

COLLEGE OF MICRONESIA-FSM BOARD OF REGENTS
Minutes of the March 21, 2019, Meeting
James Palsis Marine Park (Kosrae)

Present: Regent Tulensru Waguk, PhD, from Kosrae (chairman); Regent Jesse Salalu from Yap (vice chairman); Regent Pelma J. Mingii representing the National Government (secretary/treasurer); Regent Johannes Berdon from Chuuk; 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; Vice President for Institutional Effectiveness and Quality Assurance Caroline Kocel; 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; Executive Director of Institutional Advancement and External Affairs Manny Mori; Information Technology Director Shaun Suliol; Human Resources Director Rencelly Nelson; Acting Director Cooperative Research and Extension Sonny Padock; Student Life Director Krystilynn Atkinson; and Kosrae Campus SBA officers (President Leeson Linus, Vice President Breeny Charley, Secretary Roxanne Charley, and Treasurer Nelynda Taulung)

Guests: Consultant Wilson Hess

1. CALL TO ORDER – 9:15 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, and Salalu. A quorum was declared.

3. REVIEW OF AGENDA

Agenda item 10.1 Collection Agency was added to the agenda.

Salalu/Berdon

Moved to adopt the agenda as revised.

CARRIED

4. APPROVAL OF MINUTES - December 5, 2018

a. Salalu/Berdon

Moved to adopt the minutes of the December 5, 2018, meeting.

CARRIED

5. COMMUNICATIONS - none

6. REGENTS' REPORTS

a. **Regent Waguk** reported being nominated and confirmed as the Director of Education under the new Kosrae administration. The board had a good meeting with new

leadership. He expressed appreciation for having the board meeting in Kosrae and to Dean Mike for coordinating it; to Mr. Hess and Mr. Adams for facilitating the board development sessions and to Comptroller Togonon for the finance and audit committee meeting. Kosrae DOE is preparing for the second year accreditation visit.

- b. **Regent Salalu** expressed greeting from Yap and appreciation for the warm welcome, the positive courtesy visit to the new Kosrae administration, and the president for his good work.
- c. **Regent Berdon** joined the other regents in thanking Chairman Waguk and Dean Mike for the warm reception, Mr. Hess for the productive development program, and again pressed for the new Chuuk campus. He suggested asking China to build the campus as they did the gym at the Palikir campus. He also reported on the dedication of a new administrative building for Chuuk weather station.
- d. **Regent Mingii** also thanked Chairman Waguk, Dean Mike, and Kosrae Campus for their hospitality and the college, especially the president, for their work. She mentioned a change in the FSM presidency in May.

7. PRESIDENT'S REPORT

- b. **President** Daisy expressed his appreciation of the board for their dedication to the college and students and their confidence in him; offered congratulations to Regent Salalu on his becoming the Lt. Governor of Yap and to Chairman Waguk on his re-appointment to Kosrae Director of Education; introduced the new Vice President for Institutional Effectiveness and Quality Assurance Caroline Kocel; welcomed President Mori who is here meeting with Mike Rota, Chairman of the Board for the Friends of COM-FSM, to forge a closer collaboration between the two institutions; acknowledged David Adams who is providing the board with professional development and is also our grant writer; and reported on: accreditation related activities, progress and challenges with our facilities plan, preparation for implementation of our bachelor's degree in elementary education in the fall, financial status on solid ground, strong leadership at the campuses, productive refresher leadership course for administrators here at the meeting, and areas of improvement such as ease of transfer, high retention rate of employees of which 80% are Micronesians, and students life.
- c. **VPAS** Habuchmai reported on his site visits to Yap and Chuuk; timely submission of the FY 2020 budget including pledge to the endowment fund; policy revisions from human resources; CTEC and national student services buildings up for construction (ground breaking this summer); project design pending for Chuuk camps, teaching clinic, and Kosrae multi-purpose building; CPR training by Red Cross for maintenance staff; and establishment of a procurement office.
Financial Status: Comptroller Togonon reported our endowment fund improved as of February 28, 2019, with the market loss reported in December 2018 decreased from \$312,000 to \$96,000; the reserve fund also is recovering from market loss reported in December from \$78,000 to \$4,000; the current investment of the endowment and reserve funds reached \$10 million; and spending of the current budget is 5% lower than the previous year opening way to make up the deficit.
- d. **VPIEQA** Kocel began with thanking for the opportunity to work at the college here in Micronesia; and reported fiber optic connectivity at each campus, except for Kosrae, and increase in the use of Schoology; submission of IPEDS survey by deadline; and listening and learning the different nature of the state campuses.
- e. **VPIA** Simion reported on the timeline for accreditation reports that are due; Filming our Journeys, a \$40,000 grant from the US Embassy to film the documenting of the Nan

Madol preservation study which has led to our students interning with National Geographic on their segment on Nan Madol; articulation agreement with Temple University in Japan; and possibility of providing traditional navigation course with vocational training for Okeanos Foundation (three of the four crew are FSM-FMI graduates). The deans were given the opportunity to share highlights from their campuses:

- i. **Yap/FSM-FMI Campus** Dean Roboman reported on the success of their embedded tutoring effort which shows a significant drop in mid-term deficiency rate; completion of the living quarters project and other improvements at FMI; shipboard training for first year cadets; and training request from NORMA and Chuuk.
- ii. **CRE** Acting Director Padock reported on CRE issue with salary in comparison to the Marshalls and Palau, COM board approved funds for salary upgrade, and the need for assistance from HR to implement it.
- iii. **Kosrae Campus** Dean Mike reported on recent development with Dr. David Fazzino from Bloomsberg University on preserving the Micronesian heritage; and also his meeting with faculty from Japan to discuss cultural preservation activities for the nation.
- iv. **Chuuk Campus** Dean Kanto reported on success of the dual enrollment program for high school students.
- v. **CTEC** Director Jack reported on ground breaking for the technical building; death of Cindy Pastor, English instructor; Nelchor Permitez certified as a CISCO testor and CTEC as a testing center; and CTEC's effort to add value to its programs.
- f. **VPEMSS** Oducado provided statistics on the recently administered COMET test with 80% testing into degree, ACE, or certificate programs and reported a decline in the number of students taking the COMET. He also reported that at the end of Fall 2018 81% placed on good academic standing as compared to 78% last year; 255 potential program completers at the end of spring semester; 85% of Pell eligible students awarded (FAO goal to reach 100% by end of April); SEG and scholarship data; completion of IPEDS winter survey earlier than deadline; and on student activities.
- g. **Faculty Staff Senate:** President Daisy regularly meets with the executive council of the FSS and summarized the FSS report which included administrative survey to develop a working plan; proposal to address employees at the ceiling; and endorsement of the proposed amendments to the retirement plan. He also suggested a representative of the FSS from the local campus attend board meetings.
- h. **Student Body Association:** The Kosrae Campus SBA leadership (Leeson Linus, President; Breeny Charley, Vice President; Roxanne Charley, Secretary; and Nelynda Taulung, Treasurer) presented updates/ highlights from each campus.

9. NEW BUSINESS

a. **Review of Fiscal Policies**

In compliance with the policy that all policies be reviewed at least every five years, the following fiscal policies were reviewed with no recommendations for revisions
Berdon /Salalu

Moved to endorse the review of BP 5105 Receipt of Cash and Collection Policy, BP 5106 Petty Cash Fund, BP 5500 Financial Reporting, and BP 5607 Non-payment of Plants, Trees, Crops Planted on College Property.

CARRIED

b. **Revisions to Fiscal Policies**

As part of the review process, revisions were recommended for the following fiscal policies.

Berdon/Salalu

Moved to approve the revisions to BP 5109 Imprest Fund, BP 5330 Payroll Policy, BP 5331 Attendance and Leave Monitoring Policy, BP 5601 Establishment of Accountability and Movement of Assets, BP 5700 Bookstore Operation Policy, and BP 5721 Dining Hall Operation Policy. CARRIED

c. **Revisions to Retirement Plan**

The investment committee reviewed and endorsed the proposed revisions from ASC to the Retirement Plan and to the Retirement Plan Loan Policy. The changes include open entry, and limiting the number of loans following consolidation of current loans.

Berdon/Salalu

Moved to approved the proposed changes to the Retirement Plan and to the Retirement Plan Loan Policy. CARRIED

d. **Review of Human Resources Policy BP 6022**

As part of the policy review schedule, this policy was reviewed with no recommended revisions.

Mingii/Berdon

Moved to endorse the review of BP 6022 Employee Organization. CARRIED

e. **New Human Resources Policy BP 6034**

This is new policy recommended by the Office of Human Resources

Berdon/Salalu

Moved to approve the new policy BP 6034 Professional Dress Guidelines CARRIED

f. **Emergency Management Plan**

Last summer VPAS, VPEMSS, Director of IT, Director of Maintenance, and Security Supervisor were tasked to revise the Emergency Management Plan to reflect updated information and include procedures not yet included. The revised plan was shared widely and endorsed by the college community.

g. **Review of Academic Policies Relating to Baccalaureate Degree**

With approval of a bachelor's program, a review of policies was made to be inclusive of bachelor's degree. Two new policies were also recommended.

Berdon/Mingii

Moved to approve the revisions to BP 1110 Assessment, BP 1500 Role of Campuses; BP 3001 Catalog Limitations, BP 3202 Instructional Program Review, and BP 4204 Admissions to Third-Year, and new policies BP 1530 Baccalaureate Programs and BP 4210 Admission to Fourth-Year Bachelor of Science Degree in Elementary Education. CARRIED

h. **Review of Other Academic Policies**

As part of the policy review schedule, several academic policies were reviewed with no recommendations for revisions.

Mingii/Berdon

Moved to endorse the review of BP 3116 Academic Honesty, BP 3117 Withdrawal for Students Absences, and BP 3118 Credit Load and Overload. CARRIED

i. **Revision of Academic Policy BP 3119**

As part of the review schedule, revisions were recommended for this policy to clarify the definition of credit.

Berdon/Salalu

Moved to approve the revisions to BP 3119 Credits. CARRIED

j. **Review of Board Policy BP 1401**

No recommended changes were made during the review of this policy.

Mingii/Berdon

Moved to endorse the review of BP 1401 Limitation on Authorized Expenditures.

CARRIED

k. Elimination of Board Policy BP 1410

During review of this policy, recommendation was to eliminate BP 1410 due to redundancy with BP 5001 Budget Preparation and Approval.

Mingii/Salalu

Moved to approve the elimination of BP 1410 Annual Budget.

CARRIED

l. Use of Collection Agency

Allowance is provided for uncollectable accounts to which \$3.2 million has been written off. This is still in our SIS. Collection from old accounts is difficult; auditors recommend use of collection agency to help collect.

Berdon/Salalu

Moved to approve the hiring of collection agency or service of individual to collect student outstanding balances written-off in 2011.

Carried

m. Resolution

Berdon/Salalu

Moved to pass the following resolution:

In accordance with PL7-79, as amended by PL8-144, and under provisions of the COM-FSM By-Laws, Section 5, ETHICAL VIOLATIONS, notice is hereby given of intent to call a Special Meeting on May 1, 2019, for the purpose of considering removal of Regent Churchill Edward for neglect of duty pursuant to Section 5.

Further the Chairman of the Board is authorized and directed to send, or to cause to be sent, notice of said intent consistent with Section 18 of PL 8-144 to Regent Edward.

CARRIED

10. MEETING

The next board meeting will be held the week of May 13 in Pohnpei.

11. ADJOURNMENT – March 21, 2018

The meeting adjourned at 12:35 PM.

Minutes of the COM-FSM Board of Regents meeting of March 21, 2019, approved this ___ day of May 2019.