

**College of Micronesia – FSM
Committee Minutes Reporting Form**

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
November 10, 2011	9:08-11:38 a.m.	President's conference room

Members Present:				
Members:	Name:	Present:	Absent:	Remarks:
Interim President	Ringlen Ringlen	x		
Acting VPIA	Karen Simion	x		
VPAS	Joseph Habuchmai	x		
Acting VPSS	Jeffrey Arnold	x		
VPCRE	Jim Currie		x	Site visit
Acting Director, Chuuk Campus	Mariano Marcus	x		Via teleconference phone
Director, FSM-FMI	Matthias Ewarmai		x	
Director, Kosrae Campus	Kalwin Kephass	x		Via teleconference phone
Acting Director, Pohnpei Campus	Maria Dison	x		
Director, Yap Campus	Lourdes Roboman		x	
Director, IRP	Jimmy Hicks	x		
Director, DCR	Joseph Saimon	x		
President, SBA			x	
President, FSS	Resida Keller		x	
ALO	Frankie Harriss	x		
Executive Assistant to Pres.	Norma Edwin	x		Recorder
Executive Secretary	Hadleen Hadley		x	

Additional Attendees:	Floyd Takeuchi; Joey Oducado; Grilly Jack; Gordon Segal
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Review and approval of minutes 2. Report from Mr. Floyd Takeuchi, Consultant 3. Report from ALO Frankie Harriss 4. Update from IP & VPs 5. Update from IRPO 6. Others/Miscellaneous

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. Due to the absence of the Executive Secretary, minutes of the previous meeting were not available. IP asked that they be available and approved at the next meeting. 2. Mr. Takeuchi briefly presented his report which is divided into three parts: 1) short-term responses to be implemented by March 2012; 2) mid-term responses to be implemented by June 2012; and 3) long-term responses to be implemented by March 2013. He highlighted the need for A facilities master plan by December 1st, including a facilities maintenance plan; clear review of

the college master plan; overhauling the website which should be managed by DCR; authorization for ALO to drive accreditation culture change; state campuses to be fully engaged and their participation to be imbed in college processes; and transition to a bottom up participatory governance.

Mr. Takeuchi stressed that the college is running out of time; systemic issues must be changed by June 12. While his timeline of tasks seem daunting, he said it is doable if everyone gets on board and sticks the deadlines. The Commission accredits the institution, not campuses, so problem at one affects all. The key to success of accreditation is implementing an accreditation culture. He recommended that everyone put the ACCJC standards on their desktop. He also advised that the Commission is currently reviewing the standards and changes are on the horizon.

Discussions followed regarding commission visit, new president's role in the proposed outline; role of state campuses in the process; history of the college's style of administration; lack of will to participate; and ways to address that. Frankie explained her role as ALO. She also recommended that everyone take the quiz on accreditation which is on the ACCJC website.

IP reported that he has invited Dr. Beno, and she has accepted, to come in January or February. Plans include Mr. Takeuchi working on a mock presentation with the President and ALO prior to the June Commission meeting.

3. The ALO stressed the need to overcome our crisis mode, proceed with due diligence, change our attitude toward doing things, collect evidence to make informed and broad based decisions.
4. The AVPSS reported that the mid-year graduation ceremony will be held on December 15 at 10 o'clock. President Mori has been invited to be the keynote speaker.

The IP reported that the AVPSS is heading the group tasked to clarify the role of campus directors; campus directors are members of the committee. A meeting is scheduled for Tuesday, November 15th. The IP will be conducting site visits to all state campuses and he is maintaining his meeting with committee chairs.

5. The Director of IRP presented his analysis of issues and impact of existing sources of revenue on the FY 2013 budget development which include: 1) loss of \$2.8 million from ESG over 4 years starting in FY 2013 with \$700,000; 2) reduction in Compact scholarship funding from \$2.6 million to \$1 million; 3) loss of year-round Pell grant which will impact recent boost in summer enrollment; 4) increasing COMET intake scores for 2013 thereby reducing new students; 5) potential revenue reduction of SEG funding for scholarships, work study and teacher corps; 6) full budgeting of fixed costs and total cost of ownership and institutional level costs needs; and 7) new financial aid regulation regarding students must earn at least 67% of credits attempted to be eligible for financial aid.

He also presented potential means to increase revenue and their issues and impact: 1) maximizing Pell grant by increasing tuition by \$10 per credit for four years starting in 2012; 2) maximizing Pell grant by increasing the average number of credits taken by students; 3) improving on collection of unpaid student charges; 4) increasing the number of college ready students through cooperation and program with state and national departments of education; 5) seeking both national and state support for the college from local revenue (captive insurance, fishing fees, VAT, etc.); 6) distance education for programs, courses and training; 7) increasing or developing new student fees; 8) positioning the college as entrepreneurial and expanding services to K-12 and increasing short-term training; 9) seeking international grant assistance for the

college that can impact operations funding; 10) incorporating indirect and excess contract funds into revenue projections; and 11) infrastructure funding.

He also presented data projection for student costs at different tuition cost for boarding and non-boarding students; average student credits by student type and campus; number of students against credits enrolled by campus; and impact on enrollment using higher COMET criteria. Bob Hogan's Comprehensive Distance-Education Master Plan with Accompanying Long-Range Budget Plan, Survey Report on Dormitory Student Survey on Impact of Potential Tuition Increase, and results of the Faculty and Staff Satisfaction Survey and the Student Satisfaction survey were earlier disseminated. Mr. Hicks also shared parts of work in progress on potential ways to decrease expenditures.

The ALO pointed out that the college cannot make any major changes, such as doing distance education, while on probation. She also mentioned that new, more stringent standards for distance education have been developed in response to the problems with for-profit institutions and that the college would have to comply with them. Because distance education is seen as a viable solution, it was suggested that planning begin now to be in position when we are off sanction. The college also has other priorities besides accreditation, such as resolution of the JEMCO resolution and level of infrastructure sustainability. The college must prepare for the upcoming FSM Leadership Conference.

6. The group working on implementation of the recommendation in Mr. Takeuchi's report is meeting at 2:00 p.m. today

The meeting adjourned at 11:38 a.m.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- Report from Mr. Takeuchi on his Review of COM-FSM Accreditation Issues
- Information sharing from: VPIA; VPSS; VPAS, IRPO
- FY 2013 Budget Development – Issues and Impact on Existing Sources of Revenue
- FY 2013 Budget Development – Issues and Impact on New or Improved Sources of Revenue
- Comprehensive Distance-Education Master Plan with Accompanying Long-Range Budget Plan
- Survey Report on Dormitory Students Survey on Impact of Potential Tuition Increase
- Results of the COM-FSM Student Satisfaction Survey – 2011
- Results of the COM-FSM Faculty and Staff Satisfaction Survey - 2011

College Web Site Link:

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Prepared by:

Norma J. Edwin

Date Distributed:

11/23/11

Approval of Minutes Process & Responses:

- Approved Cabinet Meeting – November 25, 2011

Submitted by:	ne	Date Submitted:	11/28/11
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:			
1.			
Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:			
Approved with conditions:			
Disapproved:			