

**COLLEGE OF MICRONESIA-FSM BOARD OF REGENTS**  
**Minutes of the 21-22 September 2023**  
**FMI Campus, Yap State-FSM**

Zoom link 21 Sept: <https://comfsm.zoom.us/j/3061339702?pwd=dnM3UmJKWW83V0JFdjhCNDNMbmVsUT09>

Zoom link 22 Sept: <https://comfsm.zoom.us/j/3061339702?pwd=dnM3UmJKWW83V0JFdjhCNDNMbmVsUT09>

**Present:** Regent Suzanne Gallen from Pohnpei (Chair); Regent Jeffrey Arnold from Chuuk (Vice Chairman); Regent Dr. Tulensru Waguk from Kosrae; Regent Geraldine Mitagyow from Yap; and President Dr. Theresa Koroivulaono (*ex officio member*)

**Absent:** Regent Pelma Mingii representing the FSM National Government (Secretary/Treasurer). Regent Mingii is still on medical leave in Honolulu, HI.

**Resources:** Vice President of Administrative Services Joseph Habuchmai; Vice President of Enrollment, Management and Student Services Joey Oducado; Vice President of Instructional Affairs Delihna Ehmes, Vice President of Cooperative & Research Extension Steven Young-Uhk, A/g Vice President of Institutional Effectiveness & Quality Assurance Jennifer Helieisar; Dean of Chuuk Campus Kind Kanto, Dean of Career and Technical Education Center Phyllis Silbanuz; Dean of Yap Campus Lourdes Roboman; Dean of FSM Fisheries & Maritime Institute (FMI, Yap) Tioti Teburea; A/g Dean of Kosrae Campus George Tilfas; and Comptroller Ms. Roselle Togonon

**Additional resources:** Yap Campus Student Service Coordinator Serphin Ilesiyalo, Raymond & James Financial Advisor Amanda Gima and EA to the President and the Board of Regents Lisa Dereas.

**1. CALL TO ORDER: 10:55am on Thursday, 21 September 2023**

Chair Gallen called the meeting to order.

**2. PRAYER:** Chair Gallen asked the “resident wonporun” in the room to open the meeting with a prayer. A/g Dean and Wonporun Tilfas blessed the meeting. Chair Gallen also turned over the floor to Regent Arnold to chair the meeting starting from item #5 on the agenda.

**3. READING OF MISSION STATEMENT**

Recited by all.

**4. ROLL CALL**

Called by Regent Arnold. Quorum was declared.

Chair Gallen joined the meeting via zoom. Regent Dr. Waguk joined much later as he was held up in meetings attended in Pohnpei State.

**5. REVIEW OF AGENDA**

Chair moved to adopt the Agenda as is. Seconded by V-Chair. **CARRIED.**

## 6. APPROVAL OF MINUTES

Chair Gallen moved to accept the minutes as is from the Board meeting held on 13-14 June 2023 in Kosrae State. Seconded by Regent Mitagyow. **CARRIED.**

## 7. COMMUNICATIONS

- a. **June 13, 2023:** Letter from the San Francisco/Seattle School Participation Division, US Department of Education (Authorized for the next 5 years in terms of the College's eligibility to receive Title 4. Pell Grant - reported by VPEMSS Oducado).
- b. **June 29, 2023:** Letter from Ambassador J. Fritz, Embassy of the FSM, Japan.
- c. **August 24, 2023:** Letter from the FSM Department of Environment, Climate Change and Emergency Management.
- d. **August 26, 2023:** Letter from the Standing Lease Committee, Yap State (Part of the courtesy call on the Governor of Yap, the outcome seemed "positive", in terms of leasing out the Yap campus land at \$1 every year).
  - V-Chair's assessment/opinion of the courtesy call between the BOR and the Yap State Leadership as very welcoming in nature. Perhaps the land lease issue is a misunderstanding.
  - Dean Robomon chimed in saying that the College contributes to the economy of Yap State – an added value.
  - Chair Gallen added "whoever is in appropriate positions at the two campuses in Yap to please help with the lobbying for the resolution of the issue of the lease agreement." Chair Gallen also emphasized the dire need to have this resolved ASAP and keep the BOR updated in case further lobbying and assistance are required from their end.

## 8. REGENTS REPORTS

**Chair Gallen** I would like to start by acknowledging and paying respects to Yapese traditional owners of the land and conveying appreciation to Regent Geraldine, Dean Lourdes and Dean Tioti, as well as Yap Campus and FMI staff, faculty and students, for hosting this quarterly meeting in Yap. I apologize sincerely for not being able to be there in person, as urgent work and pressing family matters required my presence in Pohnpei. As the representative of Pohnpei State on the Board, I will provide a short update on events and issues relevant to the college.

With the signing of the new Compact, action is still pending on the nation's new national development plan. We hope to be invited to any government planning sessions, so as to ensure the college gets appropriate focus in the new Plan and alignment in our college's own strategic plan as well. I would humbly ask and kindly encourage the college leadership to please monitor this situation.

A series of high-level FSM meetings have taken place over the past few months, starting with the new FSM Administration visit to Pohnpei State last June, followed by a Chief Executive Council in July and other meetings, culminating in another CEC last week in Yap, as many of you know. As a result of these meetings, there are new laws pending on revenue sharing and a new Compact distribution formula. What this means for COM-FSM remains to be conveyed to us and

I would like to ask the President and relevant staff to kindly monitor this and update the Board as necessary.

The PICS Graduation in June had over 75% of graduates furthering education at COM-FSM. Pohnpei held a Joint Leadership meeting at the end of June and unanimously supported the eight proposed constitutional amendments by the 4th Constitutional Convention. The results of the referendum show that Pohnpei State voted in favor of all eight proposals by 80% or more. Every year FSM celebrates World Tuna Day, which is supposed to be May 2nd. It's often celebrated late and I would like to request for the College to get involved somehow in celebrating this day, to show our full support for one of our greatest resources, be it via the Administration or the Marine Science Program, any way to help show our support.

As I reported in our last meeting, PUC sent linemen to help Typhoon Mawar recovery efforts in Guam. GovGuam recently gave resounding support and offered thanks to the Pohnpei Utilities Corporation's help. This speaks volumes and we should continue to improve our technical training for linemen at CTEC, along with other programs that are yielding such positive results. At the beginning of the school year, the Pohnpei Administration was invited to a PDOE General Assembly. Issues raised included: salary increase, junior police program, school lunch program and an overview of the family violence act (encouraging educators to contact the police for any signs of domestic violence on students). We should take note of these issues for our college educators as well, including their impacts on the college, not limited to enrollment, jobs, COMET and socio-economic factors of Pohnpei in general.

This is all I can offer now in terms of updates. I look forward to further collaborating with the Board on issues pending for reflection and under our Executive Session, including status of the personnel audit, financial update with the new fiscal year upon us, Chuuk new campus and land issues, Yap campus lease, strategic planning and other areas pertinent to Board discussion.

Lastly, many thanks to Vice Chair Regent Jeff Arnold for kindly agreeing to chair this quarterly meeting. With possible technical issues, we agreed it might allow for a smoother meeting. Thank you all very much and I look forward to a productive meeting.

**V-Chair Arnold** suggested a COMFSM sign for the Yap campus. According to Dean Lou, the sign was taken down and a new one is being manufactured out of local materials. It will be put up soon. He also has a report that was shared (emailed to VPs and the President).

*Click here for the copy of the report: [VCHAIR REPORT Update of Chuuk State Affairs.pdf](#)*

**Regent Mitagyow** reported the ECE (Executive Council) had a meeting last week. An agreement was not reached; however, their minds might have changed soon after since the meeting with the Governor yesterday was very positive. Also pointed out that there have been a lot of "foreign" activities. There is a military presence in-state for infrastructure purposes.

**Regent Dr. Waguk** did not have much to report on. He informed the Board that he is in Pohnpei attending meetings, hence his inability to attend the Board meeting in person. He reported on the many activities and events going on in Kosrae i.e. Micronesian Expo, MTEC and the DTI

Infrastructure Conference to name a few. It is indeed a busy time for the state which is good for their economy.

## 9. PRESIDENT'S REPORT

- a. President highlighted the following from the College's mission statement: "learner-centered"; "continuous improvement"; and "best practices". There were several recommendations made by the SLT that she shared with the Board. The recommendations were to increase effectiveness, strengthen the integration of short and long-term plans for the allocation of human, physical, technological and financial resources to meet students' needs. Other recommendations were to improve effectiveness by strengthening its practices and systems for personnel evaluation and management as stated in the President's Workplan (III. A.3, III.A.5) President mentioned the challenges the College continues to face i.e. vacant position, intermittent person-reliant institution memory, weak performance, evaluation and management system disabling absenteeism, low wages, minimal leadership training and mentoring, low level of succession planning, no position-specific orientation for new employees, siloed operations, obscured reflective practice, and annual budget uncertainty, to name several. The President also mentioned that with the help of the team, she continues to revise and improve the Integrated Planning Framework. And lastly, the President also reported that 80% of the SWOT ANALYSES is complete.
- b. **Financial Status Report by the Comptroller:** Comptroller reported on the FS for the last quarter. This year, the College's investment has greatly improved. Lower spending this year (and the past 4 years) because the College was operating off the CARES ACT grant.
  - \$4 million cash-in-bank (BoFSM and BoG).
  - Awaiting the finalization of COFA 3. The US Congress might not sign the new Compact this year.
  - COVID-19 fund will end FY23 - 30 September 2023.
  - What remains now is the funding (\$4.4 million) for the Teaching Clinic.
- c. **VPAS** reported that his department completed their SWOT analysis at all the campuses, save CTEC (and other parts of the N.C.). Touched on their (VPAS, VPEMSS & Comptroller) visit to the CMI in July to study how CMI utilizes various digital automation programs. There was a presentation at the home-base on what was gathered on this trip. Emphasized the importance of an E-file document as it stores important data and information in one place. Purchase of the Starlink by the VPAS and one was donated by the FSM TC&I and will be used by the Kosrae Campus.  
CTEC Multi-technical Building (to be reported by Director Mendiola)
  - As of April, the CTEC multi-technical unit is now at 60% completion. The date of completion was extended to March 2024.
  - N.C. Student Center: initial excavations were not in the exact locations. It is now adjusted and the work is now underway. Date of completion is March 2025.
  - N.C. Teaching Clinic: water line is completed. Date of completion is March 2025.
  - Yap Campus: the fencing and the generator improvements are complete.
  - Chuuk Campus: generator improvements will soon be completed.

- N.C. fencing is still in progress
- CTEC fencing and generator improvements are still on-going
- KSA Campus' generator has yet to be installed because of the lack of contractors.

**VPIA** reported on Internal and External Collaboration, Assessment and Curriculum, which covers the

- Installing of new Program Coordinators;
- approval of 32 new and modified course outlines between May and August;
- assessment of Student Learning Outcomes (SLOs) for FA 2022 and SP 2023; and
- a total of 402 residential (266) and online (136) courses offered for FA 2023.

She also reported on Faculty Development and opportunities

- August 7-8 faculty workshops were held and feedback for improvement were shared with VPIA for future improvements.
- DAP and Dean CTEC being the newest managers in IA are recommended to take management courses on the website [www.saylor.org](http://www.saylor.org)
- Prof. Manganon was awarded his PhD on 4 July 2023 in BA from Milagros University Foundation in the Philippines
- Show and Tell opportunity to showcase faculty work with Pres. Koroivulaono, from July to August 2023.

Learning Support Services

- Designation of acting LRC Director Ms. Karleen Manuel Samuel
  - LRC continues to improve its services as reflected in the increased number of programs and services and collection between July and August 2023.

Internal and External Collaboration

- COM-FSM has representation on the State DOE Board. Helps us speak for our services to continue to improve the weak areas, esp. at the high school level
- COMFSM representation on the Special Education Advisory Council
- VPIA signed 27 MOUs with the State and National government as well as private companies for the BSBA students expected to graduate in 2023
- IQBE continues to offer training at the 4 sites to deliver training on Quality of Pedagogical Framework (QPF).

IA Personnel

- New hires and promotion
- Departure from COM-FSM

**VPCRE** reported on the CRE's Mission Statement; CRE's organizational Chart all across the campuses, the eight (8) Research programs, also supporting the AS office; the number of staff in his department (10 vacant positions); talked briefly about the COM LG Board meeting in August, which resulted in the approval of \$1.78 million for the FY2024 budget.

CRE activities and programs include

- Biggest Loser Challenge to promote health and well-being (September to November). 324 staff, faculty and students enrolled.
- the Aquaculture programs targeting the youth, children and women. Valuable species such as cucumber, giant clam and rabbitfish.

- Climate Change Program - CRE continues to work with stakeholders and governments to implement climate change.
- Swine Production and Development is still on-going, especially at the Kosrae campus.
- WRASAP Conference in Pohnpei with partners like UOG, Focus on Life & GBHWC (Guam Behavioral Health and Wellness Conference).

Other CRE projects - water security in Yap (Dr. Muru and Dean Lou). Current number of participants is 156 households (1,459 community members) and will end in February 2026. Funding through Green Climate Program (\$5.7million), in partnership with MCT. Focuses on climate change activities.

#### **VPEMSS** reported on

##### Compliance & Continued Eligibility

- Completion of the 2023 Campus Safety and Security Survey. Required as a condition for the students to continue receiving Financial Aid
  - The US reauthorized our participation as an eligible institution (Pell Grant) until June 2028.

##### Student Enrollment Data

- Exceeded the Summer target by 5%, but fell short the target for credits by 2%
- Fall 2023 - 1,741 students were registered representing only 49%. Registering 20,966 credits). Did not meet the 2023 target college-wide enrollment. CTEC exceeded their credit target by 3%. Overall, 72% students registered FT, 28% registered PT. 61% female; 39% male (NC); highest female enrollment at the Chuuk Campus; highest male enrollment at the CTEC.

##### Student Academic Achievement

- Slight increase of 1% of students in good academic standing. Kosrae received an increase of 7% of students graduating in good standing.

##### SBA completed

- National Campus: Pres. Vince Joy Perman; VP Shaq Nimea; Secretary Genevieve Joseph & Jordan Rangpiy.

**A/g VPIEQA** reported on the huge difference between the 2014 Accreditation Standards vs 2024 Standards. There were 120 standards in 2014. In 2024, there are now only 30 standards.

- Participated in an Accreditation workshop with ACCJC on the new institutional standards.
- Revised wordings to cover the general areas
- Overview or major changes in the standards (streamlined and more focused on being holistic).
- New resources to support the changes (ACCJC handbook, report templates with embedded guidance and online certification modules for peer reviewers).
- Outcomes vs. Processes: Library learning supports, Fiscal Resources; and Professional Development.
- Forward-looking framework for reflection

**Dean Kanto of Chuuk Campus shared that** this past summer 4 July to 4 August 2023 – Chuuk Campus hosted the first ever Summer Boot Camp (carpentry, masonry and electrical). 30 participants who were mostly high school dropouts and graduates successfully completed the program with certificates. Congresswoman Perpetua Konman (reached out to Dean Kanto on 23 August) asked what the College can provide in terms of agriculture and aquaculture programs; including small engine mechanics. Greatest challenge - CCPI's new 3-story building. Competitor to COM-FSM.

**Dean Silbanuz of CTEC** shared the COMET Non-admit Summer Tutoring; 10 PUC apprenticeship; feel that it can work because one already exists. One of the 10 has completed the job training and the remaining trainees are mid-way. Shared a little about CTEC's SBA/Student Club Elections. Most of it was addressed by the VPEMSS. Happy to inform the Board that there has been more presentation and engagement by students in the different municipalities. There was a fundraising at CTEC (King and Queen) of which 10% goes into the club, 90% goes to the Endowment Fund. Dean Silbanuz recommends that member of the SBA travel with the Board during meetings. And that future plans on recruitment includes a video using Alumni to feature programs.

**Dean Robomon of Yap Campus** reported that their campus had two events to get to all the high school graduates to assist with their admission packets and have them enroll this semester. The focus was on admissions and programs system-wide. 35 attended both events and new students this semester is that exact total. Yap Campus will make it an effort to visit the high schools and not wait. An all-campus meeting was held on 16 August and yesterday (20 September) during free period. Dean Lou finds it to be a good event as it is a time to get together, discuss issues and for students to bring forth concerns as well as recommendations as to how to be better served. Meeting with the Dir. of Health Services and IA regarding the training needs for the department and how the College can provide training for the youth. This meeting was successful, according to Dean Lou. Also touched on the courtesy calls on the State Leadership which includes the State Legislature.

**Dean Teburea of Yap-FMI Campus** briefly reported that H2 (Hapilmohol 2), the new ship has arrived to replace the H1. Shipboard training for cadets' sea time and NORMA training completed. The challenge that the campus continues to face is the upgrading of the seafarers. The second level of their training was not completed because they did not return to FMI for it. It was raised with the Secretary of the FSM TC&I and was told that this issue will be looked into soon.

**A/g Dean Tilfas of Kosrae Campus** shared about the family outreach back in July (2023). The outcome was not positive. Not a lot of people showed up (66 turnout). The hindrances were: the FSM Joint Inauguration; the dissemination of the announcement; and the meeting schedule conflicts. Dean Tilfas has shared this with the Kosrae school officials, teachers and other students about issues regarding new students. He also reported on one challenge – the Campus' difficulty using Canvas.

## 10. OLD BUSINESS

## 11. NEW BUSINESS

### a. Program Modification: Associate of Applied Science in Building Technology\*\*

Presented by VPIA Ehmes

- Change to the name, description, the goals, number of program outcomes and requirements, especially the number of credits and suggested schedules of the courses, now adding an extra summer semester.
- Name of the program “Associate of Applied Science in Building Technology”.

Chair moved to approve the program modification. Motion carried. **PASSED.**

### b. Per Diem Rate\*\*

Presented by the Comptroller

- Per diem issues for College travels. Inflation - airfares, accommodation, etc., therefore the SLT has proposed to increase the Hotel Plus from 25% to 40%; and to begin following the FY2023 Federal per diem rates. FSM, Guam, Hawaii, CMI, Palau and the RMI per diem rates remain the same until the FSM Government disseminates its FY2023 per diem rates.

Chair moved to approve the Hotel Plus increase; and for the College to begin following the FY2023 Federal per diem rates. Motion carried. **PASSED.**

## 12. EXECUTIVE SESSION

### I. Review of Board Policies

- a. Chapter 5 (Fiscal Affairs): To renumber the following policies for numerical consistency.
  - i. **Board Policy No. 5105**-Receipt of Cash and Collection Policy
  - ii. **Board Policy No. 5109**-Imprest Fund
  - iii. **Board Policy No. 5350** – Travel Policy
- b. Chapter 6 (Human Resources): To amend Section 4 pertaining to Maternity Leave
  - i. **Board Policy No. 6010** – Leave

Chair moved to approve all the amendments proposed for each of the policies. Motion carried. **PASSED.**

II. Presidents' Award Ceremony: Honoring the past presidents of the College – those who are still employed by the College, and those who have retired (FMR FSM presidents John Haglelgam and Emanuel Mori; former College presidents Paul Gallen and Susan Moses). There will be a dinner in their honor and each will be presented with a plaque and monetary payment of \$1,000. This will be funded by the OTP and the Board. **Board Approved.**

## 13. MISCELLANEOUS – None

## 14. NEXT MEETING- to meet in Pohnpei on 12-13 December 2023.

\*\*Action Items



Action: (1) Chair tasked the SLT to review the Master Calendar for any needed updates on the policies and share it with the Board. Action before the last Board meeting of the year in December. (2) V-Chair was tasked to assemble an ad hoc committee for the COMFSM Chuuk Campus new site. V-Chair recommended Ben Akkin and Dean Kanto of the Chuuk campus as members of this committee.