

COLLEGE OF MICRONESIA-FSM
BOARD OF REGENTS

**MINUTES OF THE MAY 19-21, 2009, MEETING
NATIONAL CAMPUS**

CALL TO ORDER

The Vice Chairman, Regent Lyndon Cornelius, called the regular meeting of the College of Micronesia-FSM Board of Regents to order at 9:25 a.m. on Tuesday, May 19, 2009, in the MITC viewing room at the National Campus. (The meeting was later moved to the A+ Center.) Regent Isamo Welles gave the opening prayer.

MISSION STATEMENT

Secretary/Treasurer, Regent Mary B. Figir, read the mission statement.

ROLL CALL

The Secretary/Treasurer called roll. Regents Lyndon Cornelius from Kosrae State, Isamo Welles from Pohnpei State, Mary B. Figir from Yap State, and Kasio Mida representing the National Government were present; a quorum was declared. The Chairman, Regent Graceful Enlet from Chuuk State, who lives in Hawaii, did not attend the meeting.

Also present for all or part of the meeting were Spensin James, President and *ex officio* member of the Board; Joe Habuchmai, Vice President for Administrative Services; Ringlen Ringlen, Vice President for Student Services; Jim Currie, Vice President for Cooperative Research and Extension; Karen Simion, Acting Vice President for Instructional Affairs/Director of Academic Programs; Kalwin Kephas, Director of Kosrae Campus; Penny Weilbacher, Director of Pohnpei Campus; Joakim Peter, Director of Chuuk Campus; Lourdes Roboman, Director of Yap Campus; Matthias Ewarmai, Director of FSM FMI; Danny Dumantay, Comptroller; Rencelly Nelson, Director of Human Resources; Jimmy Hicks, Director of Institutional Research and Planning; Joe Saimon, Director of Development and Community Relations; Francisco Mendiola, Director of Maintenance and Security; representatives from the Faculty Staff Senate (Martin Mingii, FSS President; Richard Womack, Acting Chair of Education Division; Mariana Ben-Dereas, Chair of Social Science Division; Resita Keller, Chair of Language and Literature Division; and Faustino Yarofaisug, Social Science faculty); Singuru Singeo, Executive Director of College of Micronesia (Land Grant Programs); and Norma Edwin, Executive Assistant to the President and meeting recorder.

REVIEW OF AGENDA

The Acting Chair expressed his wish to complete the agenda in spite of the congressional oversight and budget consultation hearings scheduled during the week of the Board meeting.

APPROVAL OF MINUTES

The minutes of the March 2009 special meeting were reviewed and edited. **Regent Figir moved and Regent Welles seconded that the minutes of the March 10-12, 2009, special meeting as amended be adopted. The motion passed unanimously.**

COMMUNICATIONS

President James briefly went over the communiqués in the meeting notebook which included: legal counsel's summary of the new amendments to the Social Security law and their impact on the College; Governor Anefal's letter informing Director Roboman that her request regarding the land lease agreement was assigned to the Standing Lease Committee for review and recommendation; memo from SBOC regarding the College's FY 2010 budget as recommended by EBRC and sanctioned by the President; letter from USDOE informing the College of its eligibility for Title III and Title V programs of the Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008 (HEA); letter from ACCJC acknowledging receipt of our Follow-Up Report; letter from Senator Paul from Chuuk following up on the College's training plans in the Faichuk region and the President's response; and letter from Secretary of Health and Social Affairs requesting assistance with editing the Pacific Health Dialogue.

REGENTS' REPORTS

Regent Figir from Yap reported that she attended the Presidential Retreat last week.

Regent Mida representing the National Government encouraged all to individually lobby Congress for support of the College's FY 2010 budget.

The other Regents did not have a report.

PRESIDENT'S REPORT

In addition to his report in the meeting notebook, the President reported on the following: need to establish institutional learning outcomes prior to the accreditation evaluation visit; PPEC sponsored leadership workshop this summer; his visit to Kosrae to consult with the leadership regarding the MOU with Kosrae DOE on the shared use

of the library; resolution of the questioned cost by the auditors on the matching funds for Kosrae CES; signing of an MOU with Pohnpei State on the \$50,000 for extension agents; no need for supplemental funding for utilities at the National Campus; dedication of the Pohnpei SBDC building; visit by ACCJC Commissioner Floyd Takeuchi following the submission of our Follow-Up Report and his concern regarding reliable power at Chuuk Campus and the need to resolve it by March 2010; and submission of the FY 2010 budget breakdown to FSM President and attending oversight hearings.

Clarification was requested on the reason for reprogramming freeze.

Instructional Affairs. In addition to the VPIA 's detailed report in the meeting notebook, the Acting VPIA provided updates on: non-consideration of the substantive change proposal for the nursing program by the accrediting commission until funding is secure; delay in implementation of the revised developmental program due to possible impact on enrollment; the VP's visit to Faichuk and her report; consistency and quality issues among campuses; and consultant from University of West Virginia to review and assess our efforts to date on SLOs.

In the discussion that followed, the admissions policy was discussed and clarification sought regarding switching the AS program at the campuses to an AA program.

Student Services. The VPSS provided the following highlights: COMET testing and statistics; May graduation system-wide; Project Graduation; represented college at the funeral for FMI faculty member, Marcellino Jibemai; college's May Fun Run sponsored by EU; year-round Pell Grant; campus visit by TRIO programs; and Ebeye students interested in taking the COMET.

Cooperative Research and Extension. The VPCRE highlighted the following: personnel vacancies and hiring; call for matching Smith-Lever funds; and unused matching funds in Kosrae. He also proposed that that the presidents of the three colleges make up the Board for COM, instead of just anyone from each country. He feels the presidents need a say rather than be just an observer at meetings.

A review of the MOU between COM-FSM and COM is needed. An update was requested for the next meeting.

Administrative Services. The VPAS reported on his office activities and on the activities of the divisions under him. He continues to focus on issues at Chuuk Campus since it is also an accreditation issue and on alternative energy initiatives and is facilitating the SDSU master's program. He recognized and commended the Director of IRPO and his staff for coordinating and facilitating the Retreat.

The Director of Development and Community Relations recently jumpstarted the Alumni Association at a function at Pacific Skylite Hotel; officers were elected. An organized alumni association will play a significant role in fundraising.

Human Resources Office reported on professional development activities among which are a number of employees doing online studies and on personnel statistics.

Information Communication Technology is continuing efforts with the WINDS project and also looking into other satellite options. Work on SIS phase II has begun. There is an issue of connectivity for the SBDC at Pohnpei Campus.

Institutional Research and Planning Office was instrumental in conducting the Presidential Retreat and also conducted a workshop with PDOE on improved alignment of standards with the college.

Maintenance and Security update included the status of building projects and conservation efforts.

The Comptroller reported on the results of operation for the six months ending March 31, 2009; status of fund balance, summary of accounts receivable from students; status of FY 2008 audit; market value of our endowment fund; and fundraising collection.

During the discussion, questions regarding reasons for resignations, matching funds, and generating funds for the Endowment were raised. The administration was also reminded of the directive to include alternative energy in new buildings.

Campuses in the States:

Chuuk Campus Director reported on: the visit from Commissioner Takeuchi; update on the permanent site and on the current site; clearing receivables from CDOE; planning for summer teacher training including teacher training in Faichuk;

Regent Mida informed the Board that OIA is providing \$5M for power plant upgrade and the Japanese government \$2 for fuel for the four states which should help the power situation in Chuuk. The college is under pressure from the accreditation two-year rule to address the situation.

FSM FMI Director reported on: practical shipboard training for second-year students; status of shipboard training on Matson Navigation Company, Inc and Kyowa Lines; coordinating with TC&I on retraining of FSM seafarers; and death of their engineering instructor.

More information was requested regarding shipboard training and job availability. Director Ewarmai said the shipping industry lacks officers and has more than enough deck personnel. He wants to upgrade FMI's offering to class 3 and 4 to meet the demand for officers.

Kosrae Campus Director reported on: offering two third-year courses spring semester; submission of spring grades; KDOE converting half of the RM Library into a classroom and concern regarding the adequateness of the remaining space for our students'

library needs; gearing up for summer; four of nine instructors on summer vacation; two faculty members and the SBA president attending the Retreat; and issues regarding the matching funds from Kosrae State which required a visit from the President and VPCRE.

Pohnpei Campus Director highlighted the following from her written report: agriculture students promoting their program by selling their products; 2009 Technology and Trades exhibit; modification of auto mechanics, secretarial science, and bookkeeping programs; Instructor Robert Jonas accompanying the student who won this year's speech contest to Japan; HTM students' trip to Japan; Career Day on campus; Building and Maintenance students' projects to improve facilities and environment; dedication of Pohnpei SBDC; status of CRE Research Lab Project; staff development activities; monitoring of student accounts; fundraising activities; quarterly meeting with Governor and Lt. Governor; ten graduates from Pohnpei Campus; and summer non-credit courses/programs.

Yap Campus Director reported on: status of IDP projects; Health Careers Opportunity Day; Staff Development Day; ongoing recruitment program; resolving the billing for the Health Assistants Training Program; and collaboration with YDOE on teacher training,

Student Body Association. SBA officers, including from some the state campuses, participated in the Retreat. The President was impressed with their participation and offered kudos to them. However, it was noted that the level of student participation in standing committee meetings does not meet expectations. Various student activities were reported.

Regent Figir expressed the need for caution on future student activities citing the recent incident at a student picnic. A follow up on the student's condition was requested.

Accreditation. The ALO reported on the site visit from the accrediting commission following submission of our Follow-Up Report. The focus of the trip was on the Chuuk Campus permanent site. He also reported on the status of the self study and is requiring reporting of participation in the process in monthly reports. The substantive change proposal for the nursing program was deferred pending information on the sustainability of the program. The subchange proposal for replacing the current AS in teacher education is also pending.

Faculty/Staff Senate. The President of FSS reported the following issues needing attention: reduced life insurance for senior employees; faculty salary schedule; extended benefits application; and salary placement for returning former employees. He also reported on: election of a new FSS executive committee; annual Incentive Award Day; supporting Benson Moses, Education Division Chair; and Executive Committee's acknowledgement of Alfred Olter's hard work and dedication during his deployment to Chuuk for several months.

The FSS Faculty Subcommittee then did a presentation of their report on COM-FSM Faculty Salary; Dr. Richard Womack was their spokesperson. He first provided

background information on the Faculty Subcommittee. The purpose for their report to the Board was to explain the recruitment and retention challenges facing the college and its impact on the faculty and the students. They presented data on the competitive faculty market which provides insight to the college's difficulty in recruiting faculty. The inability to compete has resulted in half of the faculty teaching overloads and faculty leaving. By stretching our faculty thin and not being able to recruit diverse and qualified faculty with experience that suit our unique learning environment, the college is not able to deliver as promised in our General Catalog, which is our contract with our students and the public and sets the expectations of the nation. Not fulfilling that promise is an accreditation issue.

They also reported on their assessment of the current faculty situation and the negative impacts of the current faculty salary schedule on the academic divisions at the National Campus and the frustration and belief of the faculty that the quality of education at COM-FSM is being compromised.

The Subcommittee realizes that it is a difficult report to present during these hard economic times and with an understanding of the college's financial situation. However, they expressed the desire to see, in the process of reorganization, quality consideration come before finance. They did not make specific recommendations but expressed their willingness to be part of the solution.

During the ensuing discussion, possible steps to address the situation and factors to consider were raised. While there was some disagreement as to how go about it, a sense of urgency was recognized. The Board directed the administration to return to the Board at the next meeting with an action plan.

A request was made that while reviewing the faculty salary schedule, attempt be made to also address long serving employees who are at the end of the salary scale.

Congressional hearing. The Board took time to prepare for the Congressional hearing and prepare a response to the question of where cuts are to be made if the college's budget as requested is not fully funded. **Regent Figir moved and Regent Mida seconded that the college will review internal assessments of programs and services, and the FY 2010 budget will be revised based on the assessment results to accommodate the level of support from the FSM National Government. The motion passed unanimously.**

OLD BUSINESS

Revised FY 2009 Board of Regents budget. The FY 2009 budget was again funded way below the requested amount. The Board needed to adjust its budget to avoid relying on the college's operational budget. **Regent Figir moved and Regent Mida seconded that the FY 2009 Board of Regents budget be revised to reflect \$54,000 for travel, \$5,000 for fundraising, and \$6,000 for other consumable expenses. All**

legal fees are to be transferred to the operational budget. The motion passed unanimously.

NEW BUSINESS

Guidelines for developing the FY 2011 budget. The Planning and Resources Committee has been meeting to discuss options for restructuring the college to be affordable and to have relevant and quality programs and services throughout the college system. A subcommittee was created to review the restructuring issues and formulate new guidelines for the development of the FY 1011 college budget. The guidelines presented were general stressing the use of institutional priorities and assessment results. Detailed guidelines will be developed once restructuring decisions are made and more accurate enrollment projections are made. **Regent Figir moved and Regent Mida seconded that the recommended Guidelines for Developing FY 2011 Budget be approved and be used to formulate the system-wide budget for FY 2011. The motion passed unanimously.**

Increase in meal cost. The cafeteria is an auxiliary enterprise of the college and, as such, is expected to run a self-reliant operation. However, with the rising cost of food items, the cafeteria has not, with the current meal rates, been able to be self-reliant. The proposal is to increase the rates by 50 cents for the college community and a dollar for non-COM-FSM patrons. Suggestions were brought up on ways to also cut/save expenses instead of just raising the meal cost. **Regent Figir moved and Regent Mida seconded that the increase in meal cost be approved effective fall 2009 as follows:**

	<u>COM-FSM</u>	<u>Non-COM-FSM</u>
Breakfast	\$3.00	\$4.00
Lunch	\$3.50	\$4.50
Dinner	\$3.50	\$4.50

The motion passed unanimously.

Phasing out of AS Degree Program in Teacher Education. The college currently offers two elementary teacher preparation programs: the AS in Teacher Education-Elementary Education offered at Chuuk, Kosrae, and Yap campuses and the AA in Teacher Preparation offered at the national campus. The AS was originally established to address the immediate need for in-service teachers to meet the FSM minimum standards for certification. The program includes 9-15 credits of courses based on state needs which lead to very inconsistent delivery of the program across the three states. The program was intended for in-service teachers and was to be terminated when the need was met; however, the states continue to enroll pre-service students into the program. Furthermore, for students who expect to transition into the third-year certificate in teacher preparation program then on to the bachelor program, the AS program does not align well resulting in AS graduates having to take additional courses as prerequisites for the third year after completing the AS program. Phasing out the AS program and establishing only one associate level program in teacher preparation will

provide a consistent and common program that can be delivered and assessed systematically across all delivery sites and more importantly address an accreditation recommendation related to consistency of instruction across sites.

In December 2008, instructional affairs brought together education faculty from each campus for a two-day meeting to focus discussions and concerns, recommend changes, and develop a plan to address the needed changes. Following the meeting, the campus representatives presented the results to the directors and instructional coordinators, and a written summary was shared with state DOEs. To date, there has been limited feedback expressing strong opposition to the plan to phase out the AS program and replace it with the AA program.

During the discussion, clarification was requested regarding implementation date and process, the teacher certification law, effect on students, and accreditation. Director Peter made a case for Chuuk State saying they have the largest number of uncertified teachers and the AS program helps teachers meet the certification law. It was stressed that the change would improve the education system with the college being the driving force to improve teachers. A two-year program is too short to develop a good teacher. **Regent Mida moved and Regent Figir seconded that the Board approves phasing out the AS degree in Teacher Education – Elementary program available at the state campuses and replace it with the AA in Teacher Preparation. The motion passed unanimously.**

Revised attendance policy. The current attendance policy requires mandatory attendance and allows for six absences for MWF classes and four for TTh classes. It also requires all instructors for all courses to automatically withdraw a student from the class if the maximum limit is reached regardless of the nature of the absence or the academic status of the student in the class. This limits student participation in special opportunities such as off island conferences and workshops as the absence limit is exceeded. The revised policy allows each instructor to specify his/her attendance policy in the course syllabus. Inquiry was made about the effect of the revised policy on accreditation. **Regent Figir moved and Regent Mida seconded that the attendance policy be revised to read:**

Regular and prompt class attendance is expected of all students. It is the student's responsibility to inform the instructor(s) of anticipated or unavoidable absences and to make up work missed as a result of absences. Mandatory attendance is at the discretion of the instructor provided the condition for attendance are included in the course syllabus and communicated to the students on the first day of class.

This policy will be evaluated every three years.

The motion passed unanimously.

Revised alcohol policy. The current policy states that it is a zero tolerance policy while the procedures provide students with chances through counseling, work detail and other disciplinary actions. A subcommittee of the Student Services Committee was asked to review the policy. Consequently they recommended that the zero tolerance

language be deleted to be more consistent with the procedures and further revised the policy for clarity. Inquiry was made whether the college was giving too many chances. The policy will be reviewed in three years and could become stricter if assessment dictates. **Regent Figir moved and Regent Mida seconded that the revised alcohol policy and imbedded procedures be approved effective immediately. The motion passed unanimously.**

Travel policy. As a result of a concern by Regent Cornelius regarding the travel policy, the item was included on the agenda. Copies of the current travel policy were distributed. His concern was regarding the amount of per diem released to the traveler. With the cost of living up and the FSM per diem rates remaining the same for the past ten years, receiving only a portion of the authorized per diem is not enough to meet travel expenses. The rationale for the current practice was discussed. It was noted that FSM releases 100% of the per diem to those who do not owe money for prior travels. **Regent Mida moved and Regent Figir seconded that 80% be stricken from and 100% be inserted in its place in the travel policy. The motion passed unanimously.**

NEXT MEETING

The next Board meeting will be held in Kosrae at the end of August.

ADJOURNMENT

In closing the Chair reiterated the need to lobby Congress for support of our budget and thanked the college for the welcome and hospitality and active participation. It was a long week of hard work. He also expressed hope to improve things for the faculty.

The President thanked the Board for their hard work in completing the agenda in spite of the three congressional hearings. He also thanked his staff for the preparation for the meeting. With team work a lot can be accomplished. He wished those leaving a safe trip.

Regent Figir moved and Regent Mida seconded that the meeting be adjourned. The meeting adjourned at 4:50 p.m. on May 21, 2009.

Minutes of the COM-FSM Board of Regents meeting of May 19-21, 2009, approved this ____ day of August, 2009.

By: _____
Graceful Enlet, Chairman of the Board