

**COLLEGE OF MICRONESIA – FSM BOARD OF REGENTS**  
**Minutes of the 23-25 September, 2024**  
**COM-FSM Kosrae Campus, Kosrae State**

Zoom Link: <https://comfsm.zoom.us/j/3061339702?pwd=dnM3UmJKWW83V0JFdjhCNDNMbmVsUT09&omn=96166806719>  
Meeting ID: 306 133 9702 | Passcode: 133187

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

**Absent:** Dean of Yap Campus & A/g Dean of FSM-FMI Campus Ms. Lourdes Roboman

**Resources:** A/g Vice President of Administrative Services and Vice President of Cooperative Research & Extension, Mr. Steven Young-Uhk, Vice President of Instructional Affairs, Ms. Delihna Ehmes; Vice President of Enrollment, Management and Student Services Mr. Joey Oducado; Vice President of Instructional Effectiveness and Quality Assurance, Ms. Jennifer H. Helieisar; A/g Dean of Chuuk Campus Ms. Genevy Samuel; A/g Dean of Kosrae Campus, George Tilfas; Dean of Career and Technical Education Center Ms. Phyllis Silbanuz; and Comptroller Ms. Roselle Togonon.

**Additional Resources:** EO to the Office of the President, Mrs. Lisa N. Dereas; HR Consultant Gee Leong Bing and IT Consultant Dhiraj Bhartu.

1. **CALL TO ORDER:** Chairwoman Gallen called the meeting to order. Meeting convened at 1:05pm on Monday, 23 September 2024.

2. **PRAYER:** Prayer was led by Acting Dean of Kosrae Campus.

3. **READING OF THE MISSION STATEMENT:** Recited by all.

4. **ROLL CALL:** Secretary/Treasurer Mitagyow called roll. Quorum is met.

5. **REVIEW OF AGENDA**

Vice-Chair moved to adopt the agenda. Seconded by Regent Mitagyow. **CARRIED.**

6. **APPROVAL OF MINUTES (23-25 September 2024)**

Regent Mitagyow moved to approve the minutes. V-Chair Arnold second it. **CARRIED.**

7. **COMMUNICATIONS**

- a. 4 October 2024: Lunch Meeting with Secretary of FSM NDOE Gardenia Aisek.
- b. 7 November 2024: Meeting with Aspen Apis to discuss potential Bookstore merchandise.

- c. 14 November 2024: Joint Congressional Hearing for Education & External Affairs; meeting with Dr. George Hui.

## 8. REGENTS REPORTS:

a. **Chair Gallen** first reviewed and read through the program itinerary. She also mentioned that most of the regents' reports were given at the August Board meeting, but added the following update.

- At the Annual JEMCO Meeting in Honolulu in early September, it was voted to life the \$1 million cap.

b. **V-Chair Arnold**

c. **Regent Mitagyow**

d. **Regent Cornelius** mentioned that he and Acting Dean Tilfas paid a courtesy call on Governor Tulensa Palik to seek his recommendation on how to address the low enrollment at the Kosrae Campus. Regent Cornelius also reiterated the "lack of skills" for most of the legal counsels in the State, which will not allow them to participate or teach some of the Trial Counselor Program courses. Regent Cornelius further asked what happened to the SBA representation at these Board meetings. Chair Gallen, Dr. Theresa, VPs Oducado and Jenni provided their responses which resulted in the Board tasking the SLT to look into a Student Regent for COM-FSM.

## 9. President's Reports

a. **President** introduced the draft **Strategic Plan 2024-29** using the new College website (still under construction). Executive Summary is linked to the Integrated Educational Master Plan (IEMP). Review of the Strategic Goals on all of the successes and challenges the College faces at a certain time period.

- 3 levels of planning: IEMP, SP (Access, Innovation, Resilience), ACIPs and KPIs
- A new proposed value for the Board to endorse: **RESPECT**
- This is a living document. It will be reviewed annually for possible revisions.

Vice-Chair moved to adopt the new Strategic Plan 2024-29 and the IEMP. Regent Mitagyow seconded. **CARRIED**.

The President expressed gratitude to the Board for their continued support and understanding as well as to those who dedicated their time and efforts i.e., the SLT, the deans, respective consultants and every single member of the team for their selfless commitments, even after hours.

The Chair impressed upon the SLT the need for them to share the newly adopted SP and IEMP with the four (4) governments, including the National Government.

b. **VPCRE\*\***

The Board endorsed the Grant Writer's Office.

c. The **AS** department was asked by the Board to ensure they add a report that there is a regular issuance and update to the Board of the audit and the budget. To talk to vendors

regarding set amounts the College will spend and negotiate an amount that would in turn donate back to the Endowment Fund. To make sure all broken vehicles at each campus (especially the National Campus) are discarded. To assist with the drainage all along the road at the N.C. and use the contingency funds for these projects ensuring the maintenance of the areas of construction are safe and maintained. The Board further touched upon the timeline for the completion of the CTEC gym – the exterior; and the new multipurpose building will be open sometime in October. The Board asked CTEC to share some of their parking spaces with the COM-FSM & LG offices located in the SBDG building, as well as keep the building clean and well maintained.

Comptroller's Report: The comptroller updated the committee on the current status of the Endowment and Cash Reserves Fund, FY2023 audit status, FY2024 budget, and budget and cash flow challenges as per the attached report. Based on the discussion, the committee instructed the Comptroller to:

- Check the BOR meeting minutes regarding the increase of the endowment fund to \$50M.
- Review the Endowment Fund policy for the addition of regular issuance of RFP every 3-5 years or determine if a significant event could trigger the issuance of RFP.
- Regularly update the BOR regarding the financial status of the College.
- Prepare two budgets, one reflecting the regular projections and the other if there are changes in revenue projections.

d. **VPEMSS\*\***

-----**Meeting is recessed until tomorrow, 24 September 2024**-----

Meeting convened at 0907 and was opened by the Chair. Prayer was led by VPIA Delihna Ehmes

e. **VPIA** reported on the following:

- Faculty Workshops to provide developmental opportunities for Faculty & Staff
- Community outreach to improve IA's services
- Accomplishments at each of the campuses
- 6-7 August: campuses engaged in full day Faculty Workshop
  - Inter-departmental collaboration inviting other departments to update F&S about their respective areas
  - F&S introduced to the proposed 2025 IEMP
  - IT developments
  - CRE representation, Mr. Trisden Elias, presented on the CRE plans and outcomes
  - Presentations on summaries on programs for both the certificate & degree programs.
  - Concluded with summary assessment report on the 3-day event
- The 3-day workshop started out with 5 objectives and goals. The other goal was to help the Faculty with the program learning outcomes.
- Provided a platform for the faculty to reflect and plan for the next program cycle 2024-25 assessment cycle.
- Courses were proposed for SP and Summer 2025; courses are already proposed and will be presented soon.
- Faculty received the latest updates on Canvas and Nuventive. The results were fairly favorable; updates were helpful and informative.

- Ratings: common comments received were that the Faculty prefer the morning session; inviting the other departments for updates; and sessions on Canvas and Nuventive. Recommendations: continue inter-departmental updates - should be a regular part of these workshops; more training on Canvas to assess learning outcomes instead of using Nuventive. The Faculty also reported that they needed breaks between the non-sessions.
- Starting last summer, there was a training to incorporate Cengage resources into Canvas.
- LRC continues to improve its services. Chuuk Campus received donations from a foundation. Staff development is made available for LRC staff.
- Student exchange with Japan (Sophia University and Ritsumeikan University)
- Collaboration with the UOG on 2+2 Pathway for the agriculture students. If they transfer to UOG they will be automatically become juniors with two more years to complete and receive their bachelor's degree in this program. MOU will be shared with the President's office soon.
- Placement and Pathway Program:
  - Course-level Assessment result submitted for FA 2023. 72% for Chuuk; 62% for CTEC; 73% for Kosrae; 85% for N.C.; and 100% for Yap.
  - Newly hired instructors: CTEC, FSM-FMI, KSA, Yap and N.C. (7 total).
  - Reminder: Request for child-care services for mothers (staff and students).

○ Dean updates

- Kosrae Campus: P3 program which commenced on 17 June and ended on 19 August 2024. The participants were non-admits. A total of 6 students participated. After the 5-week training, 6 students out of 7 passed the COMET. A/g Dean Tilfas is asking if the P3 program could be implemented and get the program started right when summer begins. Other updates were:
  - Received 2 new instructors. One from Chuuk and another one from the Marshall Islands; and 2 CRE researchers.
  - FAISA training led by Mr. Tetaake Yee Ting from the National Campus.
  - Ongoing projects on campus which feature the murals, the local hut, the Starlink, and others.
- CTEC Campus reported the following:
  - Brought back the Law Enforcement program. Might be an entrepreneurship - working on the MOU with the State AG Office. Dean Phyllis is enrolled in this class as the Police Commissioner. Meetings are on every Monday, Wednesday and Friday. Students are always on time. Courses will be in Spring and Fall then graduation.
  - PUC Apprenticeship Program; Fibre Optic Training; BOG Training; UOG Ecology Course; and Micronesian Legal Services (GVB awareness).

- Chinese contractors invited CTEC to tour the FSM Convention Center. They introduced their programs which included HTM, electronics, landscaping and telecommunications.
  - In-house wiring training in Chuuk: 16 males, 14 females (30 in total) representing different islands in Chuuk. The eldest to attend was a 50-year-old individual. Cost was borne by MCT and MCS.
- Chuuk Campus reported the following:
- Every Saturday after the mid-term is clean-up day – a day which they now call the “Alton Higashi Clean-up & Beautification Day”
  - Faculty Workshop Fall 2021. August 5-7 AI Workshop - August 6 SMART training August 7th.
  - COM-Chuuk LRC Donated books by Hawai`i Senator Glenn Wakai
  - Fall 2024 Orientation on August 8th.
  - Employee Welcome Party - Team Building with family members
  - Every Home Church Ministry - September 11th EH visited the campus to talk with the students. Students then asked if the reverends on campus could do the same instead of having churches visit the campus about it.  
*Note: President’s view on this is “if it is not exclusive and malicious, there should not be a problem. But will double check with ACCJC and federal regulations.”*
  - APAFS: A very good turnout. Majority were senators and reps. A/g Dean delivered the opening remarks.
- Yap Campus Dean & FSM-FMI A/g Dean mentioned that this year has quite a big number of new students. It is a big positive change for the campus. Instead of waiting until Spring, they had already started recruitment at the high schools.
- P3 program: provide all the services and info that the students needed to increase their chance to successfully pass the COMET. 5 out of 11 who passed it and have enrolled. For FSM-FMI 14 students (mostly from KSA) enrolled.
  - 2-day Student Orientation: policy on alcohol & drugs, CRE presentation, basic computer skills and a campus tour.
  - Continue with basic computer skills, the *edu* account, and navigating the website/canvas - most of the students were found to have needed more time on these.
  - New faculty – Matt.
  - During the summer at the FMI Campus, no classes were offered but more focused on practicum. There were 4 groups on a 2-week rotation spending at the sites, such as FMI Engineer Shop.
  - Pacific Partnership who were interested in the FMI Campus spending several hours on campus with the cadets sharing their experiences. Rear Admiral Todd Cimicata visited as well.

- Financial Portfolio Updates from Raymond James (Amanda Gima)
  - The economy has slowed down enough so the feds can feel more comfortable to increase the interest rates. Will continue up until 3% in the next 12-15 months. People are going to have a little money to buy houses and such. Not much growth and not much decrease in the market either. The bottom market is finally coming back after 3.5 years seeing positive numbers in the College's reports, especially in the endowment fund as far as duration. Looks like the College is going to end the year on a positive note.
  - The yen and euro will start to come back and will get a little bit more expensive. No large disruptions in the oil business at \$85/barrel.
  - Presidential elections coming up which may trigger potential volatility.
  - Endowment Fund: As of 30 June, to 18 September 2024 a week away from the FY. Aristotle, a stellar manager for COMFSM, their longer-term manager is still above benchmark. Overall, the managers are doing what RJ wants them to do.
  - Worst case scenario we might need to liquidate again. How do we go about that?
    - \*RJ will take care of that. If it's going to be longer than a month: Suggest we move forward with changing over the manager - sooner than later. The manager can make sure that trades are done correctly.
    - Offer Opportunity: To have a sub-accounting taken over by a 3rd party. This account will be set up with this sub-accounting and they will monitor the accounts for you. They have their own CRN and database. Every month they generate a report that constantly updates the consumer. RJ highly recommends this. Cost depends on a yearly basis.

Question by the President: *What is RJ's advice on using the endowment fund to purchase property?* RJ responded that it would be at the Board level; and they will look into this and report back.

\*The Board informed RJ that they wish to move from Western Asset Management to Pacific Income Limited.

f. **VPIEQA** briefly provided the following updates:

- Accreditation - this past June, with the help of the Comptroller, IEQA submitted the Annual Fiscal Report as required by ACCJC.
- ACCJC 2025-26 membership dues.
- ACCJC launched their 2030 SP which focuses on outcomes, accreditation and improvement.
- New ACCJC staff liaison (Vice-President) - Melynie Schiel.
- Summit – Held on 20 August went very well with the participation of a good number of external stakeholders. There were a lot of feedback, which will assist the College's mission moving forward.
- New website - by the Board meeting in December

- Accreditation process itself? Due in 2027. Planning committees are identified for preparation purposes.

## 10. Old Business

- i. Chuuk Land Site: Deferred to Executive Session
- ii. Yap Campus
- iii. Tabled Board Policies

### a. Chapter 1: Board Policies

- i. BP No. 1330 Evaluations
- ii. BP No. 1360 Professional Licensure
- iii. BP No. 1431 Indemnification of Members

Note: All **tabled** until the next Board meeting.

### b. Chapter 4 Policies: Student Services (refer to August 2024 Board Agenda)

- Board Policy No. 4203 (Delete)
- Board Policy No. 4204 (Amendments)
- Board Policy No. 4210 (Amendments)
- Board Policy No. 4211 (Adoption of New Policy)
- Board Policy No. 1520 (Amendments)

Note: The Board **approved** all Chapter 4 policies. Board further motioned to **table** Chapters 5 & 7 to the December Board meeting; and to **adopt** all Chapter 6 policies (as outlined in the August 2024 Board Agenda) and defer **Board Policy No. 6017** to the December meeting.

## 11. New Business: None

## 12. Executive Session (items to finalize)

## 13. Miscellaneous: None

14 **Next Meeting:** For the purpose of the minutes, the next meeting will be in coordination with the COM LG. Both Boards are aiming for the week of the 25th of November or the week of the 2nd of December.

## 15. Action Items:

- i. Board Development at the start of every Board meeting
- ii. Establishing a COM-FSM Student Regent
- iii. To increase sitting fees for the Board members
- iv. To have a sub-accounting taken over by a 3rd party. This account will be set up with this sub-accounting and they will monitor the accounts for you. They have their own CRN and database. Every month they generate a report that constantly updates the consumer. RJ highly recommends this. Cost depends on a yearly basis.
- iv. To move the College's [accounts] from Western Asset Management to Pacific Income Limited.