

**AGENDA**  
**June 13-14, 2023, Meeting**  
**Tofol, Kosrae**  
**10:30 AM Pohnpei & Kosrae Time**

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

**Absent:** Regent Pelma J. Mingii representing the National Government, Secretary/Treasurer on medical leave.

**Resources:** Vice President of Administrative Services, Mr. Joseph Habuchmaj, Vice President of Instructional Affairs, Ms. Delihna Ehmes; Vice President of Enrollment, Management and Student Services Mr. Joey Oducado; A/g Vice President of Instructional Effectiveness and Quality Assurance, Ms. Jennifer H. Helieisar, Vice President of Cooperative Research & Extension, Mr. Steven Young-Uhk, Dean of Chuuk Campus Mr. Kind Kanto, A/g Dean of Kosrae Campus, George Tilfas, Dean of Career and Technical Education Center Ms. Phyllis Silbanuz; Dean of Yap Campus Ms. Lourdes Roboman; Dean of FSM Fisheries & Maritime Institute (FMI, Yap) Mr. Tioti Teburea; Director of Faculty & Maintenance, Mr. Francisco Mendiola; Comptroller Ms. Roselle Togonon; and Executive Assistant to the BOR and President, Mrs. Lisa N. Dereas.

**Additional Resources:** Amanda Gima and Jason Miyashita of Raymond James.

**1. CALL TO ORDER**

At 10:50am, the Chair called the meeting to order and requested for a moment of silence.

**2. READING OF MISSION STATEMENT**

Recited by all present

**3. ROLL CALL**

Present: Chair Suzanne Gallen, Vice-Chair Jeffrey Arnold, Regent Dr. Tulensru Waguk, Regent Geraldine Mitagyow. Declaration of Quorum

**4. REVIEW AND ADOPTION OF AGENDA**

V-Chair Arnold moved to pass. Seconded by Regent Waguk. **CARRIED.**

**5. APPROVAL OF MINUTES**

V-Chair moved to adopt the minutes *AS IS*. **CARRIED.**

1. Board Meeting in Chuuk, 13 April 2023

## 2. COMMUNICATIONS

- a. FSM Congress Resolution No. 22\_198
- b. FSM Congress Notice of Public Hearing
- c. REL Pacific (30 Oct – 4 November) – in progress
  - \* Improvement of the education in the North Pacific, based and operating out of Denver. Focus mainly on the Math and English subjects, improving the competency levels of the high schools.

## 3. REGENTS REPORTS

- a. **Regent Dr. Waguk** shared information and updates that Kosrae is gearing up for a trip to Pohnpei for the SNLC. Kosrae is also holding the MTEC beginning July 2023 at the same time, the state will be holding its special election for the at-large seat. Kosrae is also scheduled to host the Micronesia Expo in July. The state is attracting more conventions and workshops post-COVID.
- b. **Vice-Chair Arnold** shared that Chuuk is busy during this graduation season and leaders are going around attending these events. The state also completed the major repairs at the hospital. Micronesia Expo just concluded in the state – great turn out, especially cultural awareness. Government officials will be traveling to Pohnpei for the SNLC. Touched upon the land issue regarding the plot bought by the College for a new campus. Discussions with the regents and the President has warranted the resolve to pursue another property for the campus setting aside the one in Bou (Mechchitw) will be used for other purposes. The Board will need to make a decision over this. Suggested that there might be a need to seek someone who has the authority to push for it.
- c. **Regent Mitagyow** shared that iBoom is available now in Yap. Something that may be useful to the “technology” part of the College. The SBA manager, Ken Lujan, informed them that he reached out to the UH Dept. of Engineer who are pushing this to happen by 2025. Emphasized the need for people to look into it as it offers a lot of lucrative opportunities.
- d. **Chair Gallen** talked a bit about Typhoon Mawar and the damage it wreaked on one of the elementary schools in Kitti. On this note, a group of PUC personnel traveled to Guam to assist with the power situation in Guam. US DoD and the Pohnpei Veterans Office recently piloted a program for the youth in Pohnpei (seniors) to encourage military training and eventual pathways into the military. There was a visit by Habele to promote the robotics programs and encourage STEM programs across the elementary schools. On the subject of Marine Science, Pohnpei State is looking into a new OFA office. With this new office, it will promote the want to go into marine science and other aquaculture relevant events.

Chair also talked about a new Congress, the retention of the Chairman of Education, and a couple of multi-million projects in Palikir and Lukop. As an FYI, Chair also mentioned that the Banking Board is in-state and is scheduled for a public hearing on Friday, in case anyone is interested. Pohnpei State also acquired a new vessel “Lady Pohnpei” for the purpose of smooth and regular passenger transport from the outer islands.

#### 4. PRESIDENT’S REPORT

A. President prefaced her report by informing the Board that each VP will be responsible for their own reports.

- a. Recommendation to improve QUALITY: The College to strengthen the integration of short- and long-term plans for the allocation of human physical, technological and financial resources to meet student needs in the post-pandemic environment.
- b. CONGRESSIONAL Committee on Education were interested in the following: WICHE, DDFT & HEALTH-RELATED FIELDS, TEACHER PROGS, FMI, COMPACT FUNDING to COM-FSM, SEEP (COMFSM proposal, NDOE feedback). The Congress was interested to see that the money given by the governments are being put to (good) use. “When the SEEP ends, who will be funding it for sustainability?” – a challenge for the College.
- c. Budget Summary (requests): In 5 years, the College has not asked for increases. Asked for an additional \$3.409 million.
- d. Strategic Plan 2024: Integrated Planning Framework: KPIs based on Annual Implementation Plans.
- e. Challenges: Distribution of Vacant Advertised Positions by Campus and Category (the highest being in the “Faculty” area).
- f. Personnel Audit: Closed on 24 May. 3 applicants from Australia, Fiji & Romania. Recommendation no later than 26 June. Offer by 30 June with project due to begin 31 August. First draft of this report is expected to be provided by December 2024.
- g. PeopleAdmin: Automated systems for migrating COM-FSM HR information including employees’ records, position management, applicant tracking, professional learning and performance management.
- h. 2 new short-term positions: capacity development and enhancement.
  - Database Management Consultant (1 year)
  - Information Technology Consultant (1 year)
- i. Foundations for Transformation at COM-FSM
  - 2 boot camps in Chuuk this summer: collaborative partnerships
  - New Chuuk campus: revised strategy with Dec. 2024 schedule for groundbreaking.
  - Revise COMET

- RFP for Personnel Audit closed on 24 May (the last audit was in 2010).
- Succession Planning for Executive Leadership
- Working smarter through increased automation
- Leveraging technology for education (Starlink pilots are in the planning phase for KSA campus, projected for Fall 2023).

## B. VPAS

SLT is working on salaries to match the needs of employees. Newly purchased vehicles (flatbed and SUVs to arrive sometime this month).

i. **Raymond & James:** *The Board has agreed to rebalance the College's portfolio back to the I.T.S from Aristotle and put it into the Western asset.* – Recommended by R&J.

### ii. **Financial Status Report**

Comptroller reported that the Endowment fund is at a 30% increase. Cash Reserve is at 10% growth. The total investment under R&J is \$3.1 million. Last year's loss of \$1.5 million has been recovered. There is still a budget balance, as of May 2023. Based on the Summer enrollment, there will be funding to supplement possible shortfall(s). HEERF has a remaining balance of \$1.1 million, but is set aside for student related needs and faculty laptops. The \$400,000 (lost revenue) was used for the one-off COLA and some of the contracts for the consultants so there is still \$100,000+ remaining for other uses of the College. The Cash in Bank balance is at \$3.1 million due to low funding from the National Government. But the money, for this fiscal year, is forthcoming.

iii. **Facilities & Maintenance Report** presented the overview of the Master Plan, starting with the Kosrae Campus, as well as some improvements done at a couple of campuses, and a listing of projects through the Compact funding. Installation of a multi-purpose building mirroring the one at the National Campus. The presentation is presented now at the onset of the ratification of the COFA-3. Some of the plans illustrated and detailed in the Master Plan have been stalled due to price inflation and to a certain extent, lack of skilled labor. The possibility of these plans at the respective campuses to change is highly likely. However, the improvements the years past and currently are showing continued progress.

## C. VPCRE

8 existing programs with 3 new and additional programs (refer to VPCRE's slides). Each project has 2.5 years to complete. Note from the Kosrae Government: Any pilot

project, keep Kosrae in mind. The Land Grant Board has selected a new Executive Director for Land Grant to replace Dr. Sigeru. The newly selected ED is Mr. Stanley Lorennij. The LG Board looks forward to having Mr. Lorennif onboard by August 2023.

#### **D. VPMESS**

Data on Graduates, Enrollment Data (5-year enrollment). Spring 2023 is a milestone in the history of the College because 200 graduated – a record high since 2018. Graduated 64 unduplicated Academic Honors. Aim to meet our ISS in terms of certificate graduates and continue to maintain the accomplishment, in terms of degree graduates. Spring 2023, 1,300 students were awarded Pell Grant (\$3.9 million in Pell Grant). FMI students are ineligible for Pell Grant, but are eligible for SEG Work-study and other scholarships i.e., State and National. College saw a 3% increase in percentage of students completing the term with good academic standing. As of Summer 2023, 5,578 students registered for summer courses. A special summer 2023 session for incoming (first time in college ever) students will be scheduled from 3-28 July 2023. This is being done to accommodate newly graduated high school seniors from Chuuk, Kosrae and Pohnpei. This head start will provide these students a “strong start” and enable them to develop their English and Math skills.

Session 1 concluded at 5pm

Session 2: 14 June 2023 began at 10:37am

#### **E. VPIA**

Highlights from the National Campus: Ensuring Student Success – Spring 2023 to Fall 2023 133 courses have been made available for students; 93 instructors will be made available full-time for courses. A total of 337 courses were proposed for 3 semesters (FA 2023) and will be taught by the 93 instructors. Resources for LRC division – a total of 1048 resources available. Programs (Health & Education progs) across the last 5 years, health related progs incl. AS in Nursing, AS in Public Health have graduated 137 students. A total of 425 have graduated from the Education programs. The BS program continues to increase in enrollment across the 5 years. A good sign for the education program. April and early May, visiting seniors from CCA and its sister school from Majuro did a campus tour. IQBE workshops are being continually held at the elementary schools.

- Yap FMI Campus reported by Dean Tioti. FMI-Yap received NORMA trainees. Are required to take basic safety sea courses and therefore they need to come to FMI to qualify before they actually do the observers training. These trainees will start next week. Two weeks for survival, first aid and occupational health and safety training. There will be 5 instructors coming from PNG

and NORMA (there will also be instructors from the FSM, RMI and Palau).

- Yap Campus reported by Dean Lou. Yap College Fair – 285 participants including students from K-12, campus students and the general public. 35 agencies and organizations who partnered with the campus to promote the programs for the COM-FSM. It was a successful turn out, especially having the agencies showcasing their programs and sharing the available fields/job opportunities. Yap Pow Wow Student Advising – takes place 3 times each semester. It is to assist the students to get to know their advisors, get them to feel comfortable and seek assistants from their respective advisors. Dean Lou feels it does contribute to the success of the students, but there are still challenges, especially where on-line courses are concerned. The campus is doing its best to reach out to all the students.
- CTEC Campus reported by Dean Phyllis. Recruitment and Job Fair. There are 3 COM-FSM representatives on the Pohnpei DOE Board - Dir. of Upward Bound Diaz Joseph, Dean Phyllis and VPIA. Course policy aligned students' learning materials with the COMET so that when they are in their senior year, they will be ready for the entrance test. Apprenticeship for high school graduates and workforce. Preparation for the SEE Project. Certificate of Degree will feed into Apprenticeship for Journeyman Certificate. Coordinator doing apprenticeship presentation for FSM Infrastructure with Director Mendiola in Kosrae later this month. Faculty delivering the Chuuk Boot camp training next month. IC joined MTEC on 4 July to promote CTE programs and apprenticeships. There are 10 PUC employees participating in electrical courses. There are 3 upcoming programs i.e., plumbing (Fall or Spring), law enforcement (public safety to start in Spring) and building maintenance and repair (just like law enforcement, it was shelved but now is being brought back).
- Chuuk Campus reported by Dean Kanto. XHS recruitment in April, accompanied by President, Chuuk IC and Student Services Coordinator. 2 Boot camps to run on Chuuk Campus – AFT and CTE boot camps. Recruit the youth from Weno (North, mid-Weno and South). Dean Kanto puts emphasis on the need for the potential applicants to complete the programs. Is hopeful that there will be 30 enrollees this summer additional to the current enrollees.
- Kosrae Campus reported by A/g Dean Tilfas. Implement an activity sometime in July. The intention is to go out to the municipalities

for awareness/outreach purposes to inform people of what is being done at the College. It will be quite a challenge transportation-wise. This outreach's goal (one of them) is to develop or improve the relationship with the community folks. Due to the low enrollment that the campus has, it will be an effort to convince young citizens to come back and (re)take courses. The Board will be notified of the outcome. This will be the first time for the campus to do such an awareness activity.

VPIA's report cont'd: Upcoming activities. Finding ways or alternatives to modify the COMET (Math and English components). IA is already working with the ICs on this project. In relation to the boot camps in Chuuk, another alternative is to propose Cultural and Home Arts, leading up to working with other campuses to identify signature programs. Touching on the SEE Project- to continue to work with the NDOE; and participate at the MTEC in Kosrae next early July.

#### **F. VPIEQA**

A Post-Secondary Education Council (PPEC) report was compiled to be submitted in June to the PPEC Secretary as part of a requirement to be submitted to ACCJC. The other half will be submitted in December or early January 2024. As a request from the Financial Aid Office to meet the requirements of Title IV Re-certification application as a requirement by the USDOE.

Information Technology –

1) Starlink: looking into acquiring it for the KSA campus. From communications received from FSM TC&I and TRA, a license is needed in order to obtain the technology.

2) IT Position: was closed on 6 May. A screening committee was established on 24 May.

3); Power BI data storing and sharing. With the use of Power BI the College will be automated and data will be provided in real time. The Community College Survey of Student Engagement (CCSSE) was closed with a total of 102 respondents out of 1012 respondents.

4. Others: Standing committees were requested to provide their meeting minutes for AY2022-23, to be organized, and uploaded to the College website for public information, by IT. The Assessment Team is being revived to include representatives from all office departments. The team's first assignment would be to review assessment plans for all offices followed by program reviews that were due in Spring 2023.

### 9. Old Business

a. Update on RFP: Personnel Audit (Presented in depth by the President. Refer to her PP presentation).

b. Revised FY 2024 Budgets: The Board of Regents approved the budget increase as proposed by the Comptroller. Motion to move was seconded. **CARRIED.**

**i. Revised Budget submitted to FSM Congress**

c. ASC Retirement: College's contribution to increase from 3% to 5%: Vice-Chair moved to approve. All seconded. **CARRIED.**

10. New Business

a. New Signatories of COM-FSM bank accounts: Board resolution to approve the new signatories and remove past signatories. Adopted by the Board. **PASSED.**

b. Review of Policies (**Chapter 1**)

i. **BP No. 1550** - Cooperative Research Extension-Land Grant Programs  
Since the program is now headed by a Vice President rather than a Director, the current VP is asking if the program can be transformed to a *Department* instead of a *Division*. Motioned and seconded to the changes to this policy. **PASSED.**

c. Review of Policies (**Chapter 3**)

i. **BP No. 3120** – Academic Freedom and Responsibility – Students  
ii. **BP No. 3202** – Instructional Program Review  
Approved by the EC to keep the policies AS IS. **PASSED.**

d. Review of Policy (**Chapter 4**)

i. **BP No. 4913** - Special Admission to Associate Programs  
Clarification of the existing policy. Closing the gap between “Associate” to “associated” certificate/degree. Motioned and seconded. **PASSED.**

e. Review of Policy (**Chapter 5**)

i. **BP No. 5350** - Travel Policy  
Proposed to amend the per diem amount, but in line with the FSM Government per diem. Shelf this policy until the FSM has released their official travel policy.

11. Next Meeting

Board meeting in Yap, the 3<sup>rd</sup> week of September 2023. The week of the 18<sup>th</sup>. Preparation to begin ASAP.



## 12. Executive Session

a. ACCT on October 9-11, 2023 in Reno, Nevada. Increase funds of \$30,000 from Congress so this trip is feasible. Chair, V-Chair, Regent Geri and President will attend.

b. The Board also discussed what an actual Board meeting should be. It is a "Board" meeting and the other attendees are just there for support and should only report when they are called on.

*Note: Board recommends that for future travels, we are more coordinated, more frugal, share vehicles and be accommodated at the same place. See below **Action Item**.*

### **ACTION ITEM:**

1. The Vice-Chair proposed that this issue rests with the President and her Team to thoroughly look into travel policies and duty travel. Then provide the outcome to the Board before it becomes a living policy.

2. FSM-FMI needs a van and a truck. CTEC needs a van as well. Kosrae Campus was informed that it will be receiving a bus and a cafeteria by the end of August. VPAS will work with Dir. Mendiola completed the cafeteria project and will also order the vehicles through the Procurement Office.

## 13. Adjournment at 5pm.