

COLLEGE OF MICRONESIA-FSM BOARD OF REGENTS
Minutes of the December 5, 2018, Meeting
Raymond James Conference Room (Guam)

- Present:** Regent Tulensru Waguk, PhD, from Kosrae (chairman); Regent Johannes Berdon from Chuuk (vice chairman); Regent Jesse Salalu from Yap (secretary/treasurer); Regent Pelma J. Mingii representing the National Government; Regent Churchill Edward from Pohnpei; and President & CEO Joseph M. Daisy, EdD (*ex officio member*)
- Resources:** Vice President for Administrative Services Joseph Habuchmai; Vice President for Enrollment Management and Student Services Joey Oducado; Acting Vice President for Institutional Effectiveness and Quality Assurance Shaun Suliol; Vice President for Instructional Affairs Karen Simion; Dean of Chuuk Campus Kind Kanto; Dean of Kosrae Campus Nena Mike; Dean of Yap Campus/FSM FMI Lourdes Roboman; Director of Career & Technical Education Center Grilly Jack; Comptroller Roselle Togonon; Acting Director Cooperative Research and Extension Sonny Padock
- Guests:** Dan Roland and Jason Miyashita from Raymond James and Dan Fitzgerald from Deloitte and Touche

1. CALL TO ORDER – 8:54 AM

Chairman Waguk called the meeting to order and welcomed everyone. After a moment of silence everyone recited the mission statement.

2. ROLL CALL

Roll was called; present were Regents Waguk, Berdon, Mingii, Edward, and Salalu. A quorum was declared.

3. ELECTION OF OFFICER

- a. **Chairman:** Edward/Salalu
Moved to retain Regent Tulensru Waguk as chairman. CARRIED
- b. **Vice Chairman:** Edward/Berdon
Nominated Regent Jesse Salalu for vice chairman. CARRIED
- c. **Secretary/Treasurer:** Berdon/Edward
Nominated Regent Pelma Mingii for secretary/treasurer. CARRIED

The newly elected officers expressed their appreciation for the vote of confidence and pledged to work together to meet the mission of the college. Regent Berdon was thanked for his service as vice chairman. The newly elected officers will take office in January.

4. REVIEW OF AGENDA

No changes were made. It was, however, announced that Raymond James will be making their presentation at 9:30 AM and Dan Fitzgerald from Deloitte and Touché at 1:30 PM. Salalu/Berdon

Moved to adopt the agenda as presented. CARRIED

5. APPROVAL OF MINUTES

- a. **May 24, 2018:** Berdon/Salalu
Moved to adopt the minutes of the May 24, 2018, meeting. CARRIED
- b. **September 20, 2018:** Berdon/Salalu
Moved to adopt the minutes of the September 20, 2018, meeting. CARRIED

6. COMMUNICATIONS

- a. **Letter from ACCJC on Substantive Change Proposal for New Program:** In their October 25, 2018, letter, ACCJC approved our request for a BS degree program in elementary education. This is our first bachelor's program and slated to be offered fall 2019. VP Simion, Sue Moses, and the education division were thanked for putting together the program. Professor Moses was praised for leading the effort.

7. REGENTS' REPORTS

- a. **Regent Edward** expressed his pleasure working with the college on getting students to college and on the positive impact of students taking the COMET on campus. He then highlighted his presentation at the last REL meeting on middle college and the shared goals for student success. He also thanked all for the accomplishments and successes.
- b. **Regent Mingii** also thanked everyone for the successes achieved.
- c. **Regent Waguk** expressed appreciation for the professional development opportunities. He and Regents Berdon and Salalu attended the ACCT Leadership Congress in October in New York. There he and President Daisy attended a session on Chair/President relationship on improving ways to support the work of the board. Last week the regents attended the APAFS Investment Conference in the Philippines. He reported that this is election year in Kosrae which may result in new leadership. Work continues at DOE to help students succeed; on accreditation of schools; data management; and standardize test for teachers. He also thanked Vice Chairman Berdon for his support and help.
- d. **Regent Berdon** joined the other regents in thanking the president for arranging the meeting in Guam and on the work for the 25th anniversary. He was appreciative for the professional development activities and suggested more attend the APAFS conference in the future. The Chuuk campus issue is still his priority and he encouraged continuing to push it forward. He thanked the chairman for his leadership.
- e. **Regent Salalu** expressed Christmas greetings to all and his pleasure with having everyone present and thanked Dean Roboman for her work in Yap and President Daisy and Chairman Waguk for the successes in making the college great.

8. PRESIDENT'S REPORT

- a. **Endowment Fund and Investment Status Report:** Dan Roland welcomed all to Guam, introduced himself, Jason Miyashita, and Raymond James explaining they are a sponsor for the APAFS conference. Mr. Miyashita presented comparative performance analysis on the endowment fund and the reserve fund as of September 30, 2018, as well the current status of both funds--the endowment fund is at \$6.5 million and the reserve fund is at \$3.05 million (while down still above the benchmark); went over the each manager's performance; and suggested putting Renaissance Large Cap Growth on watch (if no improvement within 12-18 months then a search for replacement will begin); and concluded we finished the year in good fiscal status. In addition to a quick review of our investment policy statements (IPS) (which are 80% identical), a presentation on their due diligence and projected investment related fees were made. Suggestion for more training on the IPS at the March meeting was made.

- b. **President** Daisy expressed appreciation to the vice presidents and deans for their hard work as evidenced in their reports; to the regents at the ACCT conference for their active participation, especially in the session on strengthening relationship between president and chair and president and board; to the chair and vice chair for the meeting prior to the board meeting and the meaningful conversation; to Regent Berdon for his questions which shows his dedication; and to the regents for their commitment to continuing board development and their assistance in responding to Dr. Winn. President Daisy reported Dr. Winn and chairman of the Commission will be visiting the Pacific region and hoped the regents will be able to host them; the successful final event for the 25th anniversary which raised around \$20,000 for the endowment; the final report on the economic impact study; recommendation in GEO report to continue Pell after 2023; need for strategy to move Chuuk project forward; upcoming commencement on December 19 with Senator Ferny Perman as the commencement speaker; robust student life; positive working relationship with Faculty Staff Senate and their effort to address employees at the ceiling; and invited the regents to the Christmas celebrations at the campuses.
- c. **VPAS** Habuchmai reported on the FY 2020 budget assumptions and development process; progress of the infrastructure development programs; continuing energy conservation efforts; and emergency management plan nearing completion. Comptroller Togonon reported on the financial status of the college. College spending as of November 13, 2018, is 17% lower than a year ago. The college's ASC retirement program was discussed. A meeting was held Monday with ASC to look at areas to improve. Regent Mingii requested revisiting the policy to increase the employer's share.
- d. **Auditor:** Dan Fitzgerald from Delotte and Touche provided an update on auditing and insight on the issue regarding including the Friends of COMFSM in our audits. President explained our efforts to address the situation.
- e. **Acting VPIEQA** Suliol reported the new VPIEQA will be on board in January; completion of IPEDS for fall; and CTEC and Yap campus on fiber optics. He was commended for his exceptional job as acting VPIEQA.
- f. **VPIA** Simion began with appreciation to Sue Moses and the education faculty for their work on the bachelor's program in elementary education; they have 4-6 months to prepare for implementation of the program. Other initiatives include increasing access to programs for teachers; piloting training manuals; and developing transition math courses at the high school level. She also reported on REL study on predicting college readiness aside from the COMET. The deans were given the opportunity to share highlights from their campuses:
 - i. **Chuuk Campus** Dean Kanto reported on efforts to improve student and faculty interaction through academic showdown each semester and monthly campus beautification on the third Saturdays of each month.
 - ii. **Kosrae Campus** Dean Mike reported on the accomplishments of the agriculture station propagation center headed by Dr. Verma.
 - iii. **Yap Campus** Dean Roboman reported on the success of their pow wow toward student success. As a result, Yap has the lowest mid-term deficiency rate around 27% compared to 54% or higher at the other campuses.
 - iv. **CRE** Acting Director Padock reported work continues on the 2018 accomplishment report and 2019 plan of work. All state coordinators are meeting in Pohnpei next week to review the reports and create one state plan.
 - v. **CTEC** Director Jack reported on the Green House project which showcases hands on approach to hydroponics as a way to gardening; hiring of a new CRE coordinator at CTEC; invitation to participate in regional summit in Guam; and inquired about SSSP

grant.

- g. **VPEMSS** Oducado reported on the potential graduates for the 68th commencement and Senator Ferny Perman as the commencement speaker; student life activities; compliance with the Clery Act; financial aid statistics on Pell awards, SEG, work-study program, US veterans work study program, scholarships; and on work with high school principals.
- h. **Faculty Staff Senate:** President Daisy mentioned the positive report in the meeting notebook and their effort to address those at the ceiling.
- i. **Student Body Association:** Their report summarized the student leadership retreat that was held in Chuuk in September.

9. NEW BUSINESS

a. **FY 2020 Operations Budget**

Comptroller Togonon presented the proposed college operations budget for FY 2020 explaining the process used to meet state needs, priorities from IEMP, and necessary cuts to balance the budget.

Salalu/Berdon

Moved to approve the proposed FY 2020 operations budget at \$13,538,503. CARRIED

b. **FY 2020 FSM FMI Budget**

The FSM FMI budget is subsidized by the national government. The proposed FY 2020 budget is at \$919,392 which is 5% more than last year due to a new position and increase in operating costs.

Berdon/Salalu

Moved to approve the proposed FY 2020 FSM FMI budget at \$919,392. CARRIED

c. **FY 2020 Auxiliary Enterprise Budgets**

The dining hall and bookstore are auxiliary enterprises at the college and are self-sufficient. The proposed FY 2020 budget for the bookstore is 2% over last year's budget due to step increases; and the proposed FY 2020 budget for the dining hall is more by 7% due to step increases and increase in fuel costs.

Berdon/Salalu

Moved to approved the proposed FY 2020 bookstore budget at \$111,638, and the dining hall at \$247, 088. CARRIED

d. **FY 2020 Board of Regents Budget**

The proposed FY 2020 board of regents budget is at the same level as last year

Berdon/Salalu

Moved to adopt the proposed FY 2020 board of regents budget at \$115,000. CARRIED

e. **BP 6019 Employee Discipline and Protection**

As part of the master policy development plan, this policy is up for review. Minor revisions are proposed to the general organization, addition of necessary section to reflect current practice and to make the policy clearer based on recent experiences and review.

Edward/Berdon

Moved to approve the revisions to BP 6019 Employee Discipline and Protection. CARRIED

f. **Review of Enrolment Management and Student Services Policies**

As part of our policy review process BP 4500 Early Warning Deficiency, BP 4320 Adding and Dropping a Course, and BP 4330 Withdrawing from a Course were reviewed without any modifications or revisions recommended. Review of BP 4408 Change to Student Schedule proposes including the phrase "After the regular registration period" to the first sentence. And review of BP 4501 Mid-Term Deficiency Notices received recommendations to change the title to "Mid-Term Deficiency Grades, include the clause

“and submit all mid-term grades to the Office of Admissions, Records and Retention” on the first sentence; and strike out the clause “and are reported to the admission office” on the second sentence.

Mingii/Berdon

Moved to accept the review/revisions of BP 4500 Early Warning Deficiency, BP 4320 Adding and Dropping a Course, BP 4330 Withdrawing from a Course, BP 4408 Change to Student Schedule, and BP 4501 Mid-Term Deficiency Grades.

CARRIED

g. **Review of Information Technology Policies**

As part of the regular policy review cycle, the IT Director and the Information and Communications Technology (ICT) Committee reviewed BP 8900 Computer Technologies Specific Policies and BP 8910 Software Specific Regulations. Since technology is ever evolving the ICT made several recommendations to change the language and delete what is no longer relevant or rephrased, clarified, or updated sections to make the policies more relevant.

Salalu/Berdon

Moved to approve the revisions to BP 8900 Computer Technologies Specific Policies and BP 8910 Software Specific Regulations.

CARRIED

h. **Review of Board of Regents Policies**

BP 1360 Professional Licensure and BP 1400 Financial Management are up for review according to the established schedule. As both policies are from the enabling law, no revisions are recommended except to cite the law as reference.

Edward/Mingii

Moved to approve the review of BP 1360 Professional Licensure and BP 1400 Financial Management.

CARRIED

i. **New Bank Account**

A new bank account is needed for funds to be used to match and access IMF funds.

Edward/Berdon

Moved to authorize opening a new bank account for the establishment of IMF funding.

CARRIED

10. MEETING

The next board meeting will be held the third week of March in Kosrae.

11. ADJOURNMENT – December 5, 2018

The meeting adjourned at 2:52 PM.