

**COLLEGE OF MICRONESIA-FSM BOARD OF REGENTS**  
**Minutes of December 1 and 5, 2016, Meeting**  
**Early Childhood Education Conference Room, Yap State**  
**Raymond James Conference Room, Guam**

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

**Resources:** Vice President for Administrative Services Joseph Habuchmaj; Vice President for Instructional Affairs Karen Simion; Chuuk Campus Dean Kind Kanto; Kosrae Campus Dean Nena Mike; Pohnpei Campus and Career and Technical Education Center Director Grilly Jack; and Yap Campus and FSM FMI Dean Lourdes Roboman

**Guests:** Wilson Hess; Shaun Suliol, Paulo Santos, Cecilia Dibay; and Serphin Ilesiyualo

**CALL TO ORDER – 9:00 a.m.**

Chairman Waguk opened the meeting with a moment of silent prayer. He designated Regent Mida to act as the board secretary-treasurer in the absence of Regent Salalu. Chairman Waguk recited the mission statement. Regent Mida called roll; Regents Waguk, Berdon, and Mida were present. A quorum was declared.

**ELECTION OF OFFICERS**

Berdon/Mida

*Moved to nominate Regent Tulensru Waguk as chairman of the board.*

UNANIMOUS

Mida/Waguk

*Moved to nominate Regent Johannes Berdon as vice chairman of the board.*

UNANIMOUS

Berdon/Mida

*Moved to nominate Regent Jesse Salalu as secretary/treasurer of the board.*

UNANIMOUS

**The newly elected officers for the coming year are:**

**Chairman**

**Tulensru Waguk, PhD**

**Vice Chairman**

**Johannes Berdon**

**Secretary/Treasurer**

**Jesse Salalu**

**REVIEW OF AGENDA**

Mida/Berdon

*Moved to adopt the agenda as presented.*

UNANIMOUS

President Daisy explained the absence of two vice presidents; VP Harriss is preparing to defend her thesis and VP Oducado is attending a financial aid conference on new regulations.

**APPROVAL OF MINUTES - August 4, 2016**

Regent Berdon wanted his report to reflect that Dean Kanto attended the hearing with him.

Berdon/Mida

*Moved to approve the minutes of the August 4, 2016, meeting as corrected.*

UNANIMOUS

**COMMUNICATIONS**

- Letter from Governor Ganngiyen: expressing appreciation for college's contributions to victims of Typhoon Maysak.

- Letter from Rotary Club of Pohnpei-FSM: expressing appreciation for the college's support of their fundraising event, Quiz Night, which raises money to support scholarships.
- Letter from World Teach: regarding discontinuation of World Teach in FSM. College responded asking for reconsideration. Several former WT instructors now work at the college.

#### **REGENTS' REPORTS** *(oral reports)*

- **Regent Berdon** expressed appreciation for the \$3 million from Chuuk State and for Dean Kanto's efforts. They now await the new campus. Regent Berdon was also thanked for his efforts. Historic moment for the college's long effort to secure funding for the campus. Letters of appreciation to be sent from the board. Press release needed to show others of a state supporting the college. Dr. Daisy reported how activities for the 25<sup>th</sup> anniversary will advance the college
- **Regent Mida** – no report.
- **Regent Waguk** reported on the FACSSO meeting in Pohnpei during which two resolutions were passed; 1) review teacher's national standardized test; and 2) create team for school accreditation. He also reported some teachers in Kosrae completing their degrees.

#### **PRESIDENT'S REPORT** *(oral reports)*

- **President:** President Daisy began with appreciation to the board, the vice presidents, and staff for their support, collaboration, and cooperation which has strengthened the college. He acknowledged Shaun and Paulo for always stepping up; they are here to build a digital portfolio to communicate with stakeholders and for recruitment. Appreciation was also expressed to Dean Roboman and her staff for hosting the board meeting. President Daisy is completing his fifth year as president and said it has been a distinct pleasure to serve. The board and president have discussed ways to evaluate the president after five years in a more comprehensive way involving broader constituency. The chair and president will identify a team from the board who may engage a consultant to do the assessment. This process will take time; initiated at this meeting and to be completed by May. Because this is the first time for a comprehensive review of the president, the regents expressed the probable need for a consultant and for more discussion. The president shared with the board the presentation he gave at the congressional hearing. Similar presentation was requested at future meetings. VP Habuchmai to get clarification on accessing the funds from Chuuk state.
- **Administrative Services:** VP Habuchmai presented highlights from his four areas of responsibility. Maintenance working with PMU to move our four projects forward; HR set with personnel hiring and updating data; new procurement policy initiated in October facilitating quicker turnaround of POs; and business office working on online direct deposit.
- **Instructional Affairs:** VP Simion highlighted the following: elimination of division chairs and hiring of instructional coordinators for greater efficiency in administrative work and policy enforcement; and several efforts toward student success such as taking COMET in junior year to help gauge students, elimination of development courses; revising AFT certificate program to be a feeder program to the associate degree, and registering freshmen in required courses to ensure staying with the program pathway.

#### **OLD BUSINESS**

None

## NEW BUSINESS

**FY 2018 Operations Budget:** VP Habuchmai presented the FY 2018 operations budget of \$12,975,134 by components, projected enrollment, projected revenue, and expenditure by component and nature of expenditure. Regents inquired about the 2% increase and what it represents; contractual services, number of consultants, and details of the contracts; and comparison of fixed assets budget with last year's.

Mida/Berdon

***Moved to approve the college FY 2018 operations budget at \$12,975,134.*** UNANIMOUS

**FY 2018 FSM FMI Budget:** The FY 2018 FSM FMI budget is at the same level as FY 2017. From their visit, the board noted the facilities and student activities need upgrading. Dean Roboman explained that the current level of funding is adequate for operations; however, additional funds are needed for repair and maintenance. A new student services staff was recently hired and recent activities shared. Suggestion made to ask Congress for help to improve the facilities and provide motivational activities for students to complete the program.

Mida/Berdon

***Moved to approve the FSM FMI FY 2018 budget of \$833,915.*** UNANIMOUS

Dean Roboman was directed to work with the comptroller to use operations funds for facilities improvements.

**FY 2018 Auxiliary Enterprise Budgets:** Auxiliary enterprises include the bookstore and dining hall. Mida/Berdon

***Moved to approve the recommended FY 2018 operating budgets for the following auxiliary enterprises: Bookstore at \$72,516 and dining hall at \$220,553.*** UNANIMOUS

**FY 2018 Board of Regents Budget:** During their reflection, the board decided to raise their fundraising budget to \$20,000.

Mida/Berdon

***Moved to approve the Board of Regents FY 2018 budget at \$115,000.*** UNANIMOUS

**SEG:** VP Habuchmai presented for information the college's request for SEG as following: \$106,167 for Teacher Corps; \$283,781 for college work-study; and \$300,000 for student financial assistance.

**BOR Fundraising Budget:** The Office of Institutional Advancement and External Affairs has responsibility for fundraising. To enhance its fundraising efforts, it seeks support from the board to use the board's fundraising funds. The board felt it redundant as it already supports the college's fundraising activities, but could pass the request as a reflection of its support. The board would still keep control but could give access.

Mida/Berdon

***Moved to approve use of its fundraising budget by the Office of Institutional Advancement and External Affairs for fundraising activities of the college.*** UNANIMOUS

**Revised Faculty Workload Policy (BP 6026):** Faculty are required to serve on a standing committee. The revision provides for alternative service that is approved by the VPIA. This is an effort to increase student/faculty relations and another way to serve.

Mida/Berdon

***Moved to approve the revision to Board Policy No. 6026 Faculty Workload to include "...or providing alternative services to the college and community as specified in Administrative Procedure No. 6026."*** UNANIMOUS

**Institution Set Standards (ISS):** Document provided for information.

**Mission Fulfillment Indicators:** Document provided for information.

**Integrated Education Master Plan (IEMP) Evaluation Report:** Document provided for information.

**ACCT Governance Leadership Institute:** This conference is an opportunity for board development. PPEC has indicated it will pay for 75% of cost for each regent. The board should leverage the opportunity to interact with other governing boards.

**BOR Master Planning Calendar:** The calendar, which more explicitly indicates what the board can expect at each meeting, is presented for information.

**25<sup>th</sup> Anniversary Campaign Update:** The 25<sup>th</sup> anniversary will integrate promotional and fundraising activities which would include fundraising events (culminating in a major fundraising dinner); forums; PPEC meeting at the college; magazine with support from donors and promoting college achievements and student success; full-page ad in the Kaselehli Press; and promotional videos.

**The board recessed at 2:07; the meeting will continue in Guam.**

Following Raymond James performance update and due diligence review with Jason Miyashita and auditor's update from Dan Fitzgerald of Deloitte and Touche, the board resumed its meeting on December 5, 2016. Secretary Salalu called roll; Regents Kasio Mida, Johannes Berdon, Churchill Edward, Tulensru Waguk, and Jesse Salalu were present.

The board then took action on recommendations from its professional development and training session in Yap and presentations and discussions with Mr. Miyashita and Mr. Fitzgerald.

Mida/Berdon

***Moved to adopt a consistent financial reporting format to include financial planning reports and presentations, budget presentations, and budget reports and updates in functional categories consistent with external reporting requirements (audit, IPEDS, NACUBO standards) to allow ready comparison, benchmarking, and assessment, and to create a standing Finance and Audit Committee of two regents appointed by the chair which is to meet prior to each board meeting to review financial reports and related agenda items. The chair is to designate the chair of the committee.*** UNANIMOUS

Salalu/Edward

***Moved to strengthen shared board and presidential leadership to improve the work and effectiveness of the college; the board chair, board vice chair, and college president are to meet prior to each meeting to review the agenda, develop a common purpose, and identify and focus on strategic priorities for the meeting (meetings are open to other regents); and board chair, board vice chair, and college president are to attend as a team the AGB Board Chair and President workshop or similar development program in 2017.*** UNANIMOUS

Berdon/Salalu

***Moved to institute the quadrennial comprehensive review process of the president as provided for by Board Policy BP 1212 and Administrative Policy AP 1212; establish the May 2017 board meeting as the***

**deadline for submission of the review’s final report and recommendations for action; and clarified the following terms and ambiguities in BP1212 and AP1212:**

- a. To implement the language of BP 1212 “The chairman of the board and the president mutually determine the composition of assessment committee of three to four board members, one of whom will be designated chair. The board may decide to employ a consultant to advise the committee on or conduct the review process” and language of AP 1212. “If a consultant is not employed, the regents will appoint a presidential assessment committee,” the board will appoint a three person presidential assessment committee consisting of Chairman Waguk, Vice Chairman Berdon, and Regent Mida (as assented to by the President) and opt to employ a consultant to advise the committee and conduct the review process.**
- b. For this quadrennial review, the board defined the BP1212 terminology “past or present affiliation” to mean “having held or holding a position as an employee of the college.”**

**To appoint the consultant to the committee in a timely manner, the board authorized the presidential assessment committee, through its chair, to act for the board and select and enter into an agreement with a qualified consultant (assented to by the president). The committee is to 1) establish a detailed timetable for the review posthaste, 2) establish assessment protocols to provide the president ample time to prepare his confidential written report, 3) establish interview protocols so required personal interviews be conducted so as to coincide with the timing of the March Board meeting, 4) provide the committee ample time to consider the full written report before its presentation to the full board, and 5) ensure the ensuing discussion with the president of the full report and recommendations occur to coincide with the timing of the May board meeting.**

UNANIMOUS

Salalu/Mida

**Moved to adopt the Board of Regents Two-Year Action Plan 2017-2018.**

UNANIMOUS

Edward/Salalu

**Moved to decrease the expected return for the endowment fund from 7.1% to 6% and for the reserved fund from 5% to 4.2%.**

UNANIMOUS

Salalu/Mida

**Moved to affirm the strategic allocation for cash and equivalent in the investment policy statement for reserved funds.**

UNANIMOUS

Mida/Edward

**Moved to approve establishing a line of credit for the college.**

UNANIMOUS

#### **NEXT MEETING**

The next meeting is scheduled to be held in Chuuk. Due to possible conflict of schedules, the regents are to submit their schedule to Norma to coordinate the best available date for all.

#### **ADJOURNMENT**

The meeting adjourned on December 5, 2016.

Minutes of the COM-FSM Board of Regents meeting of December 1 and 5, 2016, approved this 8<sup>th</sup> day of March 2017.