

COLLEGE OF MICRONESIA-FSM  
BOARD POLICY No. 7000

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## Emergency Response Plan

Date Adopted: 23 May 2012

Date Revised:

Date Reviewed:

References: 1997 Emergency Preparedness Plan

This Plan is intended as a guide. The College of Micronesia-FSM reserves the right to modify its actions prior to, during, and after an emergency to ensure the proper functioning of the college.

The emergency response plan refers to emergencies and disasters that occur on property owned, leased, or operated by the College of Micronesia-FSM (COM-FSM) only.

### Statement of Purpose

This document constitutes the emergency management and disaster preparedness plan for COM-FSM.

This plan is to be implemented in the event of a major emergency or disaster as declared by the President of the college.

The purposes of this plan are:

- To protect the lives and property of the college community during emergencies.
- To preserve the orderly functioning of the college community during emergencies.
- To establish clear lines of authority and communication with outside agencies during an emergency.
- To coordinate decision making and effective use of available manpower and resources in the event of an emergency.
- To identify the college's role in coordinating emergency operations with outside agencies.

### Emergency Plan Activation

This Emergency Response Plan shall be activated under the following circumstances:

1. When civil authorities declare a state of emergency that affects the college, either locally, statewide or national.
2. When the president or his designee declares a college emergency.

3. When an occurrence such as threats of violence against individuals or groups, fires, and other hazards, potential or actual, seriously disrupts the overall operation of the college or threatens the health or safety of members of the college community.
4. When a natural hazard such as storms, typhoons, tsunamis, earthquakes, or other natural disasters affect the college.

**Note:** Unless otherwise directed by the president of the college, operational management of minor emergencies, i.e., incidents, potential or actual, which do not seriously affect the overall functioning of the college, depending upon the nature of the incident rests with the Office of Campus Security and Safety, in consultation with related department heads and in accordance with established protocols.

### **Plan Command and Control**

In an emergency, command decisions will be made by the plan executive. The plan executive has the authority to activate the emergency plan. Operational implementation of the plan will be directed by the plan director.

### **Chain of Command**

#### **National site**

Plan executive: President

Alternate number one: Vice President for Administrative Services

Alternate number two: Vice President for Student Services

Alternate number three: Vice President for Instructional Affairs

Alternate number four: Vice President for Cooperative Research and Extension

Plan director: Director of Maintenance, Facilities and Security

Alternate number one: Security and Safety Supervisor

Alternate number two: Project Manager, Maintenance

Alternate number three: Director Residence & Campus Life

#### **State sites**

Plan executive: Campus Deans/Director

Alternate number one: Campus Director/Director Representative

Plan director: Maintenance program specialist

Alternate number one:

In the event of an emergency at a state site, the plan executive will, if possible, keep the college president informed of the situation and decisions being made. If time frames permit, the president or his designee has the authority to overrule the state site plan executive.

### **Activation of the Plan**

When emergency conditions are such that normal campus operational efforts can no longer effectively deal with the emergency, the emergency response plan will be placed into effect by the plan executive.

See Administrative Procedure AP7000

# COLLEGE OF MICRONESIA-FSM

## BOARD POLICY No. 7001

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### College of Micronesia-FSM Facilities Operation and Maintenance Fund

Date Adopted: 14 January 2013

Date Revised:

Date Reviewed:

References: Director of Maintenance  
College of Marshall Island Tuition and fee structure

#### Policy:

It is the policy of College of Micronesia-FSM to establish and implement a facilities use fee to provide supplemental funding to support the operations and maintenance of college facilities at all campus or site. The fees below are only applicable to fulltime and part time students registered at each site.

#### Fee Schedule

	Fall 2013	Spring 2014	Summer 2014
Full Time Student	\$ 150.00	\$150.00	\$50.00
Part Time Student	\$50.00	\$50.00	\$25.00
	Fall 2014	Spring 2015	Summer 2015
Full Time Student	\$175.00	\$175.00	\$50.00
Part Time Student	\$60.00	\$60.00	\$25.00
	Fall 2015	Spring 2016	Summer 2016
Full Time Student	\$200.00	\$200.00	\$50.00
Part Time Student	\$70.00	\$70.00	\$25.00

#### Purpose:

The policy is intended to assist in generating an ongoing and reliable source of fund to compensate and supplement the cost of operations and maintenance of college facilities to ensure that the facilities are maintained at a standard usable and that promotes safe and effective student learning.

See Administrative Procedure AP7001.

# COLLEGE OF MICRONESIA-FSM

## BOARD POLICY No. 7002

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### College of Micronesia-FSM Vehicle Policy

Date Adopted: 01 April 1993

Date Revised: 17 November 2006

Date Reviewed: 25 September 2013

References: The Support and Student Affairs Management Division meeting minutes  
University of Utah (via Internet)

#### **Policy:**

All vehicles owned or leased by the college are under the administrative management and control of the Office of the Vice President for Administrative Services at the National Campus or the Campus Director at the other campuses. Exceptions are the vehicle authorized to the President by the COM-FSM Board of Regents and all vehicles funded through the Cooperative Research and Extension Service, which due to the requirements of the U.S. Department of Agriculture are to remain under the responsibility of the Vice President for Cooperative Research and Extension or the designated campus CRE representative.

College vehicles are to be used only for official business and driven by authorized employees of the college who are at least 25 years of age and possess a valid operator's license for the class of vehicle to be driven.

The privilege of driving vehicles may be suspended or permanently revoked by the Vice President for Administrative Services or the State Campus Director for, (1) unauthorized use of college vehicles, and/or non-compliance with the procedures outlined in this policy; (2) at fault accident; (3) repeated traffic violations; and (4) driving under the influence of alcohol and/or illegal drugs, and (5) repeated failure to log use of college vehicles.

#### **Purpose:**

The purpose for a vehicle policy is to set guidelines for the acquisition, maintenance, use, and disposal of college vehicles.

#### **Application:**

This policy applies to all employees system-wide, except the President.

# COLLEGE OF MICRONESIA-FSM

## BOARD POLICY No. 7003

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### **College Micronesia-FSM Facilities Use Policy**

Date Adopted: 01 May 2001

Date Revised: 15 February 2001

Date Reviewed:

References: Estimate cost of operations prepared by Director of Maintenance

#### **Policy:**

The primary purpose for COM-FSM facilities is to serve the curricula and co-curricula activities. Requests to use the facilities for other purposes may be granted provided such use does not conflict with scheduled programs and the general welfare of the students, and is compatible with the function of the facility requested. As applicable, Facilities Use Fees and deposits are to be assessed according to the Facilities Use Rate schedule for the appropriate campus. The cost to repair or replace any damages to the facility or its contents is the responsibility of the person or agency requesting the use of the facility.

#### **Purpose:**

The College of Micronesia-FSM asserts its commitment to facility usage primarily by the College community. Further, the College recognizes its responsibility to provide facilities to the agencies of the National and State Governments to the extent that facilities are available and resources permit. Therefore, a facilities use policy is needed to ensure that College needs are met and that other uses do not strain College resources.

#### **Application:**

This policy applies to anyone who wishes to use the college facilities.

# COLLEGE OF MICRONESIA-FSM

## BOARD POLICY No.7005

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### **Physical Resources Contingencies Fund**

Date Adopted: 08 August 2011

Date Revised:

Date Reviewed:

References: Start up capital for total cost of facilities of ownership request to PRC July 31, 2011.  
COM- FSM facilities Use Policy of May 23, 2001.  
Responding to Recommendation 6. Physical Resources from ACCJC.

#### **1.0 Policy:**

It is the policy of College of Micronesia-FSM to establish a “Physical Resources Contingencies Fund” and to allocate from its finance resources certain sums of money to ensure availability of fiscal resources to support the need for construction of facilities, procurement of equipment, funds for major renovations and repairs. The funds may be used for matching grants and loan equity. The fund may serve as a physical resources relief fund for damages caused by natural disasters and accidents.

The college shall initially allocate \$500,000 from its fund balance to establish the fund and shall continue to deposit \$50,000.00 annually into the account.

#### **2.0 Purpose:**

To ensure availability, reliable and ongoing funding source to support the need for major renovation and repairs and upkeep of college facilities and replacement of major equipment that cannot be funded through its annual operations budget.

To provide reliable source of fund for repairs and replacement of physical resources damaged by natural disasters and/or accidents.

See Administrative Procedure AP7005.

COLLEGE OF MICRONESIA-FSM  
BOARD POLICY No. 7006

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**College of Micronesia-FSM Closed Circuit Television (CCTV)  
Monitoring and Recording Policy**

Date Adopted: 28 March 2011

Date Revised: 25 September 2013

Date Reviewed: 25 September 2013

References: Francisco W. Mendiola, Warren Ching, Gordon Segal.  
Facilities and Campus environment committee.  
Swarthmore College.

**Purpose:**

The purpose of these policies and procedures is to provide guidance regarding the use of CCTV on the College of Micronesia – FSM, National Campus. CCTV is used to enhance security, safety and the quality of life of the campus community by integrating the best practices of “virtual policing” with state-of-the-art technology.

**Policy Statement:**

The College of Micronesia – FSM is using CCTV to monitor areas in order to deter crime and to assist Campus Security and Safety in providing for the security and safety of individuals within the campus community and to protect property of the College. Any diversion of security technologies for other purposes would undermine the acceptability of these resources for critical safety goals and is therefore prohibited.

Legitimate safety and security purposes for CCTV monitoring include, but are limited to the:

- Protection of individuals, property, and buildings;
- Patrol of Public Areas;
- Investigation of criminal activity;
- Monitoring dark spots, unusual activities, and problematic areas.

Campus Security and Safety Division and IT supervisors and management will assure responsible and proper camera monitoring practices.

Video monitoring for security purposes will be conducted in a professional, ethical, and legal manner. Monitoring individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other protected classifications is prohibited.

Staff involved in video monitoring will be appropriately trained and supervised in the responsible use of this technology.



Information obtained through video monitoring will be used exclusively for safety, security, and law enforcement purposes. Recorded images or footage will be stored in a secure location with access by authorized staff only.

Video monitoring of public areas for security purposes at the College of Micronesia – FSM; National Campus is limited to uses that do not violate the reasonable expectation of privacy.

**Responsibilities:**

Campus Security and Safety in collaboration with the IT Division oversees and coordinates the use of CCTV on any COM-FSM campus. The Vice President of Administrative Services authorizes all CCTV monitoring for safety and security purposes on campus.

Campus Security and Safety employees are responsible for the daily operation of the cameras and shall ensure the public or unauthorized individuals are not accessible and to view the monitors. They will follow all College policies, and guidelines in the monitoring of CCTV cameras. No staff other than the authorized Campus Security and Safety Supervisors; Director of Maintenance and Director of Information Technology may view the camera footage at any time. The Vice President of Administrative Services may appoint a person to audit the monitoring operations, including image storage.

Images stored in the CCTV surveillance system shall be deleted after thirty (30) days unless a particular footage or recording will be used for further investigation and or as evidence.

Any footage or recording by CCTV is the property of the college. Upon request by a third party for purposes of criminal investigation will be at the discretion of the Vice President of Administrative Services.

See Administrative Procedure AP7006.

# COLLEGE OF MICRONESIA-FSM

## BOARD POLICY No.7007

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### College of Micronesia-FSM FSM China Friendship Sport Center Policy

Date Adopted: 21 June 2005

Date Revised:

Date Reviewed:

References: Gym Use Policy 2002

Director of Maintenance memorandum dated June 21, 2005.

Recommendations by Director of Maintenance and Director of Residence and Campus Life.

**Purpose:**

To establish the policies and procedures, and amend the fees for the use of the FSM-China Friendship Sport Center.

**Policy:**

The fees shall be for repairs, maintenance and procurement of supplies and equipment for the facility.

Rental fees for the FSM-China Friendship Sport Center shall be as follows:

Practice Court (auditorium & conference area)	\$500.00 per day
Competition Court	\$300.00 per day
Practice and Competition Court combined use	\$800.00 per day
Games Administration on Competition Court	
With staff and equipment support	\$ 50.00 per day
Without staff and equipment support	\$ 25.00 per day
Table Tennis Room	\$ 25.00 per day
Pool Room	\$ 25.00 per day

The fees above include assisting in setting-up, use of available equipment, furniture, and daily interior cleaning.

FSM, State and Municipal governments, and Republic of China may be eligible for 50% discount upon approval by the COM-FSM President.

# COLLEGE OF MICRONESIA-FSM

## BOARD POLICY No. 7008

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### College of Micronesia-FSM Campus Posting Policy

Date Adopted: 05 May 2000

Date Revised:

Date Reviewed:

References: Student and Support Management Meetings, staff and faculty input, dictionary and Cornell University via Internet.

#### **Policy:**

General-purpose bulletin boards are available in each building. All notices, bulletins, posters and flyers are to be placed on the bulletin boards. They may not be placed on walls, doors, windows, signage, trees, and traffic or street signs. All posters must bear the name of the sponsoring organization. All information is to be affixed with thumbtacks, not staples, tape or glue. Two thumbtacks must be used, one in each upper corner of the document so that it is readable. If thumbtacks are not available on the bulletin board, the individual, organization or department must supply them. All materials posted may be removed 24 hours after date of the event or activity advertised. If there is no date, the document may be removed at any time. The display of any information for longer one month requires the approval of the Vice President of Support and Student Affairs. The information will be stamped and dated prior to display. The college reserves the right to refuse to display any item that it chooses to label as inappropriate.

#### **Purpose:**

The Posting Policy is designed to allow organizations and individuals to advertise events on campus and share information without causing damage to buildings, signage, or trees on or near the campus.

#### **Application:**

This policy applies to all employees, students and the general public.

See Administrative Procedure 7008.