

Board Development and Education Proposal

Scope of Work – Summary

Sandy Pond Associates (SPA) will engage the leadership of the College of Micronesia- Federated States of Micronesia (COM-FSM) over a period of 12-18 months in a comprehensive set of activities aimed toward enhancing the overall leadership capacity of the College in compliance with accreditation standards. Working with the college president and the Board of Regents, SPA will provide a progressive program of board assessment and board development activities with an ultimate aim of sustaining the mission of the College of Micronesia-FSM, maintaining regional accreditation with the Western Association of Schools and Colleges, and improving its service to students and citizens.

The Scope of Work includes:

- Board assessment, including a facilitated board self-study workshop at the beginning and end of the engagement¹ (January 2013 and June 2014)
- A continuing program of board development services² that will progress through targeted areas of improvement based upon Board feedback from the August workshop, accreditation recommendations and standards, and determinations from in board assessment process.

Phase I (January 2013 – March 2013)

- Guidance to the Board in completing the institutional Visioning process³
- Guidance to the Board in finalizing the Two-Year Action Agenda⁴
- Assistance to the Board in identifying Strategic Institutional Outcomes and aligning them with educational ILOs and Vision.⁵
- Assistance to the president and Board in developing a presidential assessment instrument⁶
- Guidance to the Board in completing the institutional Mission Review*⁷
- Guidance to the Board on the formative and summative evaluation of the president⁸
- Ongoing guidance to the Board in monitoring Institutional Effectiveness⁹
- Ongoing guidance to the Board in monitoring the strategic planning process¹⁰
- Ongoing guidance to the Board on Integral Leadership and shared governance processes¹¹
- Review of self-assessment results and further refinement of Board Development Plan

¹ ACCJC Std. IV.B.1.e & g compliance

² ACCJC Std. IV.B.1.f compliance

³ ACCJC Std. II.A.7 compliance

⁴ ACCJC Std. II.A.7 compliance

⁵ ACCJC Std. II.A.7 compliance

⁶ ACCJC Std. IV.B.1.j compliance

⁷ ACCJC Std. I.A.1 compliance

⁸ ACCJC Std. IV.B.1 compliance

⁹ ACCJC Std. IV.B.1.i compliance

¹⁰ ACCJC Std. IV.B.1.i compliance

Phase II (April 2013 – June 2013)

- Ongoing guidance to the Board on accreditation sanctions
- Ongoing guidance to the Board in monitoring Institutional Effectiveness¹²
- Ongoing guidance to the Board in monitoring the strategic planning process¹³
- Ongoing guidance to the Board on Integral Leadership and shared governance processes¹⁴
- Assistance in developing an orientation program for new board members¹⁵
- Board organization and committee structure¹⁶
- Guidance to the Board on the Role of the Affiliated Foundation, Foundation best practice, support for start-up, fund raising and development, U.S. I.R.S. 501(C)3 rules and special Homeland Security provisions for offshore entities
- other areas as determined by the Board Development Plan

Phase III (July 2013- June 2014)

- Ongoing guidance to the Board on accreditation status
- Ongoing guidance to the Board in monitoring Institutional Effectiveness¹⁷
- Ongoing guidance to the Board in monitoring the strategic planning process¹⁸
- Ongoing guidance to the Board on Integral Leadership and shared governance processes¹⁹
- Guidance to Board on ethics and conflict of interest policies and annual compliance review²⁰
- Review (and revision as necessary) of board by-laws²¹
- Guidance to the Board in monitoring policies on academic freedom and student academic integrity²²
- Guidance to the Board on the annual evaluation of the president²³
- other areas as determined by the Board Development Plan
- Guidance to the Board in monitoring progress and revising the Two-Year Action Agenda²⁴
- Summative Board Self-assessment, review of results, and future recommendations.

¹² ACCJC Std. IV.B.1.i compliance

¹³ ACCJC Std. IV.B.1.i compliance

¹⁴ ACCJC Std. IV.A.3 compliance

¹⁵ ACCJC Std. IV.B.1.f compliance

¹⁶ ACCJC Std. IV.B.1.d compliance

¹⁷ ACCJC Std. IV.B.1.i compliance

¹⁸ ACCJC Std. IV.B.1.i compliance

¹⁹ ACCJC Std. IV.A.3 compliance

²⁰ ACCJC Std. IV.B.1.h compliance

²¹ ACCJC Std. IV.B.1.d compliance

²² ACCJC Std. II.A.7 compliance

²³ ACCJC Std. IV.B.1 compliance

²⁴ ACCJC Std. II.A.7 compliance

Other Professional Development Activities

1. The Board should also plan on a rotating schedule of professional development opportunities annual that will allow them to engage with other trustees from around the Pacific region and the WASC service region. Teams of 2-3 trustees should participate in activities such as the:
 - Pacific Post-Secondary Education (PPEC) Board Development workshops
 - Association of University and College Governing Board (AGB) Annual Meetings and Workshops
 - Association of Community College Trustee (ACCT) Annual Meetings and Workshops

In this manner, every COM-FSM board member could be expected to have at least one external professional development activity annually.

2. The College should seek membership in either ACCT or AGB so as to receive their regular journal publications on trusteeship, best practice bulletins, updated policy alerts.
3. Attend special workshops, such as the Board Chair/Board President workshops offered by AGB or the AGB Foundation workshops, that relate to special areas of emphasis.