over funds.</p> <p><b>SEPIIE Program</b> 66 students completed associate degrees in special education or elementary education.</p> <p>Program close out report prepared for transmitted to FSM DOE /Special Education Program.</p> <p><b>Distance Education</b> SS 170 World History offered through DL Fall 09 with participants from Pohnpei, Chuuk and Kosrae.</p> <p>16 COM-FSM faculty or staff successfully ED 403 “Pedagogical Principles of Online Learning”</p> <p><b>CariPac Project –Improving Agriculture, Natural Resources and Nutrition Sciences Teaching</b> MOU/Contract signed with MOU for Phase V funding <b>\$82,000</b>. CariPac project coordinator hired to facilitate implementation and documentation of project activities.</p>	<p><b>[VPIA]</b> By end of Fall 09 semester, several more SEPIIE project participants are expected to graduate increasing the total. Target was 100 students by project end. Low participation by Chuuk DOE teachers a factor in not reaching targeted goal.</p>
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1B: Make developmental courses an institutional priority

**[President:]**  
 1. Started monitoring the retention rate data for all programs. This will help the College to determine the quality of instructional programs.  
 2. Start monitoring the graduation rate by cohort on a system wide basis.

**[Chuuk Campus]**  
 1. The Faichuk Teacher Training Program (FTTP) is now scheduled to begin implementation in October.

**Table 1 - Developmental courses offered by subject & campus**

subject	total	Chuuk	Kosrae	National	Pohnpei	Yap
AG	5		2		3	
BK	5	4			1	
BU	13	9	1		2	1
ESL	79	17	6	18	28	10
ESL/BU	4	3			1	
MS	35	9	3	9	11	3
PH	1			1		
SC	10	1			7	2
SS	8	3			4	1
<b>Total</b>	160	46	12	28	57	17

**Table 2 - Developmental course completion rates**

Course level	Count	% ABC	% ABC
Developmental	3476	64.8%	77.4%

**[Yap Campus]**  
 The gap between secondary and post secondary is getting wider each year. We are working with Yap High School to join efforts in narrowing this gap, especially in the area of English skills. All English course outlines for YHS have been re-written in SLO format. The English Department chairperson has worked hard which has shown some positive and encouraging results. The COMET results for YHS seniors this year are higher compared to previous years.

1C: Enhance faculty involvement in the college

**President:**  
 1. Selected new faculty members for the newly established Standing Committees for the Governance System.  
 2. Approved the travel authorizations for over 14 faculty members to attend the Building Regional Capacity for Assessment: Tools and Lessons for Successful Accreditation Visits so they can understand their roles in Institutional Effectiveness Assessment and Accreditation.

**[VPIA]**

**President:**  
 Most of the travel costs for faculty members were paid for by PPEC.

**[VPCRE]**

1. CRE State staff attended workshops provided by HR in Personnel issues as they were presented in the state sites.
2. Through follow-up on personnel issues, supervisors

	<p>6 national campus division chairs provided training for program assessment and institutional effectiveness through ACCJC/WASC Workshop.</p> <p>34 faculty provided training in program improvement and performance based budgeting for “closing the loop” for program improvement.</p> <p><b>[Vice President Cooperative Research Extension]</b></p> <ul style="list-style-type: none"> <li>• CRE staff gained knowledge in HR policies</li> <li>• CRE staff gained knowledge in Assessment procedures</li> </ul> <p><b>[Chuuk Campus]</b></p> <p>Our faculty members are involved in committees at our campus and system-wide.</p> <p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>• Faculty members participate in ad hoc committee to recruit new faculty members and Instructional Coordinator.</li> <li>• Faculty members are actively participating in the assessment of courses and instructional programs.</li> <li>• Faculties are also members of various standing committees of the college system wide.</li> </ul>	<p>have gained insight into HR procedures.</p>
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**Strategic goal 2:** Provide institutional support to foster student success and satisfaction

<b>Objectives</b>	<b>Accomplishments</b>	<b>Comments/additional detail</b>
<p>2A: Promote strategic enrollment management for the college</p>	<p><b>[President]</b></p> <ol style="list-style-type: none"> <li>1. Courses with enrollment below minimum enrollment will be eliminated from class schedules at all campuses and students in these courses will be placed in high demand courses.</li> <li>2. Continue to monitor the system wide enrollment indicators to make sure that all campuses are in compliance with these.</li> </ol> <p><b>[Vice President Administrative Services]</b></p> <ul style="list-style-type: none"> <li>• Continued to work with appropriate offices at all campuses to ensure they meet the enrollment projection established by each campus.</li> </ul> <p><b>[Vice President Student Services]</b></p> <ul style="list-style-type: none"> <li>▪ VPSS facilitated a retention workshop at Pohnpei Campus. Pohnpei Campus’s goal this year is to increase its retention rate by 5%.</li> <li>▪ As chair for the ad hoc streamlining committee, biweekly meetings were called to address how to streamline the current structure of the college. The committee reviewed all the current data on enrollment, retention, graduation, completion rates and flagged programs and services in all areas that may not meet the mission and quality that are expected.</li> </ul> <p><b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>• Twenty students are placed on job sites under the Federal Work Study Program.</li> <li>• With total enrollment of 225, about 153 students have received their Pell Grant award in November.</li> <li>• Early Registration for spring 2010 was open, however less than 20 students showed up to</li> </ul>	<p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>• Enrollments at all campuses have been very challenging due to several factors. One is the outmigration of the college age group to the US. Secondly, student’s performance on the COM-FSM entrance exam has not been very good.</li> </ul> <p><b>[VPSS]</b></p> <p>Over 40 faculty and staff attended the workshop.</p>



register.

**[Admissions and Records]**

- COMET had been administered to 843 students last November 16-20, 2009 at the State Campuses. Based on the scores in the COMET, 139 of these 843 students had been recommended to be admitted as degree-level, 575 as certificate level, and 129, non-admission. Admissions for 2010.1 term of these students had been approved by the President.
- The RAR Committee reviewed the recommendation from the Chuuk Campus faculty, the VPIA and VPSS to reconsider the admission of 10 students from the State of Chuuk who were initially placed at the CA-level based on their 2009 COMET scores; RAR Committee recommended to the President the admissions of these 10 students as degree-level. The President had approved recommendations.
- The RAR Committee recommended the 2010.1 admissions/readmissions of the following:

Admission type	Number
Readmission	48
TYC in Teacher Prep-Elementary	16
TYC in General Business	12
TYC in Accounting	5
TYC in Public Health	2
Second Degree	23

**Table 3 – Fall 2009 student enrollment by Student Type & Campus**

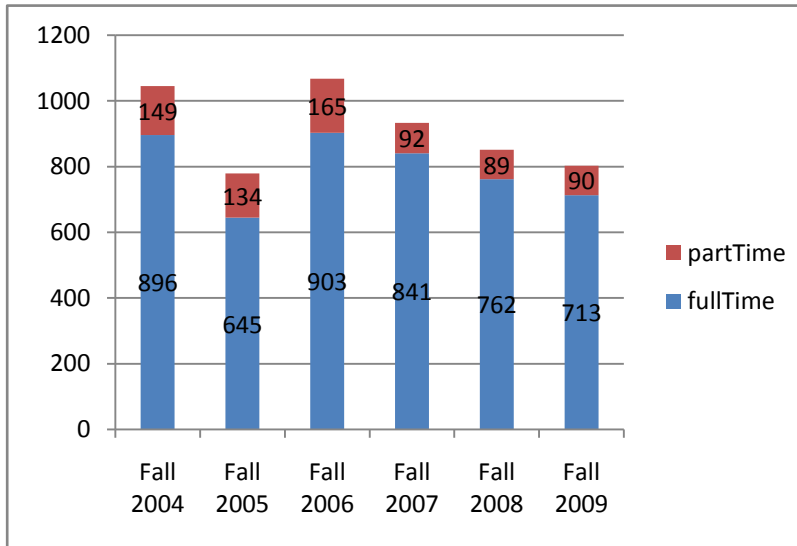
Student Type	total	Chuuk	Kosrae	National	Pohnpei	Yap
Continuing	1751	320	164	762	345	160
New	803	205	49	154	333	62
Returning	206	55	20	90	35	6
Total	2760	580	233	1006	713	228

**Table 4 - Fall 2009 total credits by campus major**

	total	Chuuk	Kosrae	National	Pohnpei	Yap
Total credits	31517.5	6592.0	2264.5	12051.0	8037.0	2573.0

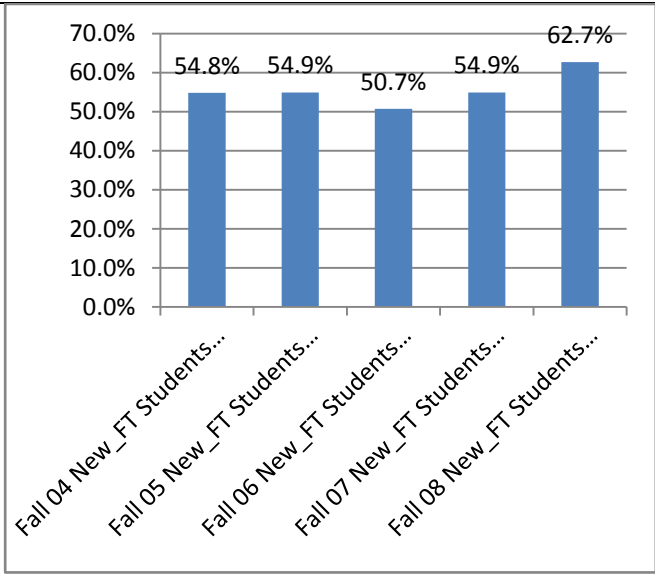
The total credits taken by students in fall 2009 were 31517.5. 2010 budget assumptions were at a level of 33635 credits for a ~6.3% shortfall. Corrective actions were taken in fall 2009 to address the shortfall. While the enrollment (headcount) exceeded expectations, the credits per student were below expectations resulting an overall shortfall.

[IRPO] Provided data trends to various committees including the decline in average credits per student, FTEs and decline in new student enrollment in fall semesters.



**Figure 1 - Trends in new students enrolling in fall semesters**

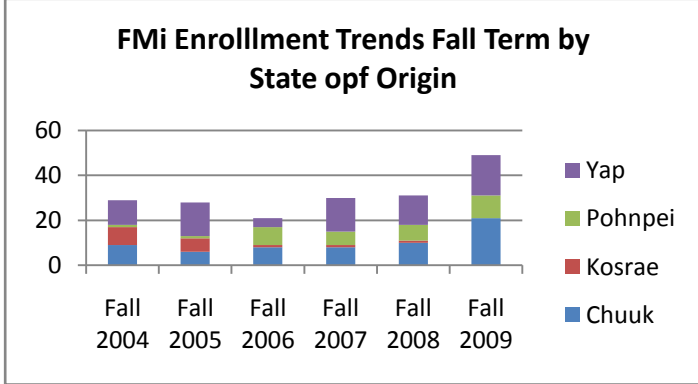
There has been a decline in the new ob new students entering into fall semester for 4 years. The long term impact may be significant. The decline in new students enrolling at the college is being reviewed in the Retention, Admissions and Recruitment Committee and in the streamlining efforts of the college.



**Table 5 - Retention rate trends Fall 04 to Fall 09**

The college has seen an increase in retention rates over the past 3 fall terms. The current rate (fall 08 to fall 09) of 67.2% is a 12% increase from 3 years ago. This means more students are staying in school.

**FSM Fisheries and Maritime Institute (FMI)**



The college operates FMI under a memo of understanding with the FSM National Government. Funding for FMI is largely provided by the FSM Government. Enrollment has varied since 2004, but there has been a dramatic upswing in enrollment by 158% from fall 2008 to fall 2009.

	<p style="text-align: center;"><b>FMI Graduates by School Year and State Origin</b></p> <table border="1"> <caption>FMI Graduates by School Year and State Origin</caption> <thead> <tr> <th>School Year</th> <th>Chuuk</th> <th>Kosrae</th> <th>Pohnpei</th> <th>Yap</th> </tr> </thead> <tbody> <tr> <td>2003-04</td> <td>8</td> <td>2</td> <td>0</td> <td>4</td> </tr> <tr> <td>2004-05</td> <td>4</td> <td>1</td> <td>1</td> <td>8</td> </tr> <tr> <td>2005-06</td> <td>2</td> <td>4</td> <td>1</td> <td>4</td> </tr> <tr> <td>2006-07</td> <td>1</td> <td>0</td> <td>0</td> <td>10</td> </tr> <tr> <td>2007-08</td> <td>4</td> <td>0</td> <td>7</td> <td>5</td> </tr> <tr> <td>2008-09</td> <td>5</td> <td>1</td> <td>0</td> <td>7</td> </tr> </tbody> </table> <p>Program completer data is provided showing from 11 to 16 gradates each academic year.</p>	School Year	Chuuk	Kosrae	Pohnpei	Yap	2003-04	8	2	0	4	2004-05	4	1	1	8	2005-06	2	4	1	4	2006-07	1	0	0	10	2007-08	4	0	7	5	2008-09	5	1	0	7	
School Year	Chuuk	Kosrae	Pohnpei	Yap																																	
2003-04	8	2	0	4																																	
2004-05	4	1	1	8																																	
2005-06	2	4	1	4																																	
2006-07	1	0	0	10																																	
2007-08	4	0	7	5																																	
2008-09	5	1	0	7																																	
<p>2B: Become more student-centered in the development of specific college system policies and procedures</p>	<p><b>[President]</b></p> <ol style="list-style-type: none"> <li>1. Established a working group to address students concerns related to Fall Semester 2009.</li> <li>2. Will implement early registration for Spring Semester 2010. This will ensure that students are locked into those courses they registered for.</li> <li>3. Continue to upgrade and expand SIS database so early interventions can be taken on students academic needs to enhance monitoring of students progress toward accomplishing their goals.</li> </ol> <p><b>[VPAS]</b> Administrative decisions were first evaluated for their “student-centeredness” whenever possible. There is still a lot of work needed to have a mind set for all employees working for the college to establish policy gearing toward student-centeredness</p> <p><b>[VPIA]</b> The revised attendance policy went into effect for Fall 09 semester.</p> <p>Faculty trained in new SIS and MyShark online student portal for advising information and new registration process to help with more efficient student advising.</p> <p><b>[Chuuk Campus]</b> Joey Oducado and Shaun Suliol from the National Campus did presentation on the Early Registration and myShark Portal to students as well as staff and faculty.</p> <p>A Student Satisfactory Survey was administered to the students by the Student Services staff in the Student Center for a week. Total of <u>384</u> students were surveyed.</p> <p><b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>• A mini workshop on change of major was conducted for students who would like to change enrollment status.</li> </ul>	<p><b>[VPAS]</b> More work is needed in this area to have everyone plan toward a real student centered institution.</p> <p><b>[Chuuk Campus]</b> Applications for graduation that were submitted after the deadline this month are as follows; 1 male and 2 females.</p> <p>-Only about 10% of the students attended the orientation of the Early Registration and myShark Portal.</p> <p>-Follow-up training on myShark Portal will be scheduled for the students who did not have the chance to attend.</p>																																			

- Assisted the FSM-FMI recruiter on coordination of meeting schedule with the Kosrae High School students.

**[Yap Campus]**

New SBA Officers elected this Fall semester 2009. Officers participate in the biweekly campus management team meetings. Also, they take the lead in planning and organizing student activities for all, including orientation for new students, welcome luncheon, SBA meeting (137 students in attendance), Ice Cream social, Fun Nite, Early Registration training of faculty and students.

**[OARR]**

- OARR processed 265 transcripts to support students' applications for scholarship, admissions to other institutions, and job applications;
- OARR processed 22 certificates of enrollment to support students' applications for scholarships, and others.
- OARR processed 12 social security certificates to support student's Social Security scholarship applications.

**[Sports and Recreation]**

- College of Micronesia – FSM 2009 Intramural Ball Games: The expected number of teams participated in the 2009 intramurals ball games lesser as the games kicked in, some of the teams merged into one especially the women's teams. So with that it led us to an outcome of women participation in the league lesser from about 20% to 15% of the female athletic student population. As for the males the % of male athletic students remained at 40% of the male athletic student's population. As the result of the College leagues, we built their courage and motivate them to compete in the higher levels competition and at the same time expose their skills and knowledge to the community. Some of these young athletes will be representing their respective State in the upcoming Micro games this year on August 1<sup>st</sup> to 10<sup>th</sup> 2010.
- It is a tradition that we provide awards to the successful organizations (teams) and the most outstanding player. This individual player kind of stands out among all the team mates.
- Categories of Awards: Basketball 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> places and a sportsmanship awards for both genders. The same awarding applies to Volleyball and Softball as well.
- Intramurals 2009 Ball Game Results: In Softball Men, 1<sup>st</sup> place Staff, 2<sup>nd</sup> Hakuna Matada, and 3<sup>rd</sup> Rah Modaol; Softball Women, 1<sup>st</sup> place Pohnpei Campus Girls, 2<sup>nd</sup> Hakuna Matada Girls, and 3<sup>rd</sup> Rah Modaol Girls; The Sportsmanship award goes to Pohnpei Campus Girls. Most outstanding Male Player, from the Nukap Organization, **Sympson Simon** and most outstanding female player is from the Hakuna Matada Girls, **Breleen Abraham**. In the **Basketball Category for Men:** 1<sup>st</sup> place Yap, 2<sup>nd</sup> Kosrae, & 3<sup>rd</sup> Staff; **Basketball Women:** 1<sup>st</sup> place Yap, 2<sup>nd</sup> Chuuk & 3<sup>rd</sup> Hakuna Matada; The Sportsmanship award goes to YSO Girls. From the same category the most outstanding male player is from the Yap team, **Oliver Acker** and the female most outstanding player

	<p>also from Yap is, <b>Joanie Dabugsiy</b>. In the Volleyball Category for Men, 1<sup>st</sup> place Staff, 2<sup>nd</sup> KMix &amp; 3<sup>rd</sup> MoJuh; Volleyball Women, 1<sup>st</sup> place Hakuna Matada, 2<sup>nd</sup> Nukap &amp; 3<sup>rd</sup> Chuuk. The Sportsmanship award goes to the Nukap Organization. For the most outstanding player in the male category from the KMix team, <b>Rufino Roby</b> and for the most outstanding female player from the Nukap team, <b>Claire Benjamin</b>. The next event will be the Founding Day Ball games and activities and we normally get more participants in these games.</p> <ul style="list-style-type: none"> <li>• Daily facility user’s statistics from the logging with in this reporting period. Male students – 427 and Female students 122. Weight Room users – males 78 and females 24.</li> <li>• Activities held at the gym for the past few months and estimated number of participants. Educational Sports Science classes daily, Music class concert, Speech class, KSO variety show, social function for clubs and Dorm Students, SSSP Banquet, Pingelapese People Annual Activity, Faculty Staff Senate Christmas Party, College of Micronesia – FSM Mid Year Graduation and Student Services Christmas Party. From observation of the support staff there are more females then males in this generation. The Estimated number of people utilizing the gym with in this reporting period is about 9,000. Out of this number 70% were females and 30% were males.</li> <li>• 18 College students participated in the Green Steps Fun Walk/Run, 8 of them were females and 10 were males. An activity that was established to promote a clean and healthy environment to all the people of the Earth. In this activity trash were picked from the state track and field down to the Spanish Wall and back and trees were planted outside <b>PICS cafeteria</b>.</li> </ul>	
<p>2C: Promote timely college tenure and graduation of students with mastery of array of core learning objectives, including civic-mindedness and self-value</p>	<p><b>[President]</b> 1. Monitoring graduation rates, course completion, and retention rate and implementation of the interventions like counseling and tutoring for students will promote timely college tenure and graduation of students.</p> <p><b>[VPSS]</b></p> <ul style="list-style-type: none"> <li>▪ VPSS assisted the Student Body Association (SBA) Advisors in the SBA campaigns and elections for the new school year.</li> <li>▪ VPSS sworn the new SBA officers and student delegation leadership to their new offices.</li> <li>▪ A training of the new SBA officers, club and island leaders followed the induction ceremony to ensure the students that they understand their roles as student leaders and train them on the SBA by-laws.</li> <li>▪ As the lead advisor for the local chapter Beta Omicron Upsilon of the Phi Theta Kappa International Honor Society of the Two Year College, the members and advisors joined chapters in the US mainland in promoting World Peace by making 1,000 paper cranes for peace. Members and advisors held a four hour session with the Catholic School 6th Graders</li> </ul>	<p><b>[President]</b> Set back on these will be incorrect inputs of data that may delay the accessibility of information needed to provide interventions.</p> <p><b>[Counseling]</b> Tutors’ contracts were effective October 1, 2009.</p> <p>13 students placed on disciplinary action have met with counselors for alcohol counseling/education.</p> <p>Received Substance abuse certification guide for use from Pacific Substance Abuse Mental Health Certification Board on Guam. Scholarship information provided to</p>

in folding paper cranes talked about world peace.

- Beta Omicron Upsilon Chapter of the Phi Theta Kappa Honor Society indicted 6 students during the month of October to promote awareness of the four major pillars of the society: Scholarship, Leadership, Service, and Fellowship.

**[Chuuk Campus]**

Other activities are as follows;

FAFSA online session-----26 females 5 males

Pick-up charge textbook forms-----9 females 7 males

Completed SARs/Corrections sent to FAO/National campus for processing awarded

-----44

Others relating to Financial Aid matters-----13 females 12 males

Submitted other documents:

-Copy of Birth Certificate

-Copy of Wage and Tax Statement 2008

-COM Financial Assistance Form-----26 females 5 males

Total-----187

**[OARR]**

- OARR processed and 119 degree and 30 certificates; of these, 24 degrees and 4 certificates had been released to students.
- OARR created 152 new academic dossiers of students

**Student Support Services Program Contacts**

**Table 1. October-December 2009 # of Contacts**

	<b>Academic Advising</b>	<b>Counseling (FS, TR)</b>	<b>Tutoring Services</b>
<b>M</b>	47	5	32
<b>F</b>	61	5	47
<b>T</b>	108	10	79

**Table 2. Fall 2009 Grade Point Average**

	<b>Below 2.00 pt</b>	<b>2.00- 3.00</b>	<b>3.01 – 3.99</b>	<b>4.00</b>
<b>M</b>	17	35	17	4
<b>F</b>	16	42	24	5
<b>T</b>	33	77	41	9

students, as a result, students are able to receive additional financial aid to help pay for their education at COM-FSM or abroad.

As a result of providing academic and personal counseling, students are aware of financial consequences.

**[Student Support Services Program]**

Table 1. Number of student received services during reporting period.

Table 2 End of Fall semesters of the 160 participants served by the program that maintained semester grade point average.

Table 3. October 7<sup>th</sup> and 21<sup>st</sup>, two workshops were facilitated by staff and two faculty members, Ms. Medalla from the Business Division, and Mrs. Ben-Dereas from the Social Science division.

Table 4. SSSP participants graduated and transferred.

SSSP grant proposal was successfully submitted by the due date on December 14, 2009.

**Table 3. October-December 2009 # of students attended workshops**

Workshops	Money Management	Time Management
<b>Male</b>	32	28
<b>Female</b>	46	40
<b>Total</b>	78	68

Both workshops provided useful information on how to use a “To Do” list, and how to manage and budget money through prioritizing needs and wants.

**Table 4. SSSP participants graduated and transferred**

	# of students	transferred
Male	9	3 UH Hilo 1 UH Manoa
Female	9	1 UH Hilo
Total	18	5

**October-December 2009 # of Counseling Contacts**

	CC	FMI	KC	PC	NC	YC
<b>M</b>	<b>30</b>		<b>75</b>	<b>54</b>	<b>199</b>	<b>16</b>
<b>F</b>	<b>25</b>		<b>109</b>	<b>75</b>	<b>153</b>	<b>29</b>
<b>T</b>	<b>55</b>		<b>184</b>	<b>129</b>	<b>352</b>	<b>45</b>

**SEG SEOG/CWS Fall 2009 (#/Amount)**

	CC	FMI	KC	PC	NC	YC
<b>M</b>	12/2,706.25	48/9,652.50	8/1,177.50	61/12,673.00	167/29,277.00	9/1,612.50
<b>F</b>	25/5,731.25		10/1,890.50	60/12,002.50	215/40,033.00	21/4,627.75
<b>T</b>	37/8,437.50	48/9,652.50	18/3,068.00	121/24,675.50	382/69,309.00	30/6,240.25

**SEG SEOG/Fall 2009 (#/Amount)**

	NC
<b>M</b>	78/39,000.00
<b>F</b>	78/39,000.00
<b>T</b>	146/78,000.00

**Tutorial services October-December 2009**

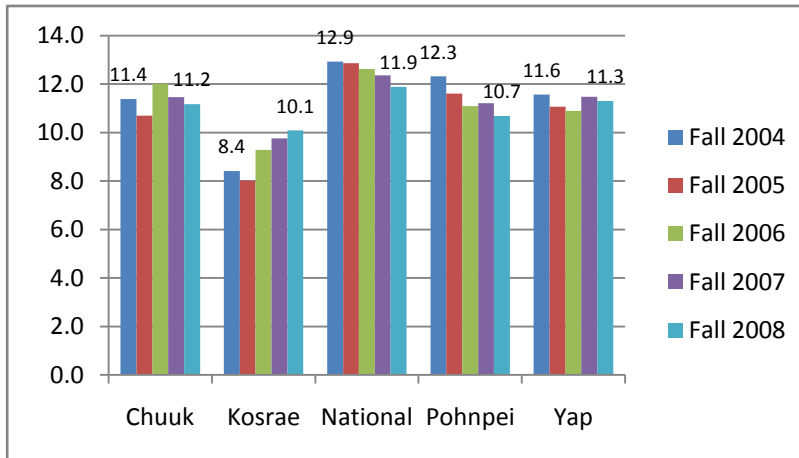
	PC	NC	YC
<b>M</b>	<b>35</b>	<b>199</b>	
<b>F</b>	<b>154</b>	<b>153</b>	
<b>T</b>	<b>189</b>	<b>352</b>	<b>102</b>



**[Kosrae Campus]**

- A full time tutor and three part time peer tutors are hired on special contract to provide tutoring services.
- The Student Body Government has been organized, and it is currently active on coordination social activities for the students.
- Halloween was a fun day; students were seen on campus dressed up in island attire.

**[IRPO] Decline in average credits per student**



**Figure 2 - Average Credits per Student**

The figure above provides the averages credits per students. Of note is that the average credit per student has decreased over the past 6 years. This means students need more time to complete degrees and run the chance of no longer being eligible for PELL grant and reduces their likelihood of completing their program of study.

**Table 6 - Fall 2009 Program completers by major & campus**

Program/campus	Degree	Total	C	K	P	N	Y
Elementary Education	BA	10				10	
Teacher Prep-Elementary	TYC	8		1		7	
Business Administration	AS	18				18	
Computer information Systems	AS	12				12	
Marine Sciences	AS	3				3	
Teacher Preparation	AA	3				3	
Liberal Arts/Health Career Opportunity Program	AA	7				7	
Liberal Arts/Media Studies	AA	1				1	
Micronesian Studies	AA	15				15	
Hospitality and Tourism Management	AS	5			5		
Electronics Technology	AAS	4			4		
Liberal Arts	AA	25				25	
Building Technology-Construction Electricity	AAS	4			4		
Refrigeration and Air Conditioning	CA	2			2		
Agriculture and Food Technology	CA	3		2	1		
Teacher Education-Elementary	AS	32	13	7			12
Construction Electricity	CA	2					2
General Studies	CA	11	1				10

\*A total of 166 program completers were seen in fall 2009 as compared to 230 for all of Academic Year 2008/2009.

Bookkeeping	CA	1	1				
Total		166	15	10	16	101	24

**[IRPO]Fall 2009 Midterm Deficiency Results**

**Duplicated Total Midterm Deficient Students who passed final grade**

campus	Total	Grades		
		A	B	C
Chuuk	47	1	12	34
Kosrae	63	4	12	47
National	346	17	95	234
Pohnpei	263	3	57	203
Yap	58		8	50

**Percentages of Midterm Deficient Students who passed final grade**

campus	Total	Grades		
		A	B	C
Chuuk	27.49%	2.13%	25.53%	72.34%
Kosrae	45.65%	6.35%	19.05%	74.60%
National	38.88%	4.91%	27.46%	67.63%
Pohnpei	45.11%	1.14%	21.67%	77.19%
Yap	36.02%	0.00%	13.79%	86.21%

**Duplicated Total Midterm Deficiency by Campus and Grade**

campus	Total	Grades			
		D	D-	D+	F
Chuuk	171	89	2	2	78
Kosrae	138	83			55
National	890	485			405
Pohnpei	583	334	1		248
Yap	161	67	1	3	90

**Duplicated Total Midterm Deficiency by Campus and Grade (in Percentages)**

campus	Total	Grades			
		D	D-	D+	F
Chuuk	8.80%	52.05%	1.17%	1.17%	45.61%
Kosrae	7.10%	60.14%	0.00%	0.00%	39.86%
National	45.81%	54.49%	0.00%	0.00%	45.51%
Pohnpei	30.01%	57.29%	0.17%	0.00%	42.54%
Yap	8.29%	41.61%	0.62%	1.86%	55.90%

2D: Develop a student-friendly campus environment that encourages and enables students to be health conscious

**[President]**

1. Approval of the constructions of student services centers, learning resources center, and more classrooms by JEMCO at Chuuk, Kosrae, Pohnpei, and Yap Campuses will create friendly environment for students.

**[VPAS]**

Took part in the Health Awareness Week on STI by speaking at the gathering of students on campus. Contestants were selected based on their ESSAYS.

**October-December 2009 # Visits to Dispensaries**

	CC	KC	PC	YC
<b>M</b>	<b>146</b>	<b>126</b>	<b>190</b>	<b>17</b>
<b>F</b>	<b>184</b>	<b>105</b>	<b>181</b>	<b>25</b>
<b>T</b>	<b>330</b>	<b>131</b>	<b>371</b>	<b>42</b>

**[Health Services]**

**The following is the breakdown of the total number of visits and the reasons for the visits:**

Of the **1,393** visits taken care of during the reporting period, **61** sought treatment for the flu/cold syndrome, **55** sought treatment for minor injuries, **192** sought treatment for generalized aches/pains/headaches, **31** sought treatment for eye/ear/nose-related problems, **56** sought treatment for skin diseases/infections, **25** sought treatment for gastro-intestinal (GI) related problems, **6** sought treatment for genitor-urinary related problems, **116** were counseled and provided information on reproductive health and other health-related problems, **42** requested usage of family planning/contraceptive methods, **284** were screened and counseled for STIs, **197** received the influenza immunization, **80** were screened for non-Communicable diseases such as diabetes, hypertension and obesity etc., **0** were screened, counseled and provided information on Communicable diseases such as Leprosy, TB etc. **88** sought treatment for health maintenance

**[VPSS]**

- The department took part in the Annual Diabetes Day. VPSS delivered the opening remarks. Several Public Health personnel from the state and National governments were part of the event. Dr. Jim from Pohnpei Public Health Services was the keynote speaker on Diabetes and its impact in the FSM. Several health officials' show cased their activities during the event for the college community.
- The department of student services also sponsored an Alcohol Awareness Day for the college community. Essays, speeches were presented and the winners were awarded money prizes.

**Chuuk Campus**

Students were referred to the Family Planning Program at Chuuk Public Health for further evaluation and treatment.

Counseling staff are preparing for the

and/or prophylaxes. **25** were referred to other health clinics/agencies and **135** were for various reasons.

**2009 World Diabetes Day-November 14**

Activities planned and implemented for this year’s World Diabetes Day including a short walkathon, a short program to listen to Dr Rally Jim speak on the topic of diabetes and hypertension, mass screening and distribution of information on diabetes and hypertension and update on the flu vaccines. Over 500 people participated in these activities. Of this number 198 people also received the flu vaccines. These activities were carried out on November 23-25, 2009

**2009 World Aids Day-December 1**

Activities planned and implemented for this year’s World Aids Day including Essays & Poetry competition with prizes, a World Aids Day March, distribution of red ribbons and t-shirts highlighting this year’s World Aids Day theme “Right to Live; Right to Health: Stop AIDS. Keep the Promise” and distribution of information on the topic. A short program was also held to listen to reading of the winning essays and poems. In addition, counseling and screening for STIs were also carried out on December 2 & 3, 7 & 8 with the assistance of staff from Pohnpei State Laboratory Dept and the STIs/HIV/AIDS program. Over 600 people participated in these activities. Of this number a total of 144 people participated in the counseling and screening of Sexually Transmitted Infections.

Prepared and gave a power point presentation on the topic of H1N1 influenza virus. The outcome showed that over fifty students and staff have gained new knowledge about the H1N1 influenza virus; its symptoms; modes of transmissions, and ways to prevent and control its spread. Received, unpacked and distributed/shipped medical & pharmaceutical supplies to Pohnpei & Chuuk health clinics.

Prepared and submitted the following:

1. HS Rubrics
2. Quarterly performance report
3. Family Planning report

**October-December 2009 Counseling Activities by Campus**

**# Visits**

	CC	KC	PC	NC	YC
Academic	<b>24</b>	No data	<b>189</b>	<b>30</b>	<b>46</b>
Discipline	<b>4</b>	<b>0</b>	<b>0</b>	<b>31</b>	<b>0</b>
Personal	<b>11</b>	No data	<b>0</b>	<b>20</b>	<b>162</b>
Career	<b>2</b>	<b>9</b>	<b>0</b>	<b>43</b>	<b>25</b>
Transfer	<b>6</b>	<b>0</b>	<b>0</b>	<b>25</b>	<b>0</b>
Other	<b>10</b>	<b>0</b>	<b>0</b>	<b>203</b>	<b>0</b>

upcoming COMET on November 16th, to 20<sup>th</sup>.

-The Peer Counseling staff were trained by the Program Coordinator on new Family Planning methods.

2D. Efforts are taken and measures put in place to make Chuuk Campus a Drug Free Campus. Signs will be placed at the entrance, and efforts are taken to make sure that it is preached in the classrooms, during general assemblies, and in meetings of the SBA and each of the five regions.

**Counseling Career Day Activity:**

34 students participated in Career Day activity. 19 students indicated on survey that the activity increased their knowledge of career opportunities available.

21 students indicated on survey that the information presented during career day activity was useful and helpful.

18 students indicated on survey that the career day activity was well prepared and organized.

19 students indicated on survey that they were satisfied with the overall activity.

Held a substance abuse awareness/prevention activity (essay contest) for staff and students.

<b>October-December 2009# visits to Peer Counseling</b>				
	<b>CC</b>	<b>KC</b>	<b>PC</b>	<b>NC</b>
<b>Family Planning</b>	<b>41</b>	<b>456</b>	<b>105</b>	<b>346</b>
<b>Financial Aid</b>	<b>4</b>	<b>0</b>	<b>439</b>	<b>24</b>
<b>Substance Abuse</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Personal</b>	<b>1</b>	<b>16</b>	<b>0</b>	<b>4</b>
<b>Other</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>509</b>
	<b>6</b>	<b>456</b>	<b>0</b>	<b>1</b>

**Strategic goal 3:** Create an adequate, healthy and functional learning and working environment

<b>Objectives</b>	<b>Accomplishments</b>	<b>Comments/additional detail</b>
3A: Provide for adequate facilities to support a learning community	<p><b>[President]</b></p> <p>1. Approval by JEMCO of following facilities at state campuses will provide adequate facilities to support learning communities: student services buildings at Kosrae, National, and Yap Campuses, LRC buildings at Kosrae and Pohnpei Campuses, Phase I and II construction of facilities at Chuuk Permanent Site.</p> <p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>Facilitate the efforts in getting Chuuk Campus permanent site access road construction.</li> <li>Drafted a letter for President James signature to seek funding for additional generator for the National Campus.</li> <li>Chuuk campus power generators are still working properly.</li> </ul> <p><b>[Maintenance]</b></p> <p><b>Chuuk Campus</b></p> <p>Maintenance division accomplished some major tasks during the first quarter on this year.</p> <ol style="list-style-type: none"> <li>The 300 KV generator is now operation providing more than adequate stand-by power to the campus.</li> <li>The 90 KV is being relocated to the northern end of the campus to significantly reduce the noise factor to the classroom area.</li> <li>The problematic air condition unit in B2 is now fixed.</li> <li>One of our classes is held in a remote gym and we are assisting students by providing transportation.</li> <li>Moved the Upward Bound office to a new location with better</li> </ol>	<p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>Due to the weather, the access road construction has been slowed down. However, a full time person has been designated to help continue the work on the access road while Alfred Olter returned to Pohnpei.</li> </ul> <p><b>Chuuk Campus</b></p> <ol style="list-style-type: none"> <li>Hookup 300KV Generator to help power in COM CHUUK.</li> <li>The 90 KV is now being converted to 3-phase setup.</li> <li>Fix the aircon in B2 classroom now the room is cool.</li> <li>Drop and pick students so they will not miss their class.</li> <li>Upward need 20 chair for their classroom now there.</li> <li>The road is now accessible all the way to the permanent site.</li> </ol>

	<p>rooms and classrooms.</p> <p>6. The road to the permanent site has been cleared and coral compacted.</p> <p><b>FMI:</b></p> <ul style="list-style-type: none"> <li>• Proposal for separation of electric meters have been received and reviewed.</li> </ul> <p><b>Kosrae Campus:</b></p> <ul style="list-style-type: none"> <li>• Funding for designing the student center and LCR has been approved by OIA.</li> <li>• Renovation of the Research laboratory is has been completed.</li> <li>• In cabinet, a request to speed up work on IDP projects for Kosrae Campus was made.</li> <li>• The Carpentry classroom has been extended into the garage area to allow space for student projects and assembling.</li> </ul> <p><b>National campus:</b></p> <ul style="list-style-type: none"> <li>• Funding to design the National Campus Student Center has been approved by OIA.</li> </ul> <p><b>Pohnpei Campus:</b></p> <ul style="list-style-type: none"> <li>• Funding to design the Pohnpei Campus Library and Vocational Center/Classroom have been approved by OIA.</li> <li>• <b>LRC Renovation.</b> Removed and replaced entire flooring of the Campus LRC with new 3/4" exterior treated plywood covered with new vinyl tiles. Repainted the whole room to have it ready for Spring Semester 2010.</li> <li>• <b>Land Grant Research Lab</b> is 100% completed.</li> <li>• <b>Pohnpei Small Business Development Center</b> is 95% completed to date. Partitions haven't been installed.</li> </ul> <p><b>Yap Campus:</b></p> <ul style="list-style-type: none"> <li>• Contract for the Student Center &amp; Classroom/Computer labs have been executed and schedule for competing in August 2010.</li> <li>• New Science Lab Building opens on campus in January 2009. Since then, there are now: <ul style="list-style-type: none"> <li>○ 1 science lab / classroom with 30 seats capacity</li> <li>○ 1 small AV Room (no furniture)</li> <li>○ LRC has moved to the science lab building with more than double the space in the previous location.</li> <li>○ Old LRC room has become the second biggest classroom on campus.</li> <li>○ 1 classroom with 15 students capacity</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>○ 1 small classroom in voc ed building</li> <li>○ 1 regular computer lab with 30 computer systems</li> <li>○ 1 electronics / computer lab for voc ed programs with 12 computers and few NIDA equipment.</li> </ul>	
<p>3B: Provide for maintenance and upkeep of grounds, facilities, and equipment</p>	<p><b>[President]</b>  1. FSM Finance informed the College that Infrastructure Maintenance Funds have been deposited in an account established by JEMCO and College can access these funds.  2. Renovations and repainting of facilities will begin by December 1, 2009.  3. Approved Special Contracts for over 10 maintenance staff to provide cleaning of facilities at all campuses.  4. JEMCO also adopted resolutions for IDP for the FSM that included the Phase I and Phase II construction for Chuuk Campus permanent site and Student Services Building at National Campus in FY 2010 Budgets.</p> <p><b>[VPAS]</b>  Provided overall oversight to the Maintenance division. Secure contracts for maintenance personnel special contract renewal for grounds, facilities, and security.</p> <p><b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>• Regular mowing and cleaning of ground is a routine activity. SBA was contracted to help in cleaning tall grass areas of the campus.</li> <li>• A priority listing for maintenance work at Kosrae Campus was submitted to VPAS and Director of Facilities and Maintenance for inclusion on the Infrastructure and Maintenance Funds projects.</li> </ul> <p><b>Pohnpei campus:</b></p> <ul style="list-style-type: none"> <li>• Daily housekeeping of all campus' classrooms, offices and rest rooms and ground maintenance work done for both lower and upper campus areas.</li> </ul> <p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>• All voc ed and maintenance equipment and tools are cleaned and maintained on a monthly basis.</li> <li>• Contractor on special contract provide ground maintenance every two weeks.</li> <li>• 2 janitors on special contracts clean the classrooms, labs, restrooms, offices, and koyeng on a daily basis.</li> </ul>	<p><b>[President]</b>  Infrastructure Funds of about \$680,000 will be used on renovating facilities as well as re-painting the facilities before the accreditation team visit.</p> <p><b>[VPAS]</b>  Signed contracts for personnel working at the National and State campuses maintenance and security offices.</p> <p><b>[Maintenance]</b>  Budget line item for special contract to cover security officers and maintenance workers are short by \$43,000.</p> <p><b>[Kosrae Campus]</b>  The priority listing is a multi-year maintenance plan with estimated cost of over \$200K.</p>



	<ul style="list-style-type: none"> <li>All old AC units have been replaced except for the Central AC units. The bigger one cooling the administration office will be replaced in December.</li> <li>Energy Conservation &amp; Management: <ul style="list-style-type: none"> <li>Admin Bldg has insulation in the ceiling</li> <li>Computer Lab Bldg. has insulation in ceiling, wall, and windows</li> </ul> </li> </ul> <p>All computers, printers, copiers, AC units, etc. are turned off at the end of each working day and the duration of weekends</p> <p><b>[Maintenance]</b></p> <ul style="list-style-type: none"> <li>Completed Installation of typhoon shutter at the National Campus LRC.</li> <li>Stripped and waxed the Computer Labs A201,A201 &amp; B102 during the semester break.</li> <li>Utilities expenditure is averaging about \$30,000 per month and at this rate about \$240,000 may be surplus by the end of the fiscal year.</li> <li>Replaced 3 AC units.</li> <li>Install emergency lights (8sets) at the gym.</li> </ul> <p>146 work requested completed, 2 pending.</p>																											
<p>3C: Provide for a safe, secure and effective college environment</p>	<p><b>[President]</b></p> <ol style="list-style-type: none"> <li>Approved contracts for security guards to provide security services at all campuses.</li> <li>Approved lease agreement for the parking lot at Chuuk Campus as parking there has been posing safety issues for students.</li> <li>College will be receiving \$322,000 per year from the FSM Substance Abuse Grant that has been funded by US Health Department for substance abuse education for College's students.</li> </ol> <p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>Renewed contracts for security personnel at all campuses.</li> </ul> <p><b>[Information Technology]</b>  <b>System-wide Virus/Exploit attempts per month for 1st Quarter 2010:</b></p> <table border="0"> <tr> <td>October</td> <td>24</td> </tr> <tr> <td>November</td> <td>26</td> </tr> <tr> <td>December</td> <td>5</td> </tr> </table>	October	24	November	26	December	5	<p><b>[IT]</b>  <b>Kb/s Data Traffic by Main Gateway per minute average for 1st Quarter 2010:</b></p> <p>*kb/s = Kilobits Per Second (source; mrtg. graphs)</p> <table border="0"> <tr> <td rowspan="2"><b>Chuuk</b></td> <td>In</td> <td>71.7 kb/s (14.0%)</td> </tr> <tr> <td>Out</td> <td>11.3 kb/s (2.2%)</td> </tr> <tr> <td rowspan="2"><b>Kosrae</b></td> <td>In</td> <td>68.3 kb/s (13.3%)</td> </tr> <tr> <td>Out</td> <td>14.7 kb/s (2.9%)</td> </tr> <tr> <td rowspan="2"><b>National/PNI</b></td> <td>In</td> <td>519.4 kb/s (50.7%)</td> </tr> <tr> <td>Out</td> <td>198.5 kb/s (19.4%)</td> </tr> <tr> <td rowspan="2"><b>Yap/FMI</b></td> <td>In</td> <td>106.6 kb/s (20.8%)</td> </tr> <tr> <td>Out</td> <td>14.8 kb/s (2.9%)</td> </tr> </table>	<b>Chuuk</b>	In	71.7 kb/s (14.0%)	Out	11.3 kb/s (2.2%)	<b>Kosrae</b>	In	68.3 kb/s (13.3%)	Out	14.7 kb/s (2.9%)	<b>National/PNI</b>	In	519.4 kb/s (50.7%)	Out	198.5 kb/s (19.4%)	<b>Yap/FMI</b>	In	106.6 kb/s (20.8%)	Out	14.8 kb/s (2.9%)
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	<p>importance that we have in place a means of alternate electricity to stabilize the power situation for our main server room at the national campus to ensure continued services for the COM-FSM system. The failure of these systems cannot be allowed to happen due to lack of stable electricity. For the sake of the services we offer to our entire system, I propose we act now to enable our COM-FSM maintenance office to put into action the plan to provide permanent alternate power generation options for the national campus, specifically the national campus server room servers and A/C units.</p> <p><b>[Student Life]</b>  The Office of Student Life continued to coordinate and assist in the enforcement of all college campus policies and dormitory policies and procedures. Additionally, relevant existing policies and new/proposed policies have been reviewed.  The Office has continued to work closely with the Security Division and the Maintenance Division to enforce all relevant policies and procedures to keep the dormitories and the campus as a whole a safe, clean, healthy and conducive place to study.  The Dormitory Manager with the assistance of the Dorm staff assisted the new and transferred students during their orientation week on what they should know about the dormitory policies &amp; procedures.</p> <p><b>[Health Services]</b>  Participated in meetings of the ad hoc group on H1N1 created to address the issue of the pandemic H1N1 influenza virus. The following are the results of these meetings:</p> <ol style="list-style-type: none"> <li>1. An invitation was extended to Dr. Boris WHO Epidemiologist and Ms Melinda Manglay, FSM Influenza Surveillance Coordinator to give a presentation on the subject of H1N1 virus and to update and discuss the current FSM Health plans in place for public awareness, monitoring and control etc., of the pandemic. They also provided professional views and comments on plan of action proposed by the group.</li> <li>2. Development of guidelines for the prevention and management of the H1N1 virus on campus.</li> <li>3. Creation of a separate log book for suspected cases of H1N1 for monitoring and surveillance purposes.</li> <li>4. Identification and establishment of roles/responsibilities of group members</li> <li>5. Recommendations to be submitted to the President for his review and consideration through the Disaster Preparedness Committee. The meeting with the Disaster Preparedness Committee was held on</li> </ol>	<p>IT is seeking funds to pay for construction of a generator house to power the server room.</p> <p><b>Chuuk Campus</b>  All seven cases were alcohol related. Two students were suspended.</p> <p><b>[Maintenance]</b>  Comments on safety satisfaction-n on security services.</p> <ul style="list-style-type: none"> <li>• Arrests: 7 cases.</li> <li>• Liquor Law Violation: 9</li> <li>• Conducted 1- Safety Inspection &amp; Fire drill at the dorms.</li> </ul> <p>Conducted fire system and equipment inspection.</p>
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	November 30, 2009.				
	<b>October-December 2009# incidences reported by campus</b>				
	<b>CC</b>	<b>PC</b>	<b>NC</b>	<b>YC</b>	
<b>T</b>	<b>7</b>	<b>39</b>	<b>16</b>	<b>1</b>	

**Strategic goal 4: Foster effective communication**

<b>Objectives</b>	<b>Accomplishments</b>	<b>Comments/additional detail</b>
4A: Enhance communications pathways	<p><b>[President]</b>            1. Continue to use Shared Governance structure at the College to enhance communication pathways.            2. Hiring of a full-time web page developer during October 2009 will improve the communication pathways at the College. This position will enhance communication system wide by posting things on website quickly for the college community members to access.</p> <p><b>[VPAS]</b>  <b>Continue</b> to send cabinet meeting information to the program directors and campus directors for dissemination to the campus staff and faculty.            Prepare staff to begin working on the Communication Plan for the college. Target date of completion will be January 31, 2010.</p> <p><b>[VPIA]</b>            Elluminate conferencing software license renewed to continue inter campus conferencing.</p> <p><b>[Kosrae Campus]</b>            Upload activity reports, submitted annual accomplishment report and FY 09 FTE Certification for CES Kosrae staff.</p> <p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>• The campus admin has an open door policy which encourages students to walk in to ask questions, share ideas, and/or bring to attention complaints &amp; concerns.</li> <li>• Faculty workshops / meetings once a month.</li> <li>• Student Services staffs meet biweekly to plan, and coordinate activities.</li> <li>• Management team meetings biweekly with SBA officers invited.</li> </ul> <p><b>[IRPO]</b> Uses Elluminate/VOIP and/or teleconference to support training for 2011 performance budgeting process, assessment committee and self study development process.</p>	<p><b>[VPIA]</b>            The fee of \$15,000 was cost shared with instructional affairs department and state campuses.</p>

<p>4B: Provide communications infrastructure to support communication pathways</p>	<p><b>[President]</b></p> <ol style="list-style-type: none"> <li>1. Expansion of the College's network that took place during this quarter will support the communication pathways.</li> <li>2. College has implemented the use of VOIP and teleconferences by the Standing Committees to support the communication pathways.</li> <li>3. Board of Regents approved an increase of \$50.00 technology fee at their December 9-11, 2009 meeting in Yap. This fee will assist in improving the system wide Network. The fee will be implemented by Spring Semester 2010.</li> <li>4. Use of Caripac funds to purchase additional dishes that may be used in improving the College's use of VOIP.</li> </ol> <p><b>[VPAS]</b></p> <p>Continue to support IT plan to purchase satellite dishes to help upgrade our teleconferencing capability to all campus sites. Work with IT to construct the Administration website. Ongoing process.</p> <p>Plan the construction of the standby generator to back up the servers at the administration building. The housing of the generator will be \$20,000 dollars and that will come from the IT fees.</p> <p><b>[Chuuk Campus]</b></p> <p>ITD was troubleshooting and repaired CPUs. ITD assisting departments on installation setup, and networks troubleshooting. ITD repaired printer and Copier. ITD Setup and installed projector for class used.</p> <p><b>[Kosrae Campus]</b></p> <p>By request of Director of IT, KC contributed a sum of \$3k to IT office as contribution for the purchase of Elluminate user fee.</p> <p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>• Internet connectivity for students', faculty, and staff's use if provided at all times. IT staff works hard to make sure it is operational, although it is a very challenging task. Connectivity needs to increase as it is very poor from around 11am-330 pm daily.</li> <li>• New Science Lab building where the LRC has been moved is now connected to the college WAN.</li> <li>• In July, IT connected the new building using fiber optic cable. IT Plan for the campus is being developed with regards to construction of new facilities on campus.</li> <li>• Smart Board installed in computer lab for classes, meetings, between campuses, etc. Second smart board installed in</li> </ul>	<p><b>[President]</b></p> <p>College is looking into purchasing dishes to enhance its capabilities of using VOIP for improve communication between campuses.</p> <p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>• Funding for this might come from the CARIPAC grant.</li> </ul> <p><b>Chuuk Campus</b></p> <p>11 CPUs troubleshooting 10 was successful 1CPU at Lab1 need PS Power supply. Parts available at store</p> <p>4 departments requested for network assistant English dept and Land Grand network configuration ok, Eva and Gardenia installed networks cable ok</p> <p>4 departments need printer and copier services Admin copier fixed ok, English dept printer share ok Land Grand installed new copier done. SS/ED printer missing sensor and spring after paper stuck inside</p> <p>Instructors request setup projector setup 4 times this month.</p>
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	<p>classroom for use by faculty and students.</p> <ul style="list-style-type: none"> <li>• Standing Committee meetings via VoIP is not very successful and discouraging for us at Yap Campus. Too often the reception is too bad making our attempts to participate in meetings frustrating and pointless.</li> </ul> <p><b>[IT]</b> Current proposals to expand COM-FSM’s communications capabilities using GE23 satellite and WINDS satellite continue.</p> <p>As part of our overall communications improvement plan, the COM-FSM would like to expand its capabilities in the area of satellite communications between its campuses.</p> <p>With the assistance from the VPIA and VPCRE thru use of CaraPac funds, we have plans to proceed with the purchase of four Sky Edge Pro 1.2m VSAT Terminal from Hawaii Pacific Teleport (HPT) and proceed with plans to receive service on the GE23 satellite [ (172E) ku-band footprints over the South West and South East Pacific. ] Reoccurring cost will be budgeted and paid for by the Office of IT. The plan remains to use the additional bandwidth for intercampus video conference and VoIP capabilities to improve communications and be able to offer new services.</p>	
<p>4C: Enhance the college community’s ability to communicate effectively</p>	<p><b>[President]</b> 1. Use of e-mail has been the widely mode of effective communication among the members of the College Community. 2. Improving attendance of the Standing Committee members and distributing the minutes of the committee meetings will improve the employees and students ability to communicate effectively.</p> <p><b>[VPAS]</b>  <ul style="list-style-type: none"> <li>• Continue to work with Directors of campuses and program directors to enhance flow of communication between VPAS or administration and the state campuses.</li> </ul> </p> <p><b>[Chuuk Campus]</b> We have received 2 additional Smart Boards.</p> <p><b>[Yap Campus]</b>  <ul style="list-style-type: none"> <li>• New campus representatives have been assigned to committees at the national campus. The names of reps have been submitted last week. Committees include Accreditation, Curriculum, Finance, CRE, Sponsored Programs, Personnel, Staff Development, Planning &amp; Resources, Admissions, Financial Aid, Student Services, Publications, and Endowment Fundraising Steering Committee.</li> </ul> </p>	<p><b>[President]</b> Use of e-mail has been limited by the bandwidth and this is an external factor that College cannot control.</p> <p><b>[VPAS]</b> Developing plan to improve and guide internal and external communication at the college. (Ongoing)</p> <p><b>Chuuk Campus</b> We now are capable of conducting large group elluminate sessions with the rest of the system.</p> <p><b>[DCR]</b> News Releases: 1. Board approves release of technology fee <a href="http://www.comfsm.fm/news/releases/techFeeApproved.html">http://www.comfsm.fm/news/releases/techFeeApproved.html</a></p> <p>2. College plans to increase technology fee by 50 dollars</p> <p>3. College of Micronesia – FSM receives funding from U.S. DOA Farm Bill</p>

	<ul style="list-style-type: none"> <li>• The on-going assessment process will improve communication, at least for Yap Campus as we will need to work together as one team in order to accomplish all goals and objectives.</li> </ul> <p><b>Developmental and Community Relations</b> Inform the community about activities and developments at the college through the writing and dissemination of press releases.</p> <p><b>[IT]</b> The COM-FSM ICT committee met on November 16, 2009. At the meeting the committee raised the issue of possibly increasing the current Technology Fee charge considering these rational and considerations:</p> <ul style="list-style-type: none"> <li>• Increase funds to help pay cost for additional bandwidth to improve internet services.</li> <li>• Increase funds to help pay for cost of replacing aging network equipment at all campuses</li> <li>• Declining enrollment trends, increased Pell Grant funds</li> <li>• Increasing need to keep technology upgraded system wide.</li> </ul> <p><b>ICT committee discussion and decision:</b> The current technology fee has been the same for more than a decade, It's been \$50.00 since it was enacted in 1997; it has never been increased, and this will be the first time we increased the charge. Considering the increased cost of technology and inflation over time, an increase now would be justified. An increase in funds will also provide more flexibility in terms of being able to purchase more and upgraded technical equipments for the system, for students and potentially others. The committee decided by unanimous vote to recommend an increase the COM-FSM technology fee charge from \$50.00 to \$100.00 per student per semester with the understanding that the committee will have budgeting plans and priorities annually following the increase.</p> <p><b>Other considerations:</b> The increase is sufficient now for at least 5 years, instead of increasing the tech fee fund twice in another 5 years period. The effort is to have the increase be effective by Spring 2010. The ICT Committee will setup annual budgeting plan/priorities for the use of the tech fee funds with one of the goals to be to maximize as much bandwidth as possible.</p> <p style="text-align: center;"><b>Summary</b></p> <p>An increase in technology fee charge at this point in time will:</p>	<p><a href="http://www.comfsm.fm/news/releases/caripac.html">http://www.comfsm.fm/news/releases/caripac.html</a></p> <p>4. New Chuuk Campus 300 KW generator provides continuous power <a href="http://www.comfsm.fm/news/releases/chkGenerator.html">http://www.comfsm.fm/news/releases/chkGenerator.html</a></p> <p>5. New Chinese Ambassador visits National Campus</p> <p>6. Second exchange student to Ryukyus returns.</p> <p><b>[IT]</b> The Technology Fee increase to \$100 was approved in the December Board of Regents meeting and is now in effect.</p>
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	<ol style="list-style-type: none"> <li>1. Help pay cost for additional bandwidth to improve internet services.</li> <li>2. Help pay for the cost of replacing aging network equipment at all campuses</li> <li>3. Help pay for student replacement computer equipment in computer labs in a more timely fashion because funds can be generated and accumulated sooner (technology fee funds for computer labs are generated by each campus for use at that campus)</li> <li>4. Help pay for software used by academic divisions used in teaching</li> <li>5. Help pay for equipment for instructors to help improve the quality of instruction system wide.</li> </ol>	
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**Strategic goal 5:** Invest in sufficient, qualified, and effective human resources

Objectives	Accomplishments	Comments/additional detail
<p>5A: Provide on-going professional development of faculty and staff</p>	<p><b>[President]</b></p> <ol style="list-style-type: none"> <li>1. College continues to add funds in the staff development program for its faculty and staff to work on their advanced degrees.</li> <li>2. Secured about \$32,000 from PPEC for 20faculty/staff/student to attend WASC Sponsored Assessment and Accreditation Workshop in Guam during the week of November 12-13, 2009.</li> <li>3. Six faculty/staff completed the requirements of their Master Degree Programs during this reporting period.</li> <li>4. Secured \$1700 from PPEC for registration fee for 4 administrators that attended Level II Assessment Workshop in San Jose, California during the month of October 2009.</li> </ol> <p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>• Continue to work with the staff on the Masters Program on line with SDSU. So far we have three from the state campuses and two from the National campus. Muity Nokar dropped out from the Program for personal reasons. Inda Maipi dropped out earlier last year also for personal reasons. All requirements under this program will be completed by the end of this year 2010. All others under the program are still in the program. Mayleen Nanoto ran into transcript problem with UOG but has been resolved.</li> </ul> <p><b>[VPIA]</b></p> <p>The staff development committee has earmarked \$5,000 to help fund a trainer for TESOL workshops.</p> <p>Skills training provided to LRC staff from all campuses during</p>	<p><b>[VPIA]</b></p> <p>Course Fees were covered by WHO/POHLN project. Travel funded through Partnership BA budget. College is a member of National Math Association for two year colleges.</p> <p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>• Xavier Yarofmal</li> <li>• Arthur Jonas</li> <li>• Pelma Palik</li> <li>• Lucy Donre</li> </ul> <p><b>[Human Resources]</b></p> <ul style="list-style-type: none"> <li>• Through each campus staff development committee and per Section XI Staff Development Program, mini trainings are conducted at each campus.</li> <li>• The campus programs provided monetary support for short-term activities to faculty and staff who requested.</li> <li>• HRO representatives visited Yap and FMI during the reporting period to provide policy training and information on the following: <ul style="list-style-type: none"> <li>○ Legal Aspects of Supervising</li> <li>○ Section IX Leave Policies</li> <li>○ Section XIII Performance Evaluation</li> </ul> </li> </ul>



	<p>Pacific Association of Libraries and Archives annual conference held on Pohnpei.  Seventeen COM-FSM faculty staff complete USP ED 403 course to be certified as on line instructors or course facilitators.  LRC librarian, Julia Martin received her acceptance letter and is now officially in the LIS Graduate Program at the University of Hawaii-Manoa.  Two instructors participate in Language Arts Conference in Guam sponsored by UOG and Guam DOE.  Math instructor, Snyder Biza increases awareness of developmental math programs and best practices by attending conference on best practices and model programs for community college math instruction.</p> <p><b>[IRPO]</b>  Provided training:</p> <ul style="list-style-type: none"> <li>• 2011 performance budgeting <ul style="list-style-type: none"> <li>○ Direct training to Pohnpei and National campuses on performance budgeting including faculty (including training for division chair and a holiday training at Pohnpei campus), student services and administrative services</li> <li>○ Provided training to Kosrae, Yap and Chuuk via use of Elluminate and VOIP/Teleconference on performance budgeting</li> </ul> </li> <li>• MS Access Training for Business Office, IRPO staff and administrative assistance in use of databases to enhance use of SIS.</li> <li>• IPEDS training on the Human Resources Survey requirements to HR staff.</li> </ul> <p><b>[IRPO]</b>  IRPO director participated in the WASC Level II Assessment Training: <b>Building Regional Capacity for Assessment: Tools and Lessons for Successful Accreditation Visits.</b></p> <ul style="list-style-type: none"> <li>• Training will be provided in spring 2010 to assessment committee, and other venues.</li> </ul> <p><b>Summary Major Professional Development Activities by Campus:</b></p> <p><b>[Human Resources]</b>  <b>Chuuk Campus:</b> Two faculty members are scheduled to complete their master's degree at UOG by spring 2010. Another is currently</p>	<ul style="list-style-type: none"> <li>○ Section XIV Termination</li> <li>○ Section XV Employee Discipline &amp; Protection</li> <li>○ Section XVI Grievance Procedures</li> <li>○ Revised Section VIII Compensation Policies</li> <li>○ Staff Development Program and procedures</li> </ul> <p><b>Chuuk Campus</b>  These are the following new hires:  MARIANIO MARCUS – instructional Coordinator  INDA MAIPI – Student Services  MIUTY NOKAR – Math Instructor  MACLEEN REMIT – Secretary  WILFRED SOUMWEI – Maintenance Supervisor  ERNITA HASSER – Security Guard</p>
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	<p>enrolled under the SDSU online program for a master's degree.  <b>Twelve[12] out of 15 academic instructors hold master's degree</b>  <b>[Maintenance]</b></p> <ul style="list-style-type: none"> <li>• Alfred Olter performed training to maintenance staff in the use of forms and monthly reporting.</li> </ul> <p><b>Kosrae Campus:</b> Two staff continues to pursue their master's degree online with SDSU and UH-Manoa.  <b>All academic instructors hold master's degree.</b>  <b>FMI:</b> None at this time.  <b>All instructors meet minimum qualifications for their jobs.</b>  <b>National campus:</b> Three staff members continue pursuing master's degree through distance education at SDSU. There are a number of employees taking classes at the College for professional development per Policy 003.  <b>There is one [1] instructor out of 40 that is without a master's degree while two hold PhDs.</b>  <b>[Maintenance]</b></p> <ul style="list-style-type: none"> <li>• 3- Maintenance Staff at National Campus Graduated in Fall 2009. 2 received AS degree in Business Administration and 1 received Certificate of Achievement in Air Conditioning and Refrigeration.</li> </ul> <p><b>Pohnpei Campus:</b> Two employees; one faculty and one staff continue pursuing master's degree through distance education at SDSU. There are also a number of employees taking classes at the College for professional development per Policy 003.  <b>Yap Campus:</b> One faculty is scheduled to complete his UOG master's degree thesis by end of spring 2010. Another faculty is scheduled to begin a master's degree during spring 2010 online. Others are enrolled at the college for professional development per Policy 003.  <b>Two academic faculty out of seven [7] are without a master's degree though the second one is only working on his thesis this semester.</b>  <b>Pohnpei Campus]</b></p> <ul style="list-style-type: none"> <li>• Campus Director attended the Level II Assessment Retreat which was held in Northern, California from October 19-26, 2009. The knowledge gained from the workshop positively impacted facilitation of campus assessment and FY 2011 performance-based budget preparation.</li> <li>• The following Campus personnel continued to further their education by attending Fall Semester 2009 classes at the College: Twyla E. Poll (3<sup>rd</sup> Year Certificate in Accounting),</li> </ul>	
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Nercy S. Simina (3<sup>rd</sup> Year Certificate in Business), Albert Amson (English Courses for Communication Improvement), and Romino Victor (3<sup>rd</sup> Year Certificate in Teacher Preparation).

- Four of our Campus personnel from Maintenance, one from T&T, one from UB, one from Student Services, and two from National Campus were trained in A/C Split Type installation and maintenance. The training organized by PCTI was an effort to build in-house capacity for future cost saving for the college.
- Three instructional faculty (Phyllis Silbanuz, Deeleeann Daniel and Taylor Elidok) received certificates of accomplishment from The Cambridge Stratford Study Skills Institute for completion of an on-line tutor trainer's course. The knowledge gained will directly impact student learning as well as our effort to increase student retention.
- T & T Division Chair and IC attended the PPEC/ACCJC conference in Guam and presented to the students and their parents the lessons brought back from the conference on preparing for a successful accreditation visit.

**[Peer Counseling]**

National campus:

1. Peer to peer training was given to 4 work-study students.
2. Peer Trainer attended training of the FSM National Strategic Planning and Monitoring & Evaluation on HIV/AIDS in Pohnpei.
3. Program Coordinator attended workshop the Country Coordinating Mechanism (CCM) of the Civil Society (NGO).

5B: Recruit and retain qualified personnel to allow delivery of quality services

**[President]**

1. Approved over 10 faculty positions system wide that were vacated by departed faculty.
2. College continues to provide better benefit packages for its employees that helped in retaining quality faculty/staff that will allow for delivery of quality programs and services.
3. Board approved a request from the administration to seek another health insurance company that will provide better benefits for its employees and this will help the college to retain quality employees.
4. Chinese Embassy informed administration that they have approved a new faculty to replace the current Chinese instructor to teach Chinese at National Campus.

**[VPAS]**

- **Monitored** contracts for staff to be sure they are renewed at the end of their contract. Evaluated Director of FMI for renewal of contract.

**[VPIA]**

New Chinese Language instructor for January 2010-2011 provided by Chinese Embassy/Ministry of Education.

**Fall Semester 2009 Full Time vs. Part Time Faculty**

	CC	FMI	KC	PC	NC	YC
<b>Total</b>	<b>23</b>	<b>10</b>	<b>15</b>	<b>30</b>	<b>52</b>	<b>11</b>
<b>Full Time</b>	16	5	8	19	40	7
<b>Part Time</b>	7	5	7	11	12	4
<b>% Full Time</b>	69%	50%	53%	63%	76%	63%

**[Yap Campus]**

There are 8 full time faculty on board, however, only 5 are teaching during the summer while 3 are on vacation. 2 faculty resigned in spring semester and the positions are currently being announced.

**Profile College Faculty by Degree and Origin Fall 2009**

**Pohnpei campus:**

- Glenda Cornelius filled the Student Services Specialist III (UB) and Leyolany Anson filled the Account Clerk III position.

**[Yap Campus]**

5 US Masters – 4; MD – 1  
 2 Philippine Islands PhD – 1; Masters - 1  
 10 FSM Bachelors + graduate credits - 3  
 Master’s – 1  
 Medical Officer – 1; Dental Officer – 1  
 Bachelors - 3  
 Associate / Journeymen

Cert. – 1

- Vacant positions now are:
  1. Lang. / Lit. Instructor
  2. Electronics Instructor
  3. Administrative Assistant

Recommendations for Lang/Lit and electronics instructors, Instructional Coordinator, and Peer Ctr. manager have been submitted to President for review. Interviews to commence for Administrative Assistant position in January 2010.

<p>5C: Update personnel policies and procedures to meet on-going human resources needs</p>	<p><b>[President]</b>  1. Board approved \$150,000.00 for job audit at the College. The audit will also revise the salary schedules for faculty, support staff, and managers.  2. Board requested the administration at its August 2009 meeting to revisit the non-contract renewal section of the personnel manual. Administration is working with faculty/staff senate on revision of this section on non-contract renewal.</p> <p><b>[VPAS]</b>  Worked with the HR office to finalize the policy on Procedures for Creating New Position. It is due to be acted upon by cabinet soon.</p> <p><b>[Human Resources]</b>  Personnel Committee has completed review and revisions to Policy 004 Extended Benefits and transmitted to PRC for further action. Personnel Committee now prioritizes the following sections for spring 2010:</p> <ul style="list-style-type: none"> <li>• Section IX Sick Leaves</li> <li>• Appendix K Management Evaluation</li> <li>• Section XI Staff Development Program</li> <li>• Section XII Incentive Program</li> </ul>	<p><b>[VPAS]</b>  The Policy has been circulated to all cabinet members for their review before cabinet meeting next time.</p> <p><b>[Human Resources]</b>  Job duties were updated beginning November as part of the Job Audit project.</p>
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**Strategic goal 6:** Ensure sufficient and well-managed fiscal resources that maintain financial stability

Objectives	Accomplishments	Comments/additional detail																																																		
<p>6A: Enhance new and existing revenue resources to promote growth and increase cost effectiveness</p>	<p><b>[President]</b>            1. BOR approval of placing 10% to emerging market will enhance existing revenue resources at the College.            2. Cash management at Citibank is earning higher interests that can enhance existing revenue resources.</p> <p><b>[VPAS]</b>            Continue with the promotion of energy conservation at all campuses. FMI has been asked to separate their staff housing unit’s meters from the campus so the staff will pay for their own electrical consumptions.</p> <p><b>[VPIA]</b>            Secured contract for training FSM teachers in Career and Technical Education lesson plan integration. \$18,000            Secured AHEC MOU for Year one funding - \$243, 643            Finalizing SAMHSA subcontract with FSM DOH for \$ 322,661            Secured MOU for subcontract with CariPac Phase V grant, <b>\$86,000</b> MOU (with VPCRE).</p> <p><b>[Chuuk Campus]</b>            Collected an amount of \$103,334.05 for July, Aug. &amp; Sept.2009.            Assisted In developing Budget Plans for Faichuk Teacher Training Program and Related Services Assistant Program for Disabilities with U.H.</p> <p><b>[Yap Campus]</b>            FY 2009 – Yap Campus has contributed \$5,000 to the Endowment Fund through fundraising events. Yap Campus did all it could to end the fiscal year in the black.</p> <p><b>[DCR]</b>  <b>October to December 2009 Monday</b></p> <table border="1" data-bbox="436 1073 1184 1424"> <thead> <tr> <th>Committee</th> <th>Annual Target</th> <th>1<sup>st</sup> Qtr</th> <th>%</th> <th>Year to Date</th> </tr> </thead> <tbody> <tr> <td>International</td> <td>\$ 7,250.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Government</td> <td>\$ 7,250.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Alumni</td> <td>\$ 7,250.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Kosrae</td> <td>\$ 5,500.00</td> <td>\$50.00</td> <td></td> <td></td> </tr> <tr> <td>Pohnpei</td> <td>\$ 10,000.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>National</td> <td>\$ 47,250.00</td> <td>\$37.25</td> <td></td> <td></td> </tr> <tr> <td>Chuuk</td> <td>\$ 10,000.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Yap</td> <td>\$ 2,750.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>FSM-FMI</td> <td>\$ 2,750.00</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Committee	Annual Target	1 <sup>st</sup> Qtr	%	Year to Date	International	\$ 7,250.00				Government	\$ 7,250.00				Alumni	\$ 7,250.00				Kosrae	\$ 5,500.00	\$50.00			Pohnpei	\$ 10,000.00				National	\$ 47,250.00	\$37.25			Chuuk	\$ 10,000.00				Yap	\$ 2,750.00				FSM-FMI	\$ 2,750.00				<p><b>[VPIA]</b>            Since August 2009, a total of \$670,000 in grant funding secured to support instructional programs and conduct partnership activities for workforce development.</p> <p><b>[Chuuk Campus]</b>            This includes registration fees for Fall 2009 and advances for Faichuk Teacher Training program. Time and effort was exerted to help out the College to earn additional revenue to cover the deficit for FY-2009.</p> <p><b>[DCR]</b>            The amount reported for the National campus is generated from Christmas Card sales. Other funds generated from other sources and from other committees will be reflected in the next report</p> <p>All committees were given the deadline of January 31, 2009, to complete their fundraising plans. A comprehensive plan for the college will be developed after the noted deadline.</p>
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<p>6B: Diversify resources of the College</p>	<p><b>[President]</b>  1. Recent approval of AHEC grant proposal for Nursing and Public Health Programs through collaborations between regional institutions will assist the college in diversifying its fiscal resources.  2. Recent approval by US Federal Government for 25% indirect costs on all projects not funded by US Department of Education.  3. The grant writing position has been advertised and closed and put on hold due to budget constraints, however, we need to hire someone to enhance the College’s capability of diversifying its fiscal resources.  <b>[VPAS]</b>  Secured the IMF funding by meeting with FSM SBOC, FSM President’s Office to draw down the money for the college to begin renovation and painting of the buildings before the accreditation visit in March.  <b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>Continue to collect for the endowment fund. \$50 was donated by Mr. Martin.</li> </ul> <p><b>[IRPO]</b>  In conjunction with IT and Vocational Training Coordinator, developed a plan to develop a FSM Education Technology Plan in response to a Request for Proposal (RFP) from the FSM National Department of Education.</p>	
<p>6C: Budgeting and resource allocation</p>	<p><b>[President]</b>  1. Development of FY 2011 Budgets will be based on priorities and approved budget guidelines. Any budget that will not follow the priorities and approved budget guidelines will be returned to originators to comply with this objective.  2. Developed President’s Office budget for FY 2011 based assessment, planning, and resource allocations that will be linked to accomplishments.  <b>[VPAS]</b>  Facilitated the formulation of the 2011 budget. Allocated 5% of administrative services budget for instructional and students services use. \$42,000 thousand was kept for ICT use to buy more bandwidth for speedy access by students and faculty.  Facilitate the transfer of the IMF fund from the FSM National Government for the college. A renovation project has been requested from programs and campuses so we can establish priority to us the fund.  <b>[VPIA]</b>  Compiled instructional program review recommendations to identify</p>	<p><b>[Business Office]</b>  The college maintains the operations budget at FY 2009 level and with the same amount of appropriation at \$3.8 Million.</p> <p>The appropriated subsidy from FSM National Government for the operations of the college is only \$3.8 Million, which is less by \$100,000 from the request of \$3.9 Million. To balance the budget for fiscal year 2010, eight new positions out of nine new positions amounting to \$105,300 were frozen.</p>

resource allocation needs for improvement plans.

**[VPSS]**  
 As head of the student services department, VPSS consulted with the staff on the fiscal year 2011 budget formulation. Several meetings took place and the department offices were able to turn in its FY2011 performance budget to the Director of IRPO.

**[Kosrae Campus]**

- The campus director attended a series of workshops and conferences on assessment, planning, and resource allocation conducted by WASC and our IRPO.
- Maintenance plan that was submitted for IMF included projects that are environment friendly and fuel efficient.

**[Yap Campus]**  
 Campus faculty and staff just completed the FY 2011 performance based budgeting. It proved to be a very worthwhile and educational process as it forced all of us to come up with good objectives for each unit. We budgeted based on needs to achieve specified objectives for all units.

**[IRPO] Performance budget 2011 development**

- Coordinated development of the 2011 performance budget for the college
- 2011 performance budgeting
  - Direct training to Pohnpei and National campuses on performance budgeting including faculty (including training for division chair and a holiday training at Pohnpei campus), student services and administrative services
  - Provided training to Kosrae, Yap and Chuuk via use of Elluminate and VOIP/Teleconference on performance budgeting
  - Performance budgeting trainings included data trends affecting the college
  - All IRPO staff participated in the FSM 2011 budget training and provided an overview of the state of the college and the college's performance budget to national and state participants
  - Meet with SBOC for training and discussion on the inclusion of the college in the FSM's performance budgeting system
    - Set up training with SBOC on data entry
    - Provided SBOC with necessary data (position titles, organization, etc.) for



- modification of the PBS software.
- A revision of the budget assumptions process was undertaken to base 2011 assumptions on actual college figures for fall 2009, spring 2009 and summer 2009. The budget assumptions for 2011 are almost \$800k below the 2010 assumptions.

**[Business Office]**

The board approved the following FY 2011 budgets:

- Operations budget - \$10,940,015
- FMI - \$655,110
- Bookstore - \$104,110
- Cafeteria - \$182,422
- IDP - \$2,235,000

The board approved the revised operating budget of \$11,578,826 for fiscal year 2010.

**[IRPO]**

BOR approved the 2011 budget as follows:

**Table 7 - 2011 BOR approved revenue and expenditures estimates**

Revenue & expenditure estimates FY 2011	
Tuition & fees	7,140,015
FSM appropriation	3,800,000
<b>Total</b>	<b>10,940,015</b>

**Table 8 – 2011 BOR approved budget levels**

	<b>2010*</b>	<b>2011 Budget</b>	<b>Increase (Decrease)</b>
<b>Chuuk</b>	1,740,122	1,742,122	2,000
<b>Kosrae</b>	802,097	803,097	1,000
<b>Pohnpei</b>	1,576,121	1,577,921	1,800
<b>Yap</b>	759,147	761,147	2,000
<b>National IA</b>	2,579,291	2,617,706	38,415
<b>Office of President</b>	317,225	317,225	-
<b>Admin services</b>	2,247,108	2,181,182	(65,926)
<b>Student services</b>	939,615	939,615	0
<b>Total budget</b>	10,960,726	10,940,015	(20,711)
<b>* 2010 base allocation</b>			

6D: Develop and implement college sustainability plans that will lead to the careful stewardship of natural and man-made resources, saving of revenue, and enhancement of the college experience; serves as a model for the nation

**[VPAS]**

The plan is to prepare ourselves for the second phase of the EU funding which will be the EDF10 which will include COM-FSM portion of the renewable energy fund for trainings and curriculum development in this area.

**[IRPO]** Provided overview of data trends affecting the college and made presentations to BOR and various committees and at the FSM budget training.

**[Yap Campus]**

YSPSC has changed its regulations to include all public corporations or government funded organizations / agencies under the government rate. Consequently, Yap Campus now is being charged government rate instead of commercial rate as previously done. This has resulted in a much higher utility charges each month.

**October-December 2009 Power Consumption (Kw)**

	CC	FMI	KC	PC	NC	YC
<b>Total</b>				<b>132,500</b>		<b>25,147</b>

**[VPAS]**

Japanese solar installation at COM-FSM will need to be worked out between PUC, COM-FSM and the Japanese Government.

**[Kosrae Campus]**

A research is being conducted in collaboration with University of Hawaii on coconut oil. The Sun Grant is testing shoreline coconuts oil versus upland coconut oil for bio-fuel use.

**Power Consumption:**

\*Attached is the power consumption report for National Campus.

\*No data on Chuuk, Kosrae and FMI.

<p>6E: Ensuring sufficient fiscal resources.</p>	<p><b>[President]</b>  1. Administration has put a freeze on some line items of the FY 2009 in order to balance the FY 2009 budgets so that college will end the fiscal year 2009 on positive fund balance.  2. Development of FY 2011 budgets will be linked to planning, assessment, and resource allocation or accomplishments.  3. College will be using the FSM Budget Reporting format starting in FY 2011 and this will ensure that the College is accountable for all funds it is using.</p> <p><b>[Business Office]</b>  The system wide tentative Statement of Revenues and Expenditures (SRE) for Unrestricted Fund (UF) for the fiscal year ended September 30, 2009 indicate break even operations. National campus showed positive fund balance (FB) change of \$468k while state campuses operations resulted to net negative fund balance change of \$467k.</p> <p>Actions taken by the administration of freezing reprogramming and procurement of fixed assets, and across the board reduction of supplies provided significant results in reducing the deficit from revenue shortfall.  SRE for Restricted Fund (RF) for the fiscal year ended September 30, 2009 shows a negative FB change of 90K. The negative FB change represents the college's match for OMIP grants.  The comparison of actual revenue as against projected revenue for fall 2009 indicated revenue shortfall by \$263,175. The unused budgets from salaries, benefits and housing for unfilled positions from October 01 to December 31, 2009 were considered to address the shortfall.</p>	<p><b>[Business Office]</b>  The breakdown of FB change per campus are as follows:</p> <ul style="list-style-type: none"> <li>• <b>National operations</b> - \$ 468k</li> <li>• <b>Pohnpei campus</b> - 136k</li> <li>• <b>Chuuk campus</b> - (367k)</li> <li>• <b>Kosrae campus</b> - (159k)</li> <li>• <b>Yap campus</b> - ( 37k)</li> <li>• <b>FSM-FMI</b> - ( 40k)</li> </ul> <p>National and Pohnpei campuses indicated positive results of operations by \$468k and \$136k, respectively. All other campuses experienced negative results of operations.</p> <p>RF consists of revenue and expenditures from PELL of \$11.737 Million, TRIO programs of \$1.481 Million and OMIP grant of \$88k.</p> <p>Finance Committee adopted the recommendation for the half day (4 hours) furlough per month for non-instructional staff as the second option in the event that the calculated budget savings from unfilled positions is not sufficient.</p>
<p>6F: Managing and Administering of fiscal resources.</p>	<p><b>[Business Office]</b>  The preliminary phase of the audit for FY 2009 has commenced.</p> <p>Prepared the self study report for Standard 3 – Fiscal Resources.</p> <p>Market value of Endowment Fund reflected an increase of \$281k or by 11%, from \$2.594 Million as of June 30, 2009 to \$2.874 Million as of September 30, 2009. For a period of six months, the market value of endowment fund has increased by \$554k.</p>	<p><b>[Business Office]</b>  Handled the closing of fiscal year 2009 and the analysis and reconciliation of accounts in preparation for the audit by Deloitte and Touche. The field audit by Deloitte and Touche is scheduled to begin on January, 2010.</p> <p>The list of evidences for Standard 3 – Fiscal Resources is being prepared in preparation for the WASC visit.</p> <p>The Investment Consultant transferred the college's investments from fixed income to emerging markets to comply with the asset allocation approved by the board</p>

		<p>on March, 2009.</p> <p>The updated asset allocation are as follows:</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>Allocation</u></th> <th style="text-align: right;"><u>Market Value</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>• Met West (LC Value)</td> <td style="text-align: right;">- \$ 680k</td> <td style="text-align: right;">24%</td> </tr> <tr> <td>• Renaissance (LC Growth)</td> <td style="text-align: right;">- 377k</td> <td style="text-align: right;">13%</td> </tr> <tr> <td>• Atlantic (S/M Cap Growth)</td> <td style="text-align: right;">- 240k</td> <td style="text-align: right;">8%</td> </tr> <tr> <td>• SEIX (Fixed Income)</td> <td style="text-align: right;">- 726k</td> <td style="text-align: right;">25%</td> </tr> <tr> <td>• Brandes (Mature market)</td> <td style="text-align: right;">- 571k</td> <td style="text-align: right;">20%</td> </tr> <tr> <td>• Emerging markets</td> <td style="text-align: right;">- <u>280k</u></td> <td style="text-align: right;"><u>10%</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>\$2.874M</u></td> <td style="text-align: right;"><u>100%</u></td> </tr> </tbody> </table>	<u>Allocation</u>	<u>Market Value</u>		• Met West (LC Value)	- \$ 680k	24%	• Renaissance (LC Growth)	- 377k	13%	• Atlantic (S/M Cap Growth)	- 240k	8%	• SEIX (Fixed Income)	- 726k	25%	• Brandes (Mature market)	- 571k	20%	• Emerging markets	- <u>280k</u>	<u>10%</u>		<u>\$2.874M</u>	<u>100%</u>
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**Strategic goal 7:** Build a partnering and service network for community, workforce and economic development

Objectives	Accomplishments	Comments/additional detail
7A: Increase involvement of the community in college affairs	<p><b>[President]</b></p> <p>1. Board of Regents and the President met with Speaker of Kosrae Legislature and Lt. Governor and updated them on new happenings at the college.</p> <p>2. Met with Chuuk State Leadership and discussed with them the concerns of WASC Commissioners on sustainability of power at Chuuk Campus.</p> <p>3. Met with Vice President of the FSM and discussed with him the concerns of the WASC Commissioners regarding the sustainability of power at Chuuk Campus.</p> <p><b>[VPAS]</b></p> <p>Assisted Pohnpei campus with the PSBDC re-opening and the development of the new MOU. The new MOU will begin in January 2010 which will include the Small Business Guarantee as part of the occupants of the PSBDC building.</p> <p><b>[VPIA]</b></p> <p>COM-FSM through DVCCE was contracted to collaborate with FSM DOE to provide technical assistance and training in integrating Career and Technical Education Standards into curriculum and lesson plans for grades K-12.</p> <p>LRC MITC Scanned and OCR (editing) of <i>Micronesian Reporter</i> issues for years, 1957, 1958, 1959, 1961, and 1969 for Pacific Digital Library website.</p>	<p><b>[VPAS]</b></p> <p>Several meetings with the Governor's Office and the Administrator for Resources and Development, Mr. Valerio Hallens.</p> <p><b>[VPIA]</b></p> <p>This was a follow up contract to the first project to develop FSM Career and Technical Education Standards.</p> <p>MITC staffer, Karleen Manual and Peace Corps Volunteer, Cheryl Meyer are heading up this work. This is a secondary project for Cheryl who is assigned to a local high school.</p> <p>Bruce was funded by PARBICA/ICA. PARBICA is the Pacific Asia Regional Branch of the International Council of Archivists. (ICA).</p> <p>LAMP President is LRC archivist, Bruce Robert.</p> <p>PIALA= Pacific Association of Libraries and Archives</p>

	<p>Country report provided during PARBICA 13 (archivists) conference in Brisbane, Australia from October 12 to 17, 2009 by COM-FSM Archivist , Bruce Robert</p> <p>LRC staff collaborated with LAMP- Libraries, Archives, and Museums of Pohnpei association to co-host PIALA Conference. Iris Falcam, Micronesian Pacific librarian honored by PIALA with the Lifetime Achievement award.</p> <p><b>[VPSS]</b></p> <ul style="list-style-type: none"> <li>▪ Members of the Chapter, December 2009 graduates, families, faculty, and staff donated 3 boxes of school supply items to Net Elementary School during the Dec 18 commencement exercises. The goal is to promote community services and relations to the community.</li> <li>▪ VPSS and VPIA met with a US Embassy staff regarding a proposed MOU on Education USA. The MOU is for an advising center to be established here at the college. It will include a testing center for the region. Tests like TOEFL, SAT, LSAT, etc.</li> <li>▪ The SSSP held its Annual Award Banquet to recognize and award staff and students who excel in their academic and social areas. VPSS presented the certificates on behalf of the administration.</li> <li>▪ The college sponsored a dinner banquet for the graduates at the cafeteria. Parents and friends of the graduates were invited to the dinner. VPSS represented the administration to speak with the graduates and congratulated them for their accomplishment.</li> </ul> <p><b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>• The Carpentry program has included a manufacturing component in its practical experience that prepares students to engage and experience the world of work.</li> </ul> <p><b>[Yap Campus]</b></p> <p>Yap State Scholarship Office works with high school students and encourages them to attend COM-FSM before transferring to a college / university outside the FSM. This is because of the fact that students who attend COM-FSM tend to remain in the FSM to work compared to students who go outside the FSM for post secondary education.</p>	
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<p>7B: Enhance and promote employment opportunities</p>	<p><b>[President]</b>  1. College is one of the establishments in the FSM that has promoted the employment opportunities for its graduates as well as the FSM citizens.  2. Met with President Mary Okada of Guam Community College on establishing collaborative programs between GCC and COM-FSM especially on apprenticeship and other trade programs.  <b>[VPIA]</b></p> <ul style="list-style-type: none"> <li>• Ongoing training programs are trainings for all DOE teachers without an AS/AA degree as required for certification as mandated by law, and health assistant / community health workers. Thus far, about 10 teachers in the neighboring islands are still working toward their associate degrees while more than 80 teachers from Yap Proper still need to complete their degree programs. Health Assistants / Community Health Workers still need several courses to complete their certificate program.</li> <li>• 40 Yap DOE teachers enrolled in fall 2009; 5 Yap Health Services staff enrolled in HATP this Fall also.</li> </ul>	
<p>7C: Develop new and enhance existing programs to meet the changing educational and workforce needs of our communities</p>	<p><b>[President]</b>  1. Implemented Public Health Program at National Campus during Fall Semester 2009.  2. Submitted sub-change report on AS Degree Program in Nursing WASC for approval. The commissioners communicated to President that they have approved the sub-change report for the AS Degree Program in Nursing. Will implement the program in Spring Semester 2010.  <b>[VPIA]</b>  COM-FSM became a member of grant project “Partners in Investing in Nursing” through Robert Woods Johnson Foundation.  Conference participation by DVCCE at annual Association of Career and Technical Education to explore model programs and best for community partnerships for enhancing vocational and technical education.  Plan discussed for arborculturist training program at meeting held VPCRE, GIS instructor Snyder Biza with Dr. Kathleen Friday, US Forestry Service/Hawaii on training needs for forestry workers in FSM and need for courses in arboriculture arbor culturist certification for FSM.   Nine FSM R&amp; D and state GIS users provided nine days of training in <i>Advanced GIS Training by COM-FSM.</i></p>	<p><b>[VPIA]</b>  VPIA attended organizational meeting of PIN Partners in Hawaii, Dec 12-13 funded by AHEC grant project.</p>

	<p>One US Dept of Labor apprenticeship program participant, Strickson Anson completes required hours under the Pohnpei Governor's Office. Certification application under Auto Mechanics submitted to US DOL.</p> <p>VPIA, Acting Director of Vocational Education and seven national campus faculty increased awareness of requirements for meeting accreditation standards through participation in ACCJC/GCC sponsored Accreditation and Institutional Effectiveness workshop in Guam.</p> <p>Identify needs for program alignment and articulation with Guam Community College by meeting with President of GCC in Pohnpei.</p> <p><b>[VPSS]</b>  Student Services Department played a major role in the Fall 2009 graduation ceremony. Approximately 166 students graduated and awarded bachelors', associate degrees, and certificates. This is the first in history on the number of students that graduated.</p> <p><b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>• ET students in VEE 250 Cooperative Education had their on-the-job training (OJT) at various agencies during the Fall 2009 term. The following job training sites approved KC's requests for the term's OJT: Kosrae Printing, Kosrae Telecom, Kosrae Department of Transportation and Infrastructure, Kosrae Department of Education, and Kosrae Campus IT Division. Fall 2009 OJT was a success as expressed by field supervisors and the pass rate of students in the course.</li> <li>• Carpentry instructor Nestor Acosta brought with him three different molds shapes for his program. Carpentry students started fabricating the different mold shapes during the Fall 2009 term using different mixtures of concrete for sampling and testing. If successful, the students would start a walkway and pathway pavement project around campus using the new concrete mold shapes. Mass production of the mold shapes for public buyers would be a potential revenue for the campus.</li> </ul> <p><b>Pohnpei campus:</b>  <b><i>ETSP(Educational Talent Search Program)</i></b>  Tutorial for seniors began on October 12, 2009. We have 10 from MHS, 35 from NMHS and 53 from PICS High school. Our tutors are working very hard to assist them in any way they can.</p>	
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Two of our top seniors (McArthur James and Jeneatte Simram from PICS) with other two non TRIO students have been selected to represent Pohnpei Close up program in Washington DC later this year. Congratulations!

My two counselors never stop from seeking ways to get involved with our Target schools activities. Franciso Simram is now the PTA President for PICS High School while Amy SJ Santiago is a Treasurer at Madolenihmw High School PTA. Congratulation! Two new office assistants (Byron Rodriguez and AJ Harris) were hired early this school year.

30 tutors from three high schools and other offices have been hired to tutor our lower grades from Freshman to Juniors.

Competitions for all Talent Search Program had been delayed for another year. Funding is projected to be the same amount however program will be notified by program specialists. This is good news for college to seek for potential candidate to do the writing and also to get familiar with the many changes mandated for TSP and do plan of operation for competition.

Tutors workshop was done on November 7, 2009 for all of our tutors. Guest Speaker was Ms. Glenda Cornelious from Upward Bound program who presented some creative strategies in contacting a tutorial component. She did an awesome presentation.

Tutorial component for lower grades (9<sup>th</sup> -11<sup>th</sup>) started on November 16, 2009.

Workshop on FAFSA was done with parents of 35 seniors from Kittu on November 25, 2009 and 70 PICS and MHS parents on November 28, 2009. After each workshop a thanksgiving activity and dinner was done by the students to their parents.

The program is currently contracting 45 employees who are tutors, office assistants and drivers for this school year 2009-2010.

Pohnpei State Department of Education has provided 6 buses to assist our transportation needs for our services while Pohnpei Congressional District #3 provided 2. We are forever grateful that



	<p>these assistances continue to exist because our services will not be possible without them.</p> <p>Our 9 MHS seniors ride the Upward Bound Bus every Saturday to Pohnpei Campus for their Saturday tutorials. Thank you sister program!</p> <p>DJ Simon TSP Senior from MHS along with other classmates represented MHS in Hawaii for the annual Science symposium early December.</p> <p>Charity works were done at MHS campus and community nearby. Students had the opportunity to clean up the classrooms and around the campus before Christmas arrived. While students at MHS cleaned up their campus, PICS TSP picked up trashes from PICS campus to TSP office in Kolonia. NMHS on the other hand, gathered in the huge field at NMHS and held a big goodwill field games amongst themselves. They then distributed small gifts donated by students themselves to the community nearby their schools.</p> <p>All of this was done to enhance student's knowledge of the true meaning of Christmas in preparation for Christmas.</p> <p><b>[IRPO]</b>          Provided support for sponsored programs committee review of the SSSP application for continuing of funding and various CRE proposal submissions for additional funding to the college.</p>	
<p>7D: Provide Cooperative Extension Services to the community</p>	<p><b>[President]</b></p> <ol style="list-style-type: none"> <li>1. Approved 2 travel authorization for 2 CRE staff to travel to eastern islands of Pohnpei to provide extension services during the month of September 2009.</li> <li>2. BOR approved the recommendation from the administration of the College to modify the MOU between COM and COM-FSM that may improve the cooperative extension services to the community. The panel that was established to review and modify the MOU has completed its review and a final copy of the MOU will be submitted to COM and COM-FSM Regents for their review and action.</li> </ol> <p><b>[Kosrae Campus]</b>          A three-week workshop conducted in one to a total of 39 community women showed interest and wanted to display during the community fair. The said number of women actively involved in sewing,</p>	

	<p>nutrition and food preservation programs taught in the workshop. More than 50% of the workshop participants involved in CES showcase at the Utwe Municipal Fair displaying sewn products, local food dishes and different kinds of jams – banana jams and bell apple.</p> <ul style="list-style-type: none"> <li>• 43 young mothers completed EFNEP course and were able to participate in the community fair activities and displayed recipes they learned from the program.</li> <li>• 93 participants attended a nutrition workshop conducted in 3 communities and had received a “let’s go local recipe book” at the end of each workshop.</li> <li>• Showcase of finished products (model canoes, food pounders, head marmars and food chopper) made during Community Youth Skills Training at community fairs.</li> <li>• Continued working on the Youth Entrepreneurial curriculum, worked on CYFAR proposal and meeting with SBDC counselor to plan entrepreneurship trainings for the coming summer.</li> <li>• Displayed vegetable seedlings and distributed FAO seeds during community fair activities for more than 60 individuals. Continued seedling distribution to program participants.</li> </ul>	
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**Strategic goal 8:** Promote the uniqueness of our community, cultivate respect for individual differences and champion diversity

<b>Objectives</b>	<b>Accomplishments</b>	<b>Comments/additional detail</b>
8A: Increase community involvement in college affairs	<p><b>[President]</b> 1. Attended the FACSSO meeting in Honolulu during the week of October 24-25, 2009. The Directors of Education Department in the FSM States is requesting that the College work with them on bridge programs to bridge gaps between high schools and College. Will prioritize this with the state campuses.</p> <p><b>[VPIA]</b> VPIA joins Pohnpei Rotary Club as college representative.</p> <p>MITC video tapes 3<sup>rd</sup> Annual Airport Emergency Preparedness” exercise/drill.</p> <p><b>[Kosrae Campus]</b> Two Public Awareness presentations were conducted on November 19, 2009 by students in SC 111 Environmental Science and SS/ED 285 Family Life and Sexuality Education. The first presentation examined local biodiversity issues, especially the endangered,</p>	<p><b>[VPIA]</b> Rotary Club annually awards scholarships to COM-FSM students. Rotary Quiz Night fundraiser Nov 14 raises \$8,000 for scholarships/community projects for next year. COM-FSM donated prizes for fundraiser.</p>

	<p>threatened and protected species and what we should do to protect them. The second presentation addressed the types of child abuse, how they affect children and what we should do to protect children from being abused.</p> <p><b>[Yap Campus]</b> About 30 students, faculty, and staff have signed up to provide assistance to the Yap Canoe Festival Organizing Committee scheduled for October 23<sup>rd</sup> – 25<sup>th</sup>, 2009.</p> <p><b>[Student Life]</b> The Office through its Dormitory Management as well as Sports and Recreation continued to work closely and dialog with the surrounding community to continue the community involvement in the college affairs through sports and other programs/activities.</p>	
<p>8B: Cultivate respect for individual differences, and champion diversity</p>	<p><b>[President]</b></p> <ol style="list-style-type: none"> <li>1. College continued to hire foreign nationals to promote diversity among its faculty and staff.</li> <li>2. College prioritizes developmental courses in English and math due to diversity of learners at the College.</li> <li>3. College course and program offerings in Micronesia Studies, Japanese and Chinese languages also promote cultural differences.</li> <li>4. College continues to offer foreign and local languages at its campuses.</li> </ol> <p><b>[Human Resources]</b> Despite the remote location of the College, 14 ethnic groups from around the world including the 4 FSM states are represented in the employees of the College. Orientation program for new hires including cultural materials.</p>	

**Strategic Goal 9:** Provide for continuous improvement of programs, services and college environment

Objectives	Accomplishments	Comments/additional detail
<p>9A: Improve institutional assessment and evaluation</p>	<p><b>[President]</b>            1. Expanded the capability of SIS database for the purposes of collecting data needed for institutional assessment and evaluation.            2. Secured partial funding from PPEC to assist 4 staff from the College to attend WASC Level II assessment workshop for the purposes of improving the institutional assessment and evaluation at the College.</p> <p><b>[VPIA]</b>            A summary report of recommendations from program evaluations prepared by Director of Academic Programs for sharing.</p> <p>Program review recommendations presented to curriculum committee.</p> <p>3 outcomes in the Gen Ed core were assessed during the fall 2009 semester</p> <p>Chuuk, Yap and FMI faculty provide information session on status of self study for reaccreditation and the four standards during VPIA campus monitoring visit.</p> <p><b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>• Completed questionnaires for job audit were sent to respective vice presidents.</li> <li>• Common math and English assessment data for General Education Core were collected and sent to Director of Academic Programs for scoring and analysis. Course level assessment reports for fall 2009 courses were also collected from instructors.</li> </ul> <p><b>[Pohnpei campus]</b></p> <ul style="list-style-type: none"> <li>• English/Social Sciences division completed student retention survey form and forwarded it to the Staff Development Committee for action. The division also completed and submitted to the Director of Academic Programs the common assessment for EN 120b.</li> <li>• English/Social Sciences Division Chair participated in the reviewing and editing of the Standard I write up.</li> <li>• Math/Science division completed common assessment for MS100 College Algebra and SC117 Tropical Pacific Environment and forwarded the results to the Director of</li> </ul>	<p><b>[VPIA]</b>            These were math, writing and science. Common assignments were given in each area and collected. All assignments are to be graded against rubrics and the report should be out by Feb.</p> <p><b>[Kosrae Campus]</b>            CES staff forwarded theirs to VPCRE.</p>

Academic Programs. Additionally this division developed pre-tests for math and science courses to be piloted Spring 2010 semester.

- Mission statement for the Math/Science division was submitted to the Director of Academic Programs for review and action.

**[Yap Campus]**

- Assessment is an on-going process. We have closed the loop for FY 2008-2009, have identified objectives for FY 2010. We will have a 3 days review/training during the Christmas break to better plan strategies/activities to achieve the set objectives.
- We just completed this week the FY 2011 performance based budget which consists of setting objectives and strategies / activities and allocating resources.
- During the break in December, all campus staff met for one week to come up with an implementation plan for all units on campus. Implementation Plan is complete with timeline and a calendar for the whole campus is done. This is to ensure that all objectives for all campus units are achieved and done by the end of the fiscal year.

**[SSSP]**

SSS Annual Performance Report (APR) 2008-2009

Obj. 1 2008-2009 Persistence Rate of 55% of all participants served. Accomplished 67% during academic year.

Obj. 2 2008-2009 Good Academic Standing Rate of 85% of all participants. Accomplished 86% during academic year.

Obj. 3 Graduation/Transfer Rate 40% of 2006-2007, cohort graduated with associate's degree and/or transfer to a four-year institution by 2008-2009. Accomplished 41%.

**[Student Life]**

Participated in meetings of the Student Service Committee. In addition to other issues/problems, the following were also reviewed and discussed:

1. Policy on sexual harassment,
2. Policy and/or proposed solution to graffiti problem on campus.
3. Planning of the upcoming mid-graduation and appointment of a sub-committee to come up with detail plans and recommendations to be submitted to the main committee for approval.

Participated in the meetings of the Student Service -Management Team. The following were prepared, reviewed and submitted:

1. Rubrics developed by each office/division
2. Functional Responsibilities

	<p>3. Job Audit</p> <p>4. FY 2011 Performance Budget and Smarter Objectives</p> <p>5. Other issues at hand to be addressed by the management team.</p> <p>Participated in meetings of the Staff Development Committee. The following were the results of the meetings:</p> <ol style="list-style-type: none"> <li>1. Identification of priorities and categories of funding for FY2010 budget.</li> <li>2. Brief planning for next year's Staff Development Day and the Incentive Award Day</li> <li>3. Planning of retirement luncheon/dinner for one of the employees.</li> </ol> <p>Participated in the three day-workshop on the FY 2011 budget development. The result of the workshop was the development and submission of the FY011 Performance &amp; Line item budget based on actual FY 2009 budget.</p> <p>Participated in all Four Standard Groups Meetings on the Self Study.</p> <ul style="list-style-type: none"> <li>• During the reporting period, the Director attended a PPEC accreditation and Program review workshop in Guam which resulted in enhancing his understanding on what steps to take when preparing for the program review.</li> <li>• The Office through Sports &amp; Recreation continued to run the College Intramural games and other sports &amp; recreation activities which as a result continued to motivate and attract the interest of the student population to participate. As incentives, awards to each individual player and to each team were given as the tradition.</li> <li>• A good percentage of the students was taking advantage of using the sports &amp; recreation facilities. In addition, the number of people utilized the facilities during the reporting period was around 9,000 individuals.</li> </ul> <p>* The Sports &amp; Recreation continued to make available all sports &amp; recreation facilities and thus students and others continued to utilize these facilities. In addition, sports and recreation equipments were also made available.</p> <ul style="list-style-type: none"> <li>• The Office of Student Life continued to hold staff meetings to discuss number of things that we must do to continue to improve the services we must provide.</li> </ul> <p>* The Office has continued to work closely with the Disciplinary Committee particularly to process citations on violations of policies &amp; procedures and as a result, the process has been carried out more effectively now.</p>	
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<p>9B: Integrate planning, evaluation and resource allocation for continuous improvement</p>	<p><b>[President]</b>  1. Attended a training workshop delivered by Mr. Jimmy Hicks of IPRO on how to integrate assessment/evaluation, planning and resource allocation that will assist in preparing FY 2011.  2. Attended the workshop on Building Regional Capacity for Assessment: Tools and Lessons for Successful Accreditation Visits.  3. Writing and editing of the Self-Study Report is nearly completed and printing of the report will be done at the end of this November 2009.</p> <p><b>[VPAS]</b>  Chaired the Planning and Resources Committee and conducted several meetings to work out plans for restructuring the college to be sustainable, maintain quality and responsive to the needs of manpower development for the FSM. Two subcommittees were developed out of the bigger committee, first to address the streamlining issues and secondly to take care of the recommendation from the Accreditation on need to upgrade Chuuk Campus power generation. The contingency plan on power generation for Chuuk campus has been completed. The work on the college streamlining is still ongoing. We hope this will be completed soon so we can plan infrastructure for each of the campuses system wide.</p> <p><b>[VPIA]</b>  Pohnpei and National campus faculty participate in performance based budget training workshop  National campus divisions developed performance based budgets based on assessment plans and outcomes.</p> <p><b>[VPSS]</b></p> <ul style="list-style-type: none"> <li>▪ VPSS took part in the Planning &amp; Resource Committee meetings to address how to streamline the programs &amp; services at all sites.</li> <li>▪ As chair of the ad hoc committee on streamlining of the programs and services the chair called several meetings of the committee to address how to modify the current structure of the college. The committee has started flagging all the instructional programs based on the mission of the college, quality of programs, and sustainability of programs, whether programs were mandated, and whether programs were duplicated. To date, all the instructional programs have been flagged. We will be looking at the instructional services based on the data available to date. The committee also flagged the administrative and student services programs. The flagged instructional programs have been forwarded to the curriculum committee for review</li> </ul>	
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and recommendation.

- As chair for the Self Study Standard III Working Group, the group met several times each month since September to work on the descriptive summary, self evaluation, and the planning agenda for Standard. As of end of September all the draft descriptive summary and self evaluations of the four sections (human resources, technology, fiscal and physical) are done. The draft report was submitted to the ALO and the editors on November 7. The working group is currently working on the WASC Recommendations to be due on November 27.
- Program Review: The Department has been working on the Student Services Program Rubrics since August. VPSS has been meeting with the staff on the program rubrics to negotiate the ratings of student services activities/programs in each division.
- The department has been working on the fiscal year 2011 performance based budget. Some offices/activities and the VPSS have submitted their budgets to the Director of IRPO. The budget includes the smarter objectives and personnel cost by output.
- The department offices and activity heads have been working on the job audit questionnaire and some have submitted the reports to the HR Director. This is looking at the major functional responsibilities and to make certain that all activities are included in the current job description.
- VPSS, Director of Student Life and the Director of Admissions, Records and Retention attended an assessment/program review and accreditation workshop in Guam during the week of Nov 10-16, 2009. As chair of accreditation standard III, this workshop is to prepare people for the comprehensive self study visit that is scheduled in March 2010.

**[Kosrae Campus]**

- Fiscal Year 2011 budget preparation was formatted in performance based budget.

**[Yap Campus]**

- FY 2011 PBB is completed and submitted.

**[IRPO]**

Developed a performance budgeting system for the college that links planning, assessment and resource allocation based on the college's strategic plan, Institutional Assessment Process and

**[Kosrae Campus]**

Each division at Kosrae campus took the liberty to plan out and budget its own activities and functions.



	<p>Governance structure. Provided training in the development process.</p> <p><b>[Human Resources]</b> Transmitted for Cabinet’s review and approval a procedure for Creating New Positions that is aligned with resources allocation and personnel needs.</p>	
<p>9C: Increase research and data driven decision making</p>	<p><b>[President]</b> 1. Due to expansion of the SIS database president’s office continued to make informed decisions based on data.</p> <p><b>[VPAS]</b> Completed the Standard IV Self Study report and the recommendations and turned them in to the ALO before the Holiday Break. Monitor the results of the data generated by the SIS to determine trends of enrollment, migration and other important data and plan strategies to improve services at the college.</p> <p><b>[IRPO]</b> Provided presentations on data trends affecting the college to planning and resources and curriculum committees, at performance budgeting training, Board of Regents December 2009 meeting and FSM performance budgeting training.</p> <p><b>[Yap Campus]</b> To close the loop for FY 2008-2009, we gathered and analyzed data and information in support of the specified objectives. These data and information will serve as baseline data for this current year. Objectives and strategies identified for this year and next year are based on the data / information gathered.</p>	<p><b>[Human Resources]</b> Policy research is a primary function of the Human Resources Office and is carried out in conjunction with policy development plans under Personnel and Staff Development Committees.</p>

<p>9D: Develop an integrated data system</p>	<p><b>[President]</b>  1. This has been the focused of the administration and Information Technology Division as we continue to include in the fiscal year’s budget the funds for SIS and Network consultant.</p> <p><b>[VPAS]</b>  SIS system use has improved from the previous year. Students are actively engage in the planning for their program on line using their access privileges.</p> <p><b>[IRPO]</b> Staff drafted a disclosure agreement to assist in strengthening security and use of the integrated data system for general use and research. Final review of the document will be by ICT committee.</p> <p><b>[IT]</b>  Work on SIS phase II continues. The SIS Developers 2<sup>nd</sup> site visit is complete.</p> <p>Time was spent on a variety of issues, culminating in opening up access to the new portal software. Issues or needs relating to the current SIS were brought to his attention, as were various infrastructure needs.</p> <p>Portal  Significant progress was made during this site visit, leading to an earlier than anticipated rollout, made primarily in support of a decision to move COM-FSM to a pre-registration process in lieu of course selection. The ability of the portal to provide up-to-date information to students and their advisors was viewed as critical in this change of procedure.</p> <p>In the first weeks of portal operation (with training being performed at each state campus) the following data was recorded:</p> <p><i>Week Of Users Logged In Successful Logins</i>  Oct 11, 2009 84 167  Oct 18, 2009 367 843</p>	<p><b>[President]</b>  The problem associated with the expansion of the database has been linked to inputting data into the database and this delays accessing of data. Working on correcting this.</p>
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Oct 25, 2009 381 831

Changes made to portal during site visit:

1. RSS Feed system was completely recoded to make it more flexible and modular

1.1. The goal of re-using this code elsewhere in the COM web site was addressed

1.2. Increased the responsiveness of item display by allowing the content to be cached instead of downloaded from the server every time a student logs in or out

2. Re-designed the display of e-mail messages

3. Improved IE-compatibility (javascript code and portal appearance)

4. Refined the access control process to provide additional limits on instructor access based on the status in the SIS Items remaining:

1. Course Catalog

1.1. Need information added to catalog to indicate what courses are currently offered

1.2. Need to produce a report based on the Course Catalog that can be used to manage this information

2. Faculty entry of grades

2.1. Needs a form within the Portal

2.2. Needs a control mechanism within the SIS that is managed by the Registrar, limiting when grades may be entered (by term, range of dates)

2.3. Need to verify limitations on grades available for entry on the Portal form Security The following describes how access to the portal is controlled for each group of users:

1. Students

1.1. Access will be established if, at first login, they have been registered for classes at any time in the last six months

1.2. Once established, student access will remain until their e-

	<p>mail account is closed</p> <p><u>2. Faculty</u></p> <p>2.1. Access will be allowed if they are currently defined as an active instructor in the SIS database</p> <p>2.2. No access will be allowed if their Instructor record is not “Active”</p> <p>2.3. If their e-mail account is closed, access will no longer be possible</p> <p><u>3. Staff and Others</u></p> <p>3.1. Any person with an active e-mail account can access the portal but with very limited access to information</p> <p>3.2. Change of password and access to the current class schedule are the only available forms. The following additional considerations were made to improve portal security:</p> <ol style="list-style-type: none"> <li>1. A student’s full name or ID do not appear anywhere on student-accessible forms and reports</li> <li>2. The portal displays only the student’s first name after they log in</li> <li>3. If a portal session is left idle (displayed in a web browser but not used) it will close automatically after a short interval (defined by the college, currently ten minutes)</li> </ol> <p><u>Outstanding issues</u></p> <p>1. The portal relies on each account having an MD5 encoded password available (this is the approach used by the SIS database as well)</p> <ol style="list-style-type: none"> <li>1.1. Conversion of accounts from the old /etc/passwd files provided only crypt passwords</li> <li>1.2. @Mail stores clear-text passwords (a very bad practice, but useful in this situation) so these were used to encode MD5 passwords when available</li> <li>1.3. Accounts missing the MD5 version will need their password re-entered on one of the SIS account maintenance forms (the same password can be re-entered as long as it meets the current requirements for length, etc.).</li> </ol>	
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	<p>The portal name was changed by the ICT Committee to <b>MyShark</b> soon after conclusion of the site visit, and this change made a part of the URL where the portal can be accessed. Data in the web logs revealed a surprising level of difficulty for students to spell “portal” and it was judged to be easier for them to recall myShark. As implemented, and of “portal,” “myshark,” or “myShark” all redirect to the official location of “myShark.”</p> <p>During the session introducing the portal to faculty and staff, the following suggestions were made (implementation status noted):</p> <ul style="list-style-type: none"> <li>• Show midterm as well as final grades on Grades form (for student) with a statement indicating good standing unless other midterm grade shown</li> <li>• Change language on A/R display to better describe balance “due to student” or “to COM”</li> <li>• Add a link from IDP report to schedule of when a course is offered, including prerequisite data (to implement this well, a method to display a pop-up window with the related data will need developed; additional time needed)</li> <li>• In class list export, include advisor</li> <li>• Add form to request additional sections of a course, with tracking of how many students need/ask for it (needs discussion with VPIA)</li> </ul> <p><u>SIS Database</u></p> <p>The number of support issues for the SIS database was relatively low but a number of functional changes were requested, and some problems were identified that need addressed.</p> <p>Upgrade to SIS version 0.61</p> <p>Early during this site visit the SIS software was updated with a version incorporating changes introduced by the portal project, many of which were significant within the code base, but minor (or transparent) in terms of the user’s experience. The update went better than anticipated.</p> <p>Incompatibilities with Internet Explorer still exist (although</p>	
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they are minor) but it is my recommendation that use of IE with the SIS Database be strongly discouraged. Changes The following sections summarize functional or technical changes that were requested or noted during this site visit (notes on the status of each request are included where appropriate).

**A/R (accounts receivable module)**

**1. Cashiering Sessions**

1.1. as the number of sessions grows, it's becoming difficult to look up a session on forms that list them; the ability to organize these by date, fiscal year, or some other method is highly desirable (they can't be purged)

**2. Check Batch form**

2.1. Changes to a student's account while they have a refund request present are causing the refund to be updated, sometimes "re-opening" the refund request where it previously wasn't going to create a refund check; a change to the process that maintains refund request records was coded to prevent this status change

2.2. batches with no pending refund requests don't always end up being marked as "complete;" multiple suggestions were proposed to address this problem, but each has complications for implementation: 1) if any remaining refund requests are deleted, the batch should change to "complete" 2) empty batches should be delete-able (or be automatically deleted)

**3. MIP Interface**

3.1. request that JV entries in a batch be organized by effective date; this was coded during the site visit, with the MIP feed and report updated to reflect the change; a minor database change was required to accommodate the larger number of JV entries present in each batch, resulting from the separation by effective date

3.2. The ability to query unfed sessions on the MIP Feed form was added

**4. Student Rate (staff or dependent)**

4.1. While looking through a batch fee assessment report with Business Office staff it became obvious that tuition remission for staff and dependents was being manually recorded on A/R accounts. Checking a few of these students I found that the rate code in their student record did not reflect their tuition-remission eligible status, so the fee assessment processes were unable to correctly calculate their tuition and fees.

4.2. I understand there is a process through which staff apply for the reduced rates; that process should result in their rate code being updated, but it isn't. This needs investigated and the process modified.

#### **5. Modifications to reports**

##### 5.1. Account Data Extract

5.1.1. Request to add check number to data (for entries corresponding to a system generated refund check)

5.1.2. Ability to limit records by effective date, term, transaction code (all optional)

##### 5.2. Transaction Detail

5.2.1. Range of dates changed from entry date to effective date

##### 5.3. MIP Feed

5.3.1. Separate account entries by effective date when creating JV entries in the feed  
(required modification of MIP Review report and minor change to database to accommodate the larger number of per-feed JV numbers created)

##### 5.4. Cashier Detail

5.4.1. Include total at bottom of section showing receipt numbers

##### 5.5. Refund Check

5.5.1. Name shown on check face should include full name (first, middle, last, suffix)

#### **6. Reconciliation**

6.1. End-of-term reconciliation attempts to match student enrollment with the total tuition and fees collected for the term. The basis for this has long been the official enrollment report, but this has become difficult because of the more

	<p>complex data model used by the SIS</p> <p>6.1.1. The Enrollment Report uses only the student's home campus to group registration and credit hour totals</p> <p>6.1.2. Reconciliation is by campus, which requires using the campus associated with each section</p> <p>6.1.3. Revenue needs tabulated by fee (with separate rates for tuition) and by campus</p> <p><b>Student</b></p> <p>1. Registration</p> <p>1.1. Remove enrollment limit override</p> <p>1.1.1. The override indicator on the Registration form will no longer allow a registration that would exceed a section's maximum enrollment</p> <p>1.1.2. Attempts to submit changes that fail this condition will not be saved.</p> <p>1.1.3. Other errors previously causing an automatic drop (by changing the Registration Status to DR) were modified to prevent the registration record from being saved (too many automatic drops were going undetected during registration)</p> <p>1.2. Prevent registration when data missing</p> <p>1.2.1. The ability to prevent registration when specific data elements are missing from the student record (gender, birth date, ethnicity, origin State)</p> <p>1.3. Ability to register a student who is on suspension Spring term, register for Summer</p> <p><b>2. History By Term</b></p> <p>2.1. Form doesn't display data for all terms entered on History Retro form</p> <p>3. Student Schedule</p> <p>3.1. A report similar in format to the Grade Sheets (two per sheet) displaying student schedules for all enrolled students</p> <p>4. Financial Aid</p> <p>4.1. An export of student FA package data is needed</p> <p>4.2. Office needs additional information on repeated sections</p>	
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	<p>(third or more repeat)  4.2.1. This should be part of a Financial Aid Transcript which has been discussed many times during development of the SIS but never carefully defined  General  1. Printing of inline reports that span multiple pages is still broken in Firefox, the fix is in progress.</p>	
<p>9e: Enhance decision making and communications at the college through implementation, monitoring and evaluation of the new governance policy and revised standing committee structure.</p>	<p><b>[IPRO]</b> Conducted assessment committee meeting and online meetings for sponsored programs committee to review grant requests.  <b>[DCR]</b>  Ensure that the continuous improvement cycle is progressing by participating in committee meetings and completing committee assignments. Serving as committee member of the following committees or working groups:</p> <ul style="list-style-type: none"> <li>○ Accreditation Committee</li> <li>○ Self Study Steering Committee</li> <li>○ Publication Committee</li> <li>○ Endowment Fundraising Steering Committee</li> <li>○ Planning and Resources Committee</li> <li>○ Recruitment Admission and Retention Committee</li> <li>○ Enrollment Management Committee</li> <li>○ Cabinet</li> <li>○ Assessment Committee</li> <li>○ Sponsored Programs Committee</li> <li>○ Facilities, Security and Maintenance Committee</li> <li>○ Facilities and Campus Environment Committee</li> <li>○ Information Communication Technology Committee</li> </ul>	<p><b>[Human Resources]</b>  All HRO's staff are active members of 3 of the accreditation standards committee.  Submitted HRO's section of Standard III and with required list of evidences on time.</p>

COLLEGE OF MICRONESIA - FSM, Enrollment Management Indicator Data Fall 2009

#	Indicator	Target ratios	National	Pohnpei	Chuuk	Kosrae	Yap	FMI
1	<b>Student/Faculty Ratio</b>	<b># of faculty</b>	50	31	14	29:1	18	
2	<b>Learning resources staff ratio</b>	<b># LRC staff</b>	14	2	3	1	1	
3	<b>LRC volume capacity</b>	<b># of LRC volumes</b>	60,321	5,234	19,952	7,337	7912	
4	<b>LRC seating capacity</b>	<b># LRC seats</b>	125	28	6	35	32	
5	<b>Counselors (FAO, OAR &amp; Counseling)</b>	<b>1 counselor of each type for every 250 students</b>						
5a	<i>Counselor FAO</i>	<i># of FAO Counselor</i>	3	2	2	1	1	
5b	<i>Counselor OAR</i>	<i># of OAR counselor</i>	2	2	2	1	1	
5c	<i>Counselor General Counseling</i>	<i># of general counselor</i>	3	2	2	0	0	
6	<b>Student life specialists</b>	<b># of recreation staff</b>	10	2	1	0	0	
7	<b>Nurse/Health</b>	<b># of nurse</b>	2	1	1	1	1	
8	<b>Administrative staff</b>	<b># of administrative staff</b>	12		6	5	7	
9	<b>Overall Environmental</b>	<b>Electrical power &amp; email access during all school hours; 1 female toilet for every 30 students &amp; 1 male toilet facility for every 40 students, accessible drinking water per building; a bookstore and campus store or available food source.</b>						
9a	Electrical power	Is power available 100% of instructional day?	Yes	Yes	Yes	Yes	Yes	
9b	Email access	Is email accessible all school hours?	Yes	Yes	Yes	Yes	Yes	
9c	Toilets (female)	# of female toilet	31	17	10	5	5	
9d	Toilets (male)	# of male toilet	31	14	10	4	4	
9e	Accessible drinking water	# of buildings w/ accessible drinking water	14	6	Yes	6	2	
9f	Building	# of buildings	15	15	12	6	4	
9g	Bookstore	Is there a bookstore available?	Yes	Yes	Yes	Yes	Yes	
9h	Refreshment source	Is there a food source/store available?	Yes	Yes	Yes	Yes	Yes	
10	<b>Daytime security</b>	<b># of security guard</b>	3	2	4	1	5	
11	<b>Classroom capacity</b>	<b># of classroom</b>	21	19	625	3	4	
12	<b>Maintenance</b>	<b># of maintenance staff</b>	8	5	3	2	2	
13	<b>Janitors</b>	<b># of janitor</b>	13	6	4	1	2	
14	<b>IT technicians</b>	<b># of IT technician</b>	2	2	2	1	2	
15	<b>Student computers</b>	<b># of student computer</b>	161	73	84	48	36	
16	<b>Faculty computers</b>	<b>1 computer for every full time faculty &amp; 1 for each 1 part time FTE</b>						
16a	Faculty computers (full time)	# of full time-faculty computer	30	20	33	8	8	
16b	Faculty computers (partly time)	# of FTE part time-faculty computer	14	16	4	1	0	

BLDG				KWH	KWH	KWH	KWH	KWH	KWH	KWH	KWH	KWH	KWH	KWH	KWH
	12/1	10/30		9/1	7/16	7/1609	6/16	5/20	Usage	Usage	Usage	Usage	Usage	Usage	Usage
	Nov. 09	Oct. 09	Sep-09	Aug-09	Jul-09	June-09	May-09	Apr-09	Mar-09	Feb-09	Jan-09	Dec-08	Nov-08	Oct-08	Sep-08
A	6842	5412		5705	5898	3847	7101	6542	6508	5330	3443	5706	6173	5785	5526
B	2800	2705		2668	1723	2284	913	2284	2115	4072	2079	1096	2157	2696	2701
C	7560	6900		7500	7800	7980	8460	7440	7860	7500	7560	6060	6180	5820	5580
D	5880	5340		5700	5940	5640	5760	5160	5520	5880	5940	5640	6480	6420	5880
E	6000	5640		5700	6000	4500	5520	5700	5820	5520	4740	5700	5640	5460	5460
F	4620	4500		4980	5640	4380	4800	4860	5520	5520	4020	5520	5700	5460	5940
F2	4393	4327		4141	5073	4677	3688	5584	5335	5770	4619	3895	4987	5039	5118
G	12160	11600		12800	12080	12880	11120	11440	12160	12240	10320	11760	11920	12480	11520
H	16200	15100		16400	16500	17200	15100	15800	16800	15300	12800	15800	17400	17800	15700
K	4222	4385		4246	3584	3695	3279	3472	4134	3981	3274	3855	3594	3791	3791
I (Ag)	2380	2137		2181	3303	1569	1479	1773	2270	2558	2479	1910	2748	1969	2942
M	3875	2502		3411	2837	3176	3111	2459	2597	2837	2783	2246	3688	3643	3745
Maint															
Gym	4280	7480		5680	6080	4960	5080	4560	4640	5880	4560	6480	6960	9120	11280
N	4579	4360		4510	4820	4844	4900	3932	3952	4099	3997	2913	2382	2281	2230
IT Shp															
Well	5202	4442		4911	4839	5206	3962	4816	4802	5081	2801	4243	3843	3863	3556
A+Center						4900	4900			0	0	0	0	123	66
<b>Total</b>	<b>90993</b>	<b>86830</b>		<b>90533</b>	<b>92117</b>	<b>91738</b>	<b>89173</b>	<b>85822</b>	<b>90033</b>	<b>91568</b>	<b>75415</b>	<b>82824</b>	<b>89852</b>	<b>91750</b>	<b>91035</b>

College of Micronesia - FSM  
**Institutional Priorities FY 2009**

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## Introduction

The institutional priorities for FY 2009 guide major improvement efforts for the College of Micronesia – FSM. The institutional priorities form a basis of allocation of resources (human and financial) to support improvement efforts of the college and are a foundation for reporting on the college to the Board of Regents, FSM national government and other key stakeholders.

### 1. Improve communications, governance and technical assistance by:

- a. Promoting linkages with K – 12 and external stakeholders. **PRPS 1, 3, 4, 5 WR 1, 4, 5 REPORT against SG 4a**
- b. Promoting the college as a major source of technical assistance for the nation. **PRPS 1, 3 REPORT against SG 7c**
- c. Ensure that all WASC recommendations on communications and governance are met by implementation of the communications and governance policies and plans with emphasis on completing all decision grids for roles and responsibilities and decision making and development of written processes and procedures. **PRPS 1, 3 WR 1, 2, 3, 4, 5 REPORT against SG 4a**

### 2. Enhance instructional and student services (Promoting all aspects of the college as a learning centered community college) by:

- a. Expanding service learning opportunities on all campuses through student organizations and academic courses. **REPORT against SG 1a (instruction) 2b (student services)**
- b. Increasing opportunities for improved transfer and continuing education opportunities for students. **REPORT against SG 2b**
- c. Conducting training for all faculty and staff for the college on student centered learning, TESOL techniques and improved assessment activities. **REPORT against SG 5a**
- d. Implementing at least one learning community at each campus per semester. **REPORT against SG 1a**
- e. Revising program and course outlines to reflect learning centered learning approaches. **REPORT against SG 1a**
- f. Revising job descriptions of faculty and staff to reflect learning centered work activities. **REPORT against SG 5c**
- g. Implementing a uniform general education core assessment across all campuses. **REPORT against SG 9a**

### 3. Improve fiscal stability and facilities by:

- a. Implementing a comprehensive strategy for the college's endowment fund. **WR 4 REPORT against SG 6b**
- b. Developing a plan for attaining fiscal stability of the college. **PRPS 1 REPORT against SG 6a**
- c. Conducting a comprehensive review of college operations for equity in resource allocation, based on data and evidence collected in FY 2008. **WR 4, 6 REPORT against SG 9b**
- d. Implementing the college's facilities master plan with emphasis on:
  - i. Promoting infrastructure development for Chuuk campus permanent site **WR 8 WR 9 REPORT against SG 3a**
  - ii. Improving preventive maintenance and energy management in new and existing building **WR 9 REPORT against SG 3b**
  - iii. Promoting facilities design and renovation to enhance a learning centered physical environment **WR 9 REPORT against SG 3a**

### 4. Ensure Continuous improvement by:

1. Implementing and monitoring progress on the college's enrollment management plan and conducting formative assessment. **PRPS 4, 5 REPORT against SG 2a**
2. Review and revision of the college's technology plan that evaluates, supports and plans for the future of instruction, student services and administrative functions across the college's sites. **WR 4 REPORT against SG 4b**
3. Raising the profile of the college through enhanced research and reporting. **PRPS 1 REPORT against SG 9c**
4. Monitoring implementation of the institutional assessment system for all programs and services of the college to **ensure program review occurs for all programs and services** and met training needs of faculty and staff with emphasis on closing the loop to determine change based on evidence. **PRPS 4, 6 WR 3, 4, 5, 6 REPORT against SG 9a**
5. Providing continuous improvement through a comprehensive staff training program. **WR 4 REPORT against SG 5a**
6. Preparing for development of the college's self study to meet WASC accreditation standards in FY 2010. **PRPS All WR All REPORT against all strategic goals as appropriate**
7. Meeting all WASC Recommendations by March 31, 2009 **REPORT against all strategic goals as appropriate**
8. Following up on implementation and status of FY 2008 priorities. **PRPS All WR All REPORT against all strategic goals as appropriate**

**PRPS # (President's Retreat 2007 Problem Statement #) WR # (WASC Recommendation #)**

College of Micronesia - FSM  
 Summary of Expenditures  
 From October 01, 2009 to December 31, 2009

		Total Expenditures	Share on Expenditures	
			ESG	COM - FSM
<b>Campuses:</b>				
	<b>Pohnpei</b>	432,700	236,618	196,081
	<b>Chuuk</b>	438,474	192,557	245,917
	<b>Kosrae</b>	180,128	116,755	63,373
	<b>Yap</b>	157,220	79,051	78,169
		<b>1,208,522</b>	<b>624,982</b>	<b>583,540</b>
<b>National</b>				
211	Social Science	35,940	29,183	6,757
212	Education	65,287	59,431	5,856
213	Business	52,689	38,482	14,207
214	Math & Science	128,190	97,633	30,557
215	Lang & Lit	77,368	57,687	19,681
217	Agriculture	14,130	11,007	3,124
221	Exercise Sport Sc	7,601	5,083	2,518
271	LRC & MITC	88,952	69,005	19,947
313	Counselling	21,382	-	21,382
314	Recreation/Gym	70,067	-	70,067
401	Dormitory	3,816	-	3,816
371	Maintenance	220,504	-	220,504
<b>National</b>		<b>785,926</b>	<b>367,511</b>	<b>418,415</b>
<b>System support:</b>				
<b>Office of the President</b>				
151	Office of the President	55,292	-	55,292
900	Land grant	-	-	-
		<b>55,292</b>	<b>-</b>	<b>55,292</b>
<b>Administrative Services</b>				
191	Office of VPAS	21,960	-	21,960
153	HR Office	32,583	-	32,583
152	Research/Planning	23,129	-	23,129
163	Business Office	129,793	-	129,793
155	Dev./Community Rel.	11,499	-	11,499
272	Information Technology	82,468	25,762	56,706
		<b>301,433</b>	<b>25,762</b>	<b>275,671</b>
<b>Instructional Affairs</b>				
201	Office of the VPIA	96,549	61,586	34,963
		<b>96,549</b>	<b>61,586</b>	<b>34,963</b>
<b>Student Services</b>				
301	Office of the VPSS	44,193	-	44,193
311	Admissions & Records	34,621	-	34,621
312	Financial Aid	43,718	-	43,718
		<b>122,532</b>	<b>-</b>	<b>122,532</b>
<b>System-wide</b>		<b>575,805</b>	<b>87,348</b>	<b>488,458</b>
<b>Total Expenditures</b>		<b>2,570,253</b>	<b>1,079,840</b>	<b>1,490,413</b>

College of Micronesia-FSM  
 Summary of Compact II Expenditures  
From October 01, 2009 to December 31, 2009

<b>Divisions</b>	<b>National</b>	<b>Pohnpei</b>	<b>Chuuk</b>	<b>Kosrae</b>	<b>Yap</b>	<b>Total</b>
<b><u>October 01, 2009 - December 31, 2009</u></b>						
201	61,586					61,585.77
211	29,183					29,182.89
212	59,431					59,431.29
213	38,482					38,482.09
214	97,633					97,632.90
215	57,687					57,686.77
217	11,007					11,006.72
221	5,083					5,082.70
271	69,005					69,005.19
272	25,762					25,761.83
112		196,067.80	169,001.79	98,047.94	60,322.36	523,439.89
114		40,550.66	23,555.53	18,707.15	18,728.98	101,542.32
	<b>454,858.15</b>	<b>236,618.46</b>	<b>192,557.32</b>	<b>116,755.09</b>	<b>79,051.34</b>	<b>1,079,840.36</b>

COM - FSM Expenditures Under COMPACT II - Education Sector Grant

**1,079,840.36**

COLLEGE OF MICRONESIA-FSM  
BOARD OF REGENTS

**ACTIONS AND DIRECTIVES**

December 9-11, 2009

1. The following were elected as officers for the upcoming year:

Graceful Enlet	Chairman
Lyndon Cornelius	Vice Chairman
Mary B. Figir	Secretary/Treasurer

2. The FY 2010 expenditure budget was reduced to \$11,578,826 to reflect the \$100,000 reduction in FSM appropriation.
3. A balanced performance (operations) budget for FY 2011 was approved as follows for submission to the FSM National Government :

<u>FY 2011 Revenue &amp; Expenditure Estimates</u>	
Tuition & fees	7,140,015
FSM appropriation	3,800,000
Total	\$10,940,015

4. The FY 2011 operations budget for FSM Fisheries and Maritime Academy was approved in the amount of \$655,110 for submission to the FSM National Government.
5. The Infrastructure Development Project (IDP) budgets for FY 2011 were approved as follows for submission to the FSM National Government:

Extension of LRC and MITC	\$1,500,000
Bookstore extension	370,000
COM-FSM CRE building	365,000
Total	\$2,235,000

6. The FY 2011 budget for the Board of Regents in the amount of \$81,000 was approved for submission to the FSM National Government.
7. The FY 2011 operations budgets for the following auxiliary enterprises were approved:
- |           |           |
|-----------|-----------|
| Bookstore | \$104,110 |
| Cafeteria | \$182,422 |
8. An increase in technology fee from \$50 to \$100 was approved for implementation beginning Spring Semester 2010.
9. The Board approved use of up to \$150,000 from fund balance for the job audit project.
10. The Board deferred action on the revised Memorandum of Understanding between the College of Micronesia-FSM and College of Micronesia.
11. The minutes of the May 25-26, 2009, regular meeting were adopted.
12. The next Board meeting will be held in conjunction with the accreditation evaluation visit in March in Pohnpei. The exact dates are to be determined.