

COLLEGE OF MICRONESIA-FSM BOARD OF REGENTS
Minutes of the May 6-7, 2013, Meeting
National Campus-LRC New Zealand Reading Room

Present: Churchill Edward from Pohnpei, Graceful Enlet from Chuuk, Kasio Mida (chair) representing the National Government; and President Joseph M. Daisy (ex officio)

Absent: Lyndon Cornelius from Kosrae and Mary B. Figir from Yap

Resource: Danny Dumantay, Comptroller; Frankie Harriss, Vice President for Institutional Effectiveness and Quality Assurance; Grilling Jack, Acting Dean of Pohnpei Campus; Jackson Phillip acting for Vice President for Cooperative Research and Extension; Jimmy Hicks, Director of Institutional Research and Planning; Joey Oducado, Acting Vice President for Student Services; Joseph Habuchmai, Vice President for Administrative Services; Kalwin Kephass, Dean of Kosrae Campus; Kind Kanto, Dean of Chuuk Campus; Lourdes Roboman, Dean of Yap Campus; Mariana Ben Dereas, Vice President for Instructional Affairs; Matthias Ewarmai, Director of FSM Fisheries and Maritime Institute; and Rencelly Nelson, Director of Human Resources.

1. Call to order: 10:07 a.m.

Chairman Mida welcomed everyone, especially those flying in, and then asked for a moment of silent prayer. Regent Edward read the mission statement.

2. Review of Agenda

Acting Vice President for Student Services to provide the update on commencement plans. Report from the Vice President for Institutional Effectiveness and Quality Assurance moved to the end of the President's report.

Edward – Enlet

Moved adoption of the agenda as presented with the above changes.

CARRIED

3. Approval of Minutes

Board meeting minutes of March 12-13, 2013, reviewed. New minutes format to be initiated beginning with this meeting.

Enlet - Edward

Moved approval of minutes as presented.

CARRIED

4. Communications (*for information*)

- Letter from National Oceanic Resource Management Authority (NORMA) and college's response regarding donated goods from Korea to FSM (President Daisy also reported on donations from Reach Out Pacific via Senator Wakai from Hawaii);
- Letter from Chairman Sigrah of Kosrae State Legislature Committee on Education and Cultural Affairs and the college's response regarding charges for students taking developmental courses;
- Copy of letter from Dr. Barbara Beno, President of the Accrediting Commission for Community and Junior Colleges, to President Mori acknowledging the importance of the government's financial support of the college;
- Letter from Mr. Finley S. Perman and the college's response to his donation to the Endowment Fund;
- Invitation to do a presentation at the Investment Symposium on college's effort to train students on managerial and entrepreneurship skills.

5. Regents' Reports, *Oral Reports*

- a. **Regent Edward** commended Pohnpei Campus for the successful skills exhibit and noted that Pohnpei public high schools were closed for a week of meetings regarding the under preparedness of students.
- b. **Regent Enlet** reported on reaching out to the state leadership on our standing need for a permanent campus in Chuuk and on the continuing challenge to maintain our competitive edge considering other institutions are now competing for the same pool of students.

6. **PRESIDENT'S REPORT**, *Oral Report (in addition to written reports)*

a. **President's Office**

President Daisy updated on the following:

- Board's decisions in March on the investment recommendations: the investment consultant reported significant changes at MetWest and asked for time to review the situation before implementing that decision; President recommended tabling that one decision until we hear from the consultants;
- Accreditation: four-member visit from the Accrediting Commission; draft report received for review for factual errors; submission of our Student Learning Outcomes Report of which portions shared by ACCJC at a conference as exemplar; and possible visit from President of ACCJC, Dr. Barbara Beno;
- Opening of STEP UP lab: recipient of over half a million dollars of biomedical equipment, an example of external agency looking to partner with the college;
- Beca contract: facilities utilization study needed to inform long term planning and accreditation issues;
- Status of the Friends of College of Micronesia-FSM: Articles of

Corporation filed and Bylaws signed this week; Foundation Board on island for joint meeting with the college board.

b. Administrative Services

Vice President Habuchmai highlighted the following:

- Maintenance: completion of disability ramp in front of LRC and topping walkways at national campus; and installation of a salt water pump for Chuuk campus;
- Partnership between college and SPC to promote energy awareness at Earth Day celebration;
- Human Resources: annual Staff Development Day held February 22; two personnel (Chuuk and Pohnpei) on educational leave; three faculty (national) pursuing their master's degree online; HR staff attended training on Sage MIP Fund Accounting, Human Resources Management module;
- Business Office: results of operation for six months ended March 31, 2013, indicate positive fund balance change of \$3.693 million, accounts receivable from students at \$3.397 million; financial audit 80% complete; market value of the endowment fund as of March 31 at \$3.672 million and fundraising for two quarters at \$12,000, short by \$38,000 of the annual goal.

Regent Enlet requested a breakdown that shows faculty turnover rate. Regent Edward encouraged negotiating with PUC for discounts considering the power generated by the solar panels and for more responsibility for setting up power for the pumps.

c. Cooperative Research and Extension

Jackson Phillip represented Vice President Currie and highlighted the following:

- Piggery Advisory Council: presentation at a workshop in Guam; overview of the council's purpose and activities;
- Coordinator for Chuuk CRE now on board; Yap still has an acting coordinator; former student hired as nutrition agent in Pohnpei;
- Assistance from Jim Mulik to develop a template to simplify their reporting and tie to college reporting;
- CariPac scholarships for this summer and AHEC Summer Camp at national and Kosrae campuses.

Inquiry made regarding possibility of accessing PREL grants for the environment and tying to CES; VP Currie tasked to look into it.

d. Instructional Affairs

VP Dereas reported on the following:

- Attended WASC workshop on curriculum building which reaffirmed college is on the right tract and ahead of other universities;
- Retreat planned for Curriculum and Assessment Committee to reassess its processes and function to see how to improve for coming year;
- Faculty continuing with assessment; motivated and have accepted the

- assessment process;
- Science faculty trained to use the STEP-UP lab; four STEP-UP students received scholarships - 2 to Chaminade and 2 to Penn State;
- A Phi Theta Kappa student received an ALL USA scholarship to any college;
- At their request, college collaborating with NDOE on a comprehensive education plan for FSM; thoughtful process – gathering data first, engage SDOE, and then propose plan.

i. Chuuk Campus

Dean Kanto highlighted the following:

- Weaknesses at Chuuk campus: (1) lack of a permanent site; (2) 75% of high school graduates who took the COMET not admitted and of the 25% admitted, 14% admitted to certificate level (stuck in terminal programs);
- Threats to Chuuk campus: (1) not enough certificate and degree programs; (2) aging of facilities and vehicles;
- Of a projected 164 students, only 56 students early registered for summer;
- Success of the arrangement for Chuuk High School students to use college facilities for their vocational classes; want to explore possibility of students entering our certificate program without taking the COMET;
- Ongoing efforts to offer training to Chuuk Public Utilities and other agencies and increased dialogue with leadership on alternative permanent site;
- CRE community outreach programs: providing training on computer and entrepreneurship for clients learning to sew to provide skills to go into their own business;
- Excavator sold for \$17,000;
- Staff development: 100% of Chuuk campus faculty now have their master's; a librarian is also graduating with a master's in the U.S.;
- Forty-one students applied for graduation and only 25 participated;
- Increased participation on standing committees and venues for information dissemination;
- Compiling a collection of classroom work into a student's magazine (volume 2);
- Receiving a 15-sitter van to transport students to field trips and student activities;

Discussion followed on a permanent site for Chuuk campus: Chuuk High School offered again; have the legal issues with the site been resolved? Board had agreed to continue with the purchased site, however JEMCO froze funding. Concern about including the current site in the Beca facilities utilization study was expressed. Decision made to go forward with the Beca study and use it to coordinate efforts to go back to JEMCO.

ii. Kosrae Campus.

Dean Kephas reported on the following:

- BECA consultant visit to assess classrooms;
- Successful vocational exhibit two weeks ago;
- COMET results of Kosrae High School students alarming; 48 students were non-admit; management group working on how to prepare for admitted students based on their status;
- Raised \$600+ for the endowment during founding day and the vocational exhibit;
- Extension of the construction contract for the piggery project.

iii. Pohnpei Campus

Acting Dean Jack highlighted the following:

- Skills Expo achieved more than planned; promotion video exhibits students meeting SLO;
- Carpentry program working on promotional stand for renewable energy and energy conservation for SPC; committee established to identify conservation strategies on campus and use as SLO evidence;
- Through funding from U.S., carpentry students building a typhoon proof building;
- Regarding facilities, OIA considering funding renovation of the old dormitory for the vocational project; more information to be provided at the August meeting.

iv. Yap Campus

Dean Roboman reported the following for FSM FMI and Yap Campus:

- At FMI: JOCV volunteer with expertise in welding now on board; engineering faculty working with volunteer to offer more courses; navigation/fishing seaboard training completed, however, coordination with Public Works a challenge – asked for more food supplies; FMI Director Ewarmai working with his faculty to modify all course outlines to new SLO format and on a merit and demerit system for FMI (inquiry made on the approval process of the system); began the year with 59 students, 3 were let go last fall leaving 56 students; the maximum capacity for the living quarters is 60 students; need for a tutoring program; working with NORMA to offer five-week training for 12 trainees at FMI this summer;
- Examples of more coordination between campuses: Acting Instructional Coordinator Guarin working with faculty at both campuses on authentic assessment (first time for FMI); Yap Campus nurse opening an infirmary at FMI and coordinating her time between campuses; plans to combine graduation at Colonia Community Center to promote both campuses – Yap campus has 7 candidates for graduation and FMI 27;
- At Yap Campus: faculty and student services staff continuing to hold powwow meetings with advisees; more faculty involvement in standing committee meetings in comparison to previous years due to better communication and new culture of involvement; completion of the two buildings in August;
- Career Fair held for Yap Campus students; another planned for FMI;

- VPAS Habuchmai visit to address maintenance and faculties concerns at both campuses;

Regarding the merger of responsibilities under one administration, Dean Roboman said it has been a learning process. There is greater cooperation and more combined activities. President Daisy reported the campuses now use same language and are sharing resources and collaborating to cost share to achieve greater efficiencies. Some services are still lacking at FMI; students do not pay the same fees.

e. **Student Services**

Acting VP Oducado reported the following:

- Results of early registration (only for continuing students): 440 students with 2,206 credits which are 65% below projected number of students and 68% below projected number of credits; regular registration scheduled for May 29-30; need to speed up marketing to meet revenue projection;
- Annual financial aid compliance audit and submission of report on accepted disbursement records to USDOE and Pell year to date amounts by campus;
- COMET administered to 1,586 high school seniors: 47% non-admit; 24% certificate; 11% ACE; and 18% degree;
- National and Pohnpei campuses jointly celebrated 20th Founding Day anniversary on April 1;
- Commencement scheduled for May 22: 240 students applied for graduation; does not include candidates for the COM-FSM/University of Guam partnership baccalaureate program.

Discussion followed on the COMET – comparative data; perceived changes and need to deal with misconceptions; retaking the test; and the delicate balance between access and success.

f. **Faculty Staff Senate Update**

Senate President Perkins reported on Senate involved in discussions on faculty part-time compensation, hazardous pay and overtime compensation for professional staff during emergency situations (great examples of participatory and purposeful dialogue); election of new officers to be held in two weeks.

g. **Student Body Association**

President Daisy reported on SBA engagement in participatory governance; SBA representative sits on the Executive Committee as a voting member; monthly meetings held with the other campuses.

h. **Institutional Effectiveness and Quality Assurance**

VP Harriss thanked the Board, President and colleagues for their support the past year. She then reported on:

- Attending Senior Accrediting Commission training in Hawaii on the new handbook;

- Submission of report to PPEC on highlights of activities;
- Working on a supplemental report to ACCJC which focuses on the four recommendations for which we are on probation;
- Bringing back the position of assessment coordinator under IEQA and expanding the responsibilities to include assistant ALO;
- Embedding reporting into implementation of the strategic plan; including planning agenda into the quarterly report;
- Completion of the draft strategic plan; surveys used to narrow the vision and mission statement;
- IT installing information panels and expanding wireless at the campuses; contract with Telcom to expand bandwidth; consultant back to work on phase 3 of the student information systems;
- Survey on committee structure identified attendance as area needing work.

President Daisy expressed appreciation to VP Harriss for pulling the college together to address the accreditation issues. He also thanked the Board and the college community, including students, for their engagement in the effort.

7. OLD BUSINESS

a. Status of job audit

Human Resources Director Nelson provided background information on the job audit. The new salary scale was implemented January 1, 2011; recommendations from streamlining committee on lay off and changes in reporting were implemented; however, last year authority to deans restored under the VPIA, and new vice president and department of Institutional Effectiveness and Quality Assurance added. Remaining tasks from the job audit include adoption of the performance assessment tool and revisions to the compensation and the performance evaluation policies to align with the changes. Plans are to present them for Board's consideration by end of the year.

President Daisy explained based on assessment and purposeful dialogue changes were made and will continue as we strive toward continuous improvements to ensure quality of operations and services.

The Board inquired about and discussed the lay off and special contracts. The turning point has been concern about unplanned and growth of the college due to misunderstanding about equitable staffing, programs, and services at the campuses. College is now demonstrating a more responsible approach to staffing needs and thinking creatively to achieve greater efficiencies.

b. Assessment of the organizational and structural changes

Changes this past year include: (1) changing titles of campus directors to campus deans and restoring their authority under the Vice President for Instructional Affairs; and (2) formation of a department of Institutional Effectiveness and Quality Assurance with three offices headed by a vice president. To assess these changes, interviews of those impacted were

conducted. Report of the interviews indicate unanimous agreement that the change is better, clearer reporting lines, less confusion, and more effectively run campuses. Working from a distance is still a challenge; however, the structure encourages collaboration and working together. An outcome is tremendous growth in leadership.

Assessment of the creation of the Management Team and Executive Committee points out the value of communication and collaboration.

Recent college wide survey on committees closes the loop; we made changes, assessing the changes, and will make improvements for next year. Attendance identified as a weakness. Vice Presidents are responsible for absenteeism and are directed to impart the expectation of attendance as part of one's duties. Committee members need to report back to spread the information and represent everyone, not just self, on committees. IRPO was acknowledged for the depth of data now available.

c. **Revised mission statement**

VP Harriss presented an overview of the strategic planning process and plan. The strategic directions endorsed by the Board at its last meeting were used to write overarching vision statements; the college community was then asked to rank three options. The top two were presented to the Board for consideration. The same was done for mission statement choices; because the numbers were close, all three options were presented to the Board for consideration.

EDWARD – ENLET

Moved approval of the following mission statement with the understanding that implementation of the revised mission statement cannot occur until accreditation is reaffirmed and the ACCJC policy on substantive change is followed:

The College of Micronesia-FSM is a continuously improving best practices learner-centered institution of higher education committed to the success of the Federated States of Micronesia by providing academic, career and technical educational programs.

CARRIED

d. **Strategic Plan 2013-2017**

During the March 2013 Board meeting six strategic directions were endorsed for the college's vision. To provide more time for dialogue on the existing and proposed vision and to be clear on strategic direction, completion of the strategic plan was deferred to the May 2013 meeting. VP Harriss explained the changes since the March presentation and reasons for the changes.

ENLET – EDWARD

Moved to endorse the proposed Strategic Plan 2013-2017; this includes the following vision statement:

College of Micronesia-FSM will provide educational opportunities of the highest quality and will embrace the life-long pursuit of knowledge and enrichment of the diverse Micronesian communities we serve.

CARRIED

e. **Decisions from Board's March Reflection**

During its Reflection in March, the Board went through the Board self-assessment report and recommendations and made several decisions.

EDWARD – ENLET

Moved to adopt the decisions made during the Board's March Reflection on the recommendations in the Summary Report of Board of Regents Self-Assessment Survey.

CARRIED

f. **Adjunct faculty compensation formula**

A new compensation formula was presented that addresses summer pay for faculty, an issue with temporary fix for the past two summers. A working group had been tasked to resolve the issue and in doing so realized that issue was not just about summer pay, but broader adjunct faculty compensation. Unlike the old flat rate, the new rate takes into consideration issues about qualification and years of service and is for paying summer contracts and overloads for current teaching faculty. Part-time instructors are to be paid on the schedule proposed by the job audit consultant. The primary difference is the new formula recognizes length of service to the college and continuation of non-teaching responsibilities during the summer. The financial analysis presented indicated that the impact of the proposed formula is sustainable. Also efforts to be more cost effective and efficient in scheduling were discussed.

EDWARD – ENLET

Moved approval of the proposed Adjunct Faculty Compensation Plan.

CARRIED

8. NEW BUSINESS

a. **Revised participatory governance policy**

The current policy references "shared governance" which has a different context within ACCJC from "participatory governance" and implies a unionized environment. The revised policy captures what we are trying to achieve and is integral to how we operate.

EDWARD – ENLET

Moved to approve the revisions to the participatory governance policy to read:

It is the policy of the College of Micronesia-FSM to promote participatory governance environment that involves the commitment and participation of all campus constituencies and is guided by the college's mission, goals, values and institutional learning outcomes in the development of policies and procedures.

Participatory governance is the process for shared development of policies, procedures and recommendations. Participatory governance provides the means through which all membership of the college community – students, faculty, and staff – can participate effectively in the systematic growth and development of COM-FSM. Participatory governance will be reflected in the functioning of the college community at large.

CARRIED

a. **Update on spring 2013 commencement** (done during reports)

9. NEXT MEETING

The next meeting will be held in Pohnpei in conjunction with the September Convocation; the dates to be announced.

10. ADJOURNMENT

Following an executive session, the Board adjourned the meeting at 1:30 p.m. on May 7, 2013.

Minutes of the COM-FSM Board of Regents meeting of March 6-7, 2013, approved this ____ day of May 2013.

By: _____
Kasio E. Mida, Chairman of the Board