

**College of Micronesia – FSM - Performance reporting form**

<b>Department/Division/Campus:</b>	<b>Campus wide report</b>	<b>Period:</b>	<b>1st Quarter 2011 (October 01, 2010 to December 31, 2010)</b>
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**FSM Strategic Development Plan Goal 4: to allow FSM student6s to complete postsecondary education to assist in the economic and social development for the FSM.**

**Mission Statement**

Historically diverse, uniquely Micronesian and globally connected, the College of Micronesia-FSM is a continuously improving and student centered institute of higher education. The college is committed to assisting in the development of the Federated States of Micronesia by providing academic, career and technical educational opportunities for student learning.

**Values**

Learner-centeredness, professional behavior, innovation, honesty and ethical behavior, commitment and hard work, teamwork and accountability

**Strategic Goals**

The College of Micronesia-FSM, through a cycle of assessment and review, will continuously improve to meet or exceed current accreditation standards and will:

1. Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyze information and to communicate effectively;
2. Provide institutional support to foster student success and satisfaction;
3. Create an adequate, healthy and functional learning and working environment;
4. Foster effective communication;
5. Invest in sufficient, qualified, and effective human resources;
6. Ensure sufficient and well-managed fiscal resources that maintain financial stability;
7. Build a partnering and service network for community, workforce and economic development;
8. Promote the uniqueness of our community, cultivate respect for individual differences and champion diversity; and
9. Provide for continuous improvement of programs, services and college environment.

College web site: [www.comfsm.fm](http://www.comfsm.fm) IRPO web site: <http://comfsm.fm/national/administration/VPA/researchdocs/irpo.html>

For additional information contact: [rschplanning@comfsm.fm](mailto:rschplanning@comfsm.fm)

**Strategic goal 1:** Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyze information and to communicate effectively

Objectives	Accomplishments	Comments/additional detail																									
<p>1A: Promote quality teaching and learning-centered behaviors and environments for the six campuses</p>	<p><b>POHNPEI CAMPUS</b></p> <ul style="list-style-type: none"> <li>• <b>To complement learning outcomes, students in ACE participated in first year experience activities provided by Students Services and instructors.</b></li> <li>• <b>18 Technology &amp; Trades students completed cooperative education courses by performing actual work at different job sites.</b></li> <li>• <b>Implemented a learning community by which students in ACE II completed at least one degree level course in addition to the ACE II courses. Final grades showed that students were more successful with the degree level courses than the developmental courses or ACE II.</b></li> <li>• <b>Proposal to change textbooks to more relevant and at appropriate reading levels for AFT courses were recommended for approval by the CC.</b></li> </ul> <p><b>LRC Activities (October-December 2010)</b>  <b>Programs/Services</b></p> <table border="1" data-bbox="535 836 1087 1351"> <thead> <tr> <th></th> <th>Oct.</th> <th>Nov.</th> <th>Dec.</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Patrons usage</td> <td>3823</td> <td>3197</td> <td>1118</td> <td>8138</td> </tr> <tr> <td>Reserved materials</td> <td>11</td> <td>10</td> <td>5</td> <td>26</td> </tr> <tr> <td>Materials circulated (all)</td> <td>146</td> <td>132</td> <td>65</td> <td>343</td> </tr> <tr> <td>Visitors using computers</td> <td>n/a</td> <td>n/a</td> <td>8</td> <td>8</td> </tr> </tbody> </table> <p><b>LRC computer usage (October-December 2010)</b></p>		Oct.	Nov.	Dec.	Total	Patrons usage	3823	3197	1118	8138	Reserved materials	11	10	5	26	Materials circulated (all)	146	132	65	343	Visitors using computers	n/a	n/a	8	8	<ul style="list-style-type: none"> <li>• <b>Institutional Priority 2a:</b> Expanding service learning opportunities on all campuses through student organizations and academic courses</li> <li>• <b>Institutional priority 2d:</b> Implementing at least one learning community at each campus per semester</li> <li>• <b>Institutional priority 2e:</b> Revising program and course outlines to reflect learning centered learning approaches.</li> <li>• </li> </ul>
	Oct.	Nov.	Dec.	Total																							
Patrons usage	3823	3197	1118	8138																							
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Materials circulated (all)	146	132	65	343																							
Visitors using computers	n/a	n/a	8	8																							

	Oct.	Nov.	Dec.	Total
General application	503	446	219	1168
Reference	n/a	3	n/a	3
Email	n/a	n/a	n/a	
Technical assistance	21	21	18	60

**LRC Reference Encounters (October-December 2010)**

	Oct.	Nov.	Dec.	Total
Reference encounters	23	10	6	39

**[Institutional Priority 2a]**

**[Institutional priority 2d]**

**VPIA**

**Total of 468 course sections offered for Fall 10 semester**

**184 offered at the Palikir Campus**

**2 online courses offered**

**4 UOG courses offered**

**9 Public Health Training Program courses offered**

**[Institutional priority 2e]**

**5 Curriculum Committee meetings conducted resulting in review of Academic Master Plan and review of academic assessment plans by divisions**

**VPCRE**, President's Office,

**LRC Activities (October-December 2010)**

**Programs/Services**

	CC	FMI	KC	PC	NC	YC
Patrons usage					6974	6717
Reserved materials					39	419
Materials circulated (all)					602	1868
Visitors using computers					21	12

**LRC computer usage (October-December 2010)**

	CC	FMI	KC	PC	NC	YC
General application						1253
Reference						374
Email						748
Technical assistance						113

**LRC Reference Encounters (October-December 2010)**

	CC	FMI	KC	PC	NC	YC
Reference encounters						111

1B: Make developmental courses an institutional priority

**VPAS**

Ensured that improvement efforts in developmental education were funded under the VPIA's office during FY 2009 budget preparation.

**VPAS**

The majority of our students belong to this category.

	<p><b>VPIA</b> 245 students enrolled in new developmental education approach “-Achieving College Excellence (ACE)</p> <p><b>POHNPEI CAMPUS</b> 153 students completed first semester of ACE; 16% was then placed in degree, 8% in ACE II, and 76% in certificate.</p>	
1C: Enhance faculty involvement in the college	<p><b>VPAS</b> Involved faculty in the Asia Pacific Association for Fiduciary Studies (APAFS) essay competition; one faculty also assisted in essay evaluation, another in chaperoning the student winner to the conference in Manila, Philippines.</p>	<p><b>VPAS</b> Student participation was unexpectedly low. Students need to be strongly encouraged to take advantage of such opportunities that will help them with experiential learning (outside class).</p>

**Strategic goal 2: Provide institutional support to foster student success and satisfaction**

Objectives	Accomplishments	Comments/additional detail																					
2A: Promote strategic enrollment management for the college	<p><b>IRPO</b> Generated enrollment, completion rates and other data to assist with development and implementation of strategic enrollment.</p> <p><b>VPAS</b></p> <ul style="list-style-type: none"> <li>National campus has an increase in enrollment this Fall Semester 2010 of 1,052 students.</li> <li>Enrollment in the State Campuses particularly at Yap and Kosrae campuses remain the same as Summer 2010.</li> <li>Enrollment at Chuuk campus decreased from 580 last summer down to 476 this Fall Semester. Teachers were enrolled during the summer in Chuuk.</li> </ul> <p>Pohnpei Campus enrollment this Fall increase to 742 an increase from Fall 2009 which was 714.</p> <p><b>Fall Enrollment 2010(final)</b></p> <table border="1"> <thead> <tr> <th></th> <th>CC</th> <th>FMI</th> <th>KC</th> <th>PC</th> <th>NC</th> <th>YC</th> </tr> </thead> <tbody> <tr> <td><b>M</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>91</td> </tr> <tr> <td><b>F</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>118</td> </tr> </tbody> </table>		CC	FMI	KC	PC	NC	YC	<b>M</b>						91	<b>F</b>						118	<p><b>VPAS</b></p> <ul style="list-style-type: none"> <li><b>Institutional Priority 2a:</b> Expanding service learning opportunities on all campuses through student organizations and academic courses</li> <li><b>Institutional priority 4a:</b> Implementing and monitoring progress on the college’s enrollment management plan and conducting formative assessment.</li> </ul> <p>• Still a work in progress – some</p>
	CC	FMI	KC	PC	NC	YC																	
<b>M</b>						91																	
<b>F</b>						118																	

- Continued to work with appropriate offices at all campuses to ensure that facilities, amenities, personnel, etc..., at each campus fall in line with established enrollment management standards.

**OFFICE OF ADMISSIONS AND RECORDS**

**Office of Admissions, Records and Retention (OARR) facilitated early registration for Spring 2011, November 8-19, 2010. However, after taking into consideration other related and essential factors, such as but by any means not limited to: direct and positive correlation of registration dates to student success, convenience and accessibility, availability of data critical to informed decision-making (open and closed sections), and others, OARR extended early registration to December 30, 2010.**

**Statistics of the 2011.1 early registration are as shown:**

<b>Campus</b>	<b>Headcount</b>	<b>Credits</b>	<b>FTE</b>
National	640	8,173	681.08
Pohnpei	218	2,690	224.17

campuses are below standards and need to be uplifted for equity purposes. IDP and non-IDP projects are in progress to address the inequity at Kosrae, Yap, and Pohnpei campuses.

- Caution: emphasis on State campuses should not overshadow the needs of the national campus.

Filling positions at state campuses remains a challenge due to lack of qualified personnel.

Chuuk	110	1,303	108.58
Kosrae	32	346	28.83
Yap	84	1,041	86.75
<b>TOTAL</b>	<b>1,084</b>	<b>13,553</b>	<b>1,129.42</b>

**November 2011 COMET**

Number of COMET takers distributed by State  
N=694

State	Count (n)	n Percent of N
Pohnpei	284	40.92
Chuuk	305	43.95
Kosrae	45	6.48
Yap	60	8.65
<b>TOTAL</b>	<b>694</b>	<b>100.00</b>

The committee recommends the Spring 2011 admissions of the 520 students, and the non-admission of 181 students based on their November 2010 COMET scores:

States	Degree Bound	ACE Bound	Certificate Bound	Non-Admit	n
Pohnpei	90	123	51	20	284
Chuuk	21	63	78	143	305
Yap	20	10	13	2	45
Kosrae	16	22	11	11	60
<b>TOTAL</b>	<b>147</b>	<b>218</b>	<b>153</b>	<b>176</b>	<b>694</b>

**OARR processed the following number of applicants for end-of-Fall 2010 graduation:**

	Count (n)
National Campus	124
Pohnpei Campus	18
Chuuk Campus	12
Yap Campus	21
Kosrae Campus	7
Total (N)	182

**However, of these 182, 152 had been certified graduates, end of Fall 2010 and this include 6 who graduated under the COM-FSM and UOG baccalaureate partnership program, as shown:**

Campus	Headcount
National	103
Pohnpei	17
Chuuk	10
Kosrae	7
Yap	15
Total (N)	152

**Summer 2010 Graduates**

Total (N)	34
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**[Institutional priority 2a]  
[Institutional priority 4a]**

2B: Become more student-centered in the development of specific college system policies and procedures

**VPAS**

The college surveyed the students when deciding what location the student services building should be constructed at the national campus. The decision was based on what the students recommended to the Facilities Committee.

**VPAS**

More work is needed in addressing the student-centered concept on campus especially to



	<p>This location is near the A+ Student Services building.</p> <p>Administrative decisions were first evaluated for their “student-centeredness” whenever possible.</p> <p><b>VPSS</b>  <b>Participated in the Student Services Committee monthly meetings to review assessment plans/reports and review existing policies that might need modifications. The purpose is to be more students centered in the development and continuous review of specific policies and procedures.</b></p> <p><b>STUDENT LIFE</b>  <b>The Division of Sports &amp; Recreation coordinated and completed the 2010 Intramural Ball games. The games attracted a good number of participants most of which are participants from our previous college sports and activities. Both male and female teams participated were increased.</b></p> <p><b>Total number of games accomplished in each of the sport are as follows:</b></p> <p><b>Basketball: men 54 women 32</b>  <b>VBall: men 52 women 62</b>  <b>Softball: men 63 women 35</b></p> <p><b>Students utilizing sports equipments: male 352 female 107</b>  <b>Visitors visiting the facility: male 583 femal 454</b>  <b>Students utilizing weight room: male 546 female 59</b></p> <p><b>There were other related and non-related college activities took place during the reporting period.</b>  <b>[Institutional Priority 2b]</b></p>	<p>have everyone plan toward a real student centered institution. How, we need to practice it not talk and write about it more.</p> <p>The Working Group sessions on Assessment and Communications are helping clarify “student-centeredness” to everybody.</p> <p><b>VPSS</b>  <b>The next policy to be reviewed is the Alcohol Policy.</b></p> <ul style="list-style-type: none"> <li><b>Institutional priority 2b:</b>  Increasing opportunities for improved transfer and continuing education opportunities for students</li> </ul>
<p>2C: Promote timely college tenure and graduation of students with mastery of array</p>	<p><b>VPSS</b></p> <ul style="list-style-type: none"> <li><b>As advisor for the Beta Omicron Upsilon Chapter of the Phi Theta Kappa International Honor Society, the chapter held a</b></li> </ul>	<p><b>VPSS</b></p> <ul style="list-style-type: none"> <li><b>The essay winners were:</b></li> <li><b>1- Sharon Venessa Jim</b></li> </ul>

<p>of core learning objectives, including civic-mindedness and self-value</p>	<p><b>promotional campaign on campus to celebrate the Founder’ Day of the Honor Society in November. Winners of the essay contest read their essays during the day. The essays were based on the Honors Study Topic: The Democratization of Information: Power, Peril, and Promise.</b></p> <ul style="list-style-type: none"> <li>● <b>The Education USA Advising Center held 3 information sessions to orient the students at the college and the selected high schools about how to use the center to get admission and transfer information on the schools in the US mainland, Guam and Hawaii.</b></li> <li>● <b>VPSS gave opening remarks during the Peer Counseling Open House to promote services of the Peer Counseling Center.</b></li> <li>● <b>VPSS met with SBA Officers on two different occasions during the reporting period to talk about the leaders’ roles and the SBA By-laws and constitution.</b></li> <li>● <b>VPSS met with students at National Campus to conduct an information session on the new Sexual Harassment Policy for Students.</b></li> <li>● <b>VPSS also conducted information sessions with students, staff and faculty at Chuuk Campus during the site visit before the BOR meeting in Chuuk during the first week of December.</b></li> <li>● <b>VPSS continued the site visit to Yap Campus after the BOR meeting in Chuuk. Met with students, staff and faculty at Yap and FMI campuses regarding the Sexual Harassment Policy for Students and talked with student services staff about student services issues at both Campuses.</b></li> <li>● <b>VPSS swore in the new SBA officers and other leaders of the different student organizations and clubs during a swearing-in ceremony at NC.</b></li> </ul> <p>Contributed to the development of the “Dimensions of learning” during Institutional Assessment Plan development meetings. The “dimensions” include learning objectives such as work place ethics, self management, etc...</p>	<p><b>2 - Lisa Christine Ditchen</b>  <b>3 - Laura Fijimoto</b></p> <p><b>Two counselors from NC are being assigned to the advising center to assist students in this effort.</b></p> <ul style="list-style-type: none"> <li>● <b>Problem statement 4:</b> The academic level of the majority of incoming students is inadequate to</li> </ul>
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**October - December 2010 # of Counseling Contacts by Campus**

	CC	FMI	KC	PC	NC	YC
<b>M</b>					93	<b>69</b>
<b>F</b>					69	<b>87</b>
<b>T</b>					162	<b>156</b>

College Total:

**FINANCIAL AID OFFICE**

**SEG SEOG/ Fall 2010 (#/Amount)**

	CC	FMI	KC	PC	NC	YC
<b>M</b>					<b>110/70,145</b>	<b>13/2,272</b>
<b>F</b>						<b>23/4,052</b>
<b>T</b>						<b>36/6,324</b>

**SEG /CWS Fall 2010 (#/Amount)**

	CC	FMI	KC	PC	NC	YC
<b>M</b>	<b>22/4,785</b>	<b>49/13,720</b>	<b>11/2,269</b>	<b>106/21,117</b>	<b>154/26,848</b>	<b>13/2,272</b>
<b>F</b>	<b>38/9,115</b>		<b>11/2,200</b>	<b>91/18,115</b>	<b>245/41,655</b>	<b>23/4,052</b>
<b>T</b>						

**Tutorial services October-December 2010**

	CC	FMI	KC	PC	NC	YC
<b>M</b>					28	<b>333</b>
<b>F</b>					26	<b>369</b>
<b>T</b>					54	<b>702</b>

[Retreat Problem Statement #4]

meet college level standards

- **Problem statement 5:** The success and retention rate of students at the college is less than 40%

[Retreat Problem Statement #5]

2D: Develop a student-friendly campus environment that encourages and enables students to be health conscious

**VPSS**

**The Student Services Department at NC sponsored Substance Abuse Awareness Day and Diabetes Awareness Day by inviting quest speakers and information presenters to the campus to promote and encourage college community members to be health conscious.**

**POHNPEI CAMPUS**

**October-December 2010 # Visits to Dispensaries**

	PC
M	239
F	227
T	466

	PC Family Planning
M	134
F	90
T	224

**October-December 2010 Counseling Activities by Campus # Visits**

	FMI
Academic	2
Discipline	2
Personal	1
Career	
Transfer	
Other	

**October-December 2010 # Visits to Pohnpei campus Gymnasium**

	PC
M	930
F	424
T	1354

**Counseling National**

Results on promotions of health awareness and outreach programs.

- Assisting students with scholarship information and application form in order for them to complete the form accurately and to submit it before due date.
- Assisting few students with college and transfer information and to complete admissions application for accuracy and to meet deadline dates.
- Assisting students who have lost their financial aid eligibility by writing appeal letters to the Financial Aid Committee. Most of them became eligible again and are

### STUDENT LIFE

The Office of the Director continued to work closely with the respective divisions to promote all relevant policies which resulted in students remain encouraged and health conscious.

The Residence Halls also continued to enforce all dorm policies which enabled and encourage students to continue to be health conscious  
October-December 2010 # Visits to Dispensaries

	CC	FMI	KC	PC	NC	YC
M				239	674	13
F				227	872	36
T				466	1,546	49

### STUDENT LIFE

*The following is the breakdown of the total number of visits to the dispensary during the reporting period and the reasons for the visits:*

Of the **1,546** visits taken care of during the reporting period, **63** sought treatment for the flu/cold syndrome, **90** sought treatment for minor injuries, **243** sought treatment for generalized aches/pains/headaches, **29** sought treatment for eye/ear/nose-related problems, **54** sought treatment for skin diseases/infections, **25** sought treatment for gastro-intestinal (GI) related problems, **7** sought treatment for genitor-urinary related problems, **0** Personal/Family Problem Counseling, **155** were counseled and provided information on reproductive health/family planning and other health-related issues/problems, **44** requested usage of family planning/contraceptive methods, **178** were screened, counseled and/or referred for STIs, **181** received the seasonal influenza vaccines, **0** received the H1N1 influenza vaccines, **1** received other immunization updates. **228** were screened for non-Communicable diseases such as diabetes, hypertension and obesity etc., **3** were screened, counseled and provided information on Communicable diseases such as Leprosy, TB, Chickenpox/Herpes Zoster etc., **49** were for the Mumps and follow-up visits, **110** sought treatment for health maintenance and/or for

able to continue their studies.

- Result of substance abuse activity (poster contest) 12% increase of student awareness of the dangerous effects of alcohol and other drugs through pre and post test.

prophylaxes, 7 requested prescription fills/refills, 25 were referred to other health clinics/agencies and 54 were for various reasons.

◆ **Activities planned and implemented during reporting period**

- World Diabetes Day (November 14 )

Activities planned and implemented including mass screening of diabetes and hypertension, administration of the seasonal flu vaccines and distribution of IEC materials on the topic. About 350 people participated in the activities. Of this number 158 were screened for diabetes and hypertension and 179 also received the flu vaccinations. Also, result of pre/post test done to evaluate the level of knowledge gained through activities carried out during the event will be reported in the next quarter report.

- World Aids Day (December 1)

Activities planned and implemented including a World Aids Day March against HIV/AIDS, presentation on this year’s theme “Keeping the Promise: Universal Access and Human Rights” by invited guest speaker, distribution of red ribbons and t-shirts which highlighted this year’s theme and screening activities for STIs/HIV/AIDS. About 472 people participated in these activities. Of this number 172 people participated in the screening activity for STIs/HIV/AIDS. This number represents 19% increase in participation in this important activity in comparison to last year (144). This may indicate that people are more informed about these diseases and therefore are taking an active part in prevention and maintenance of good health and well being.

**October-December 2010 Counseling Activities by Campus**

**# Visits**

	CC	FMI	KC	PC	NC	YC
Academic					113	67
Discipline					0	
Personal					1	
Career					6	49
Transfer					11	

Other					31	429
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**PEER COUNSELING**

**October-December 2010 # visits to Peer Counseling**

	CC	FMI	KC	PC	NC	YC
<b>Family Planning</b>	33	-	47	-	105	77
<b>Financial Aid</b>	4		0		17	27
<b>Substance Abuse</b>	139		0		54	210
<b>Personal</b>	8		8		10	26
<b>Other</b>	7		19		366	392

**Strategic goal 3:** Create an adequate, healthy and functional learning and working environment

Objectives	Accomplishments	Comments/additional detail
3A: Provide for adequate facilities to support a learning community	<p><b>Status Report Major Projects By Campus (Maintenance)</b></p> <p><b>National campus</b></p> <p><b>VPAS</b></p> <ul style="list-style-type: none"> <li>New Chuuk campus access road has already reached the top of the hill where the construction will take place. At</li> </ul>	

Yap Campus, the constructions of the two new facilities are still ongoing.

- Chuuk campus power generators are still working properly.
- Secured the cost estimate for the proposed National Campus covered side walk. The initial design work has been completed and was reviewed by key administrators for the right design to use. The next step is to locate the funding for it from different sources.

The College Standby Generator is temporarily down due to two circuit boards malfunctions. The generator is able to produce 600 WATT enough to run three more buildings aside from the administration building to the Library, and the two faculty buildings. This project is still proceeding as scheduled. Two-inch pipes are being ordered from off island for laying the electrical wiring.

- Submitted requests to the Finance Committee, Cabinet, and Board of Regents for the use of fund balance to purchase a generator for Chuuk campus. Fund balance use for other campuses' needs to be submitted to Finance Committee early December.
- Facilities work various stages in underway at all campuses.
- Met with Mr. Roger Mori, Chuuk campus landowner to: 1) follow up on the College's proposal of June 2007 requesting extension the campus on the northern end of the property and to extend the lease term from 15 to 25 years at no extra annual cost to the college, and 2) discuss the dispute within the family as to who legally represents them.

Chuuk Permanent Site - (see President's report).

### **STUDENT LIFE**

**The Residence Halls Manager and staff work closely with**

- **Institutional priority 3d(a): Promoting infrastructure development for Chuuk campus**  
**VPAS**

Alfred Olter is back in Pohnpei due to the completion of the first phase of the access road. The next phase will be construction of one building.

- The fund balance use request for Chuuk was approved by both committees and is being forwarded to the Board of Regents.
- [Yap's FEMA funded building and IDP



**dorm residence to ensure the computer lab in the dorm is available to continue to support learning**

**Maintenance & Security**

**Status Report Major Projects By Campus (Maintenance)**

**All proposed college's CIP funded project are on hold. . .**

- BOR Approved \$50,000 for PNI Camus CRE Building.
- BOR Approved 194,677 for National Campus covered walkways.
- Finance Committee approved use of \$50,000 to hook-up the LRC and building F faculty office to the generator.

**Pohnpei Campus**

**Pending Work Order for Maintenance:**

- Gymnasium
- PSBDC Meter Separation
- PSBDC Drainage
- CES Office
- CES Sewer System Repair

**Others:**

- UB Roof
  - Computer Lab Flooring
  - Concrete Steps
- Walkways Repair

**Yap Campus**

- 3 adequate classrooms
- 2 small size classrooms
- 1 LRC
- 1 computer lab
- 1 voc ed computer lab (NIDA)
- Restroom facilities – clean & sanitary
- 2 water dispensers

projects construction to commence soon; Pohnpei's student services center near completion; Kosrae campus IDP projects plans submitted to TC&I; Chuuk negotiations for Save Mart and on Nantaku access road under way; National campus tutoring center project construction bids completed.]

The Roger meeting did not resolve the issues. There needs to be a follow up effort.

**Maintenance & Security**

- Project priority list is being revised to reflect changing conditions including increasing cost of construction, declining project funding, declining enrollment trends and total cost of ownership issues.

	<p><b>[Institutional priority 3d(a)]</b></p> <p><b>[Institutional priority 3d(c)]</b></p>	<p><b>POHNPEI CAMPUS</b></p> <ul style="list-style-type: none"> <li>• 95% complete. Still waiting for floor paints.</li> <li>• 100% complete.</li> <li>• 95% complete. Waiting for funding.</li> <li>• Completed bid opening, waiting for additional funding.</li> <li>• Completed cost estimate.</li> </ul> <p>Cost estimate for these 4 projects were completed and forwarded to Director of Maintenance for consideration.</p> <p>permanent site</p> <ul style="list-style-type: none"> <li>• <b>Institutional priority 3d(c):</b> Promoting facilities design and renovation to enhance a learning centered physical environment</li> </ul>
<p>3B: Provide for maintenance and upkeep of grounds, facilities, and equipment</p>	<p><b>VPAS</b></p> <p>Provided overall oversight to the Maintenance division. Secure contracts for maintenance personnel special contract renewal for grounds, facilities, and security.</p> <p>Provided overall oversight to the Maintenance division and the state campuses. [Also reviewed and approval contracts for personnel, janitorial services, etc..., Pos, etc...].</p>	<p><b>VPAS</b></p> <p>Continue to sign off on all special contracts for the divisions and campuses. We have been screening carefully all special contract requests to ensure we don't double pay people to perform duties and responsibilities they were hired for.</p> <p>The request for \$133K of IMF funds form FSM TC&amp;I to assist in maintenance of facilities was submitted early November and is currently being reviewed by OIA.</p>

### Maintenance & Security

#### [Institutional Priority 3d(b)]

##### National Campus:

- Completed renovation & improvement of dormitory showers & toilets.
- Conducted the Maintenance Performance Survey on October 2010. see attached survey result

##### Ground Maintenance:

- Complete cutting grass entire campus (2x)
- Handled 100% of work order requests. (*see attached work order report sheet*)
- Handled 38 land transportation requests and 12 sea transportation requests.

##### Electrical:

- Complete replacement of 28 each ceiling fans in female dormitory
- Completed quarterly cleaning and servicing of all a/c units
- Completed @ 72% of work order requested.
- Replace and re-pull wires for all floor outlets in Bldg. A
- 

##### Building Maint:

- Complete concrete sidewalk from Admin/LRC to A+ Center
- Handled 94% of work order requested.

##### Mechanical:

##### Mail/Cargo:

- Continued with daily mail/cargo services

##### Janitorial Services:

- Pressure wash concrete sidewalks and steps (100% completed)
- Strip & wax the following areas;

### Maintenance & Security

- Funding to complete needed facilities repairs and maintenance projects is still needed.
- Plans to solicit compact infrastructure maintenance fund are being discussed.

### POHNPEI CAMPUS

- Maintenance installed and serviced 6 a/c units in classrooms and offices.
- Maintenance conducted Preventative Maintenance for 40 a/c units, 16 classrooms, 10 offices and 16 restrooms with four (4) maintenance staff.
- Maintenance conducted Preventative Maintenance for 7 vehicles, 1 outboard motor, and 7 maintenance equipment.
- Maintenance conducted electrical maintenance for Student Services.
- Each of the 3 subdivisions was assigned monthly Preventative Maintenance works along with an Annual Preventative Maintenance Schedule.
- **Institutional priority 3d(c): Promoting facilities design and renovation to enhance a learning centered physical environment**
- **Institutional priority 3d(b): Improving preventive maintenance and energy management in new and existing building**

1. Classroom A (all floors w/ vinyl tiles)
2. Classroom B (all floors w/ vinyl tiles)
3. Administration – 1<sup>st</sup> floor & business office
4. Learning Resource Center – 1<sup>st</sup> floor
5. Land Grant Office, and
6. Music Classroom

**Fuel consumption:**

**POHNPEI CAMPUS**

Maintenance, Custodian, and Security guards continued to perform ground maintenance and upper and lower Campus areas, performed daily housekeeping in offices and classrooms, and periodic survey and maintenance of vehicles.

**YAP CAMPUS**

- All classrooms / lab / LRC are cleaned daily
- All AC units are in good operation and regularly maintained.
- Campus grounds are maintained twice a month.

**STUDENT LIFE**

**The dorm staff continued to provide for maintenance of the dormitories and the upkeep of facilities and equipments.**

**The sports & recreation staff continued to provide janitorial function and to maintain the upkeep of the facility and the premises**

**VPCRE**

**CRE staffs maintain CRE facilities inside and outside CES office. CES PNI participated in both World Clean Up and Pohnpei Clean Up Day activities.**

**[Institutional Priority 3d(b)]**

3C: Provide for a safe, secure and effective college environment

**VPAS**

The Disaster Preparedness Plan is completed but still need to be converted into the format used for the development of the college comprehensive master plan.

Conducted 1 campus tour each at National, Pohnpei, and Chuuk campuses to ensure a safe and secure working and learning environment.

Requested/received funding for fencing off the area near Agriculture farm/Maintenance at national campus – to prevent further encroachment by neighbors. After completion of fence and access road (for the neighbor), the settlement will be sealed by the FSM Supreme Court.

October-December 2010 # incidences reported by campus

	CC	FMI	KC	PC	NC	YC
T		3		2		1

**IT National Campus**

System-wide Virus/Exploit attempts per month for 1<sup>st</sup> Quarter 2011:

October           **88**  
 November         **39**

**POHNPEI CAMPUS**

- Comments on safety satisfaction on security services.
- Coordinated cleaning duties for 19 students violating Alcohol and Beetle nut policies.
- Conducted monthly Preventative Maintenance for Safety Equipment.

**VPAS**

The college was able to retrieve the disaster preparedness plan developed in 1996 by a committee written to link the college plan with the Pohnpei Disaster Preparedness Plan. In this plan, the college will need the resources of Pohnpei State during disaster period, typhoon, fire, and other major calamity taken place on campus.

- Walk around; check out facilities; observe classes; meet/talk to various personnel and students; take notes and follow up with appropriate offices. Needs communicated to appropriate offices.
- Still developing a risk management plan to include facilities associated risks.
- Chuuk campus fencing project is near complete

**Maintenance & Security**

More focus is needed toward alcohol prevention!!  
 \* Two maintenance staff are still pursuing staff in Business Administration and one in Air conditioning

	7
	24
December	0

**System-wide e-mail identified as potential SPAM per month 1<sup>st</sup> Quarter 2011:**

October	98674
November	69237
December	63167

**System-wide High Score SPAM e-mail Deleted per month for 1<sup>st</sup> Quarter 2011:**

October	58978
November	44368
December	42871

The Generator house for the national campus Server room and administration building and LRC; expansion for better load balancing is near completion.

training.

- Chief security attended update on Campus crime reporting

**IT National Campus**

**Kb/s Data Traffic by Main Gateway per minute average for 4<sup>th</sup> 1<sup>st</sup> Quarter 2011:**

\*kb/s = Kilobits Per Second (source; mrtg. graphs)

		195.9 kb/s
<b>Chuuk</b>	In	(19.1%)
	Out	47.1 kb/s (4.6%)
		203.5 kb/s
<b>Kosrae</b>	In	(19.9%)
	Out	56.8 kb/s (5.6%)
		1006.1 kb/s
<b>National/PNI</b>	In	(65.5%)
		343.9 kb/s
	Out	(22.4%)
<b>Yap/FMI</b>	In	<b>N/A</b>
	Out	<b>N/A</b>

	<p><b>Maintenance &amp; Security</b>  <b>October – December 2010 – Security Report</b></p> <table border="1"> <thead> <tr> <th>Major Offense (s)</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> </tr> </thead> <tbody> <tr> <td><i>Liquor law violation</i></td> <td>22</td> <td>8</td> <td>39</td> </tr> <tr> <td><i>Liquor law arrests</i></td> <td>13</td> <td>4</td> <td>8</td> </tr> <tr> <td><i>Chewing betel-nut violation</i></td> <td>23</td> <td>5</td> <td>5</td> </tr> <tr> <td><i>COM property damage</i></td> <td>4</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Major Offense (s)	Oct	Nov	Dec	<i>Liquor law violation</i>	22	8	39	<i>Liquor law arrests</i>	13	4	8	<i>Chewing betel-nut violation</i>	23	5	5	<i>COM property damage</i>	4	0	0	<p>*Yap comwan server experienced problems in 1<sup>st</sup> quarter and did not record any gateway activity.</p> <p>Others</p> <p>System/Server issues and information:</p> <p>89% NAS scheduled backups of primary systems and data are on schedule and successful. An additional UPS battery system is being purchased to ensure 100% scheduled backups.</p>
Major Offense (s)	Oct	Nov	Dec																			
<i>Liquor law violation</i>	22	8	39																			
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<i>Chewing betel-nut violation</i>	23	5	5																			
<i>COM property damage</i>	4	0	0																			

**Strategic goal 4:** Foster effective communication

Objectives	Accomplishments	Comments/additional detail
4A: Enhance communications pathways	<b>PRESIDENT'S OFFICE</b> Approved Finance Recommendation on using \$85,000 for	<b>VPAS</b> Encourage directors to pass information

**BOR approval to implement phase III of the College's network.**

**IRPO** is following up on grants submitted to the USDA Rural Development for several Vans for the college.

[IRPO] Ongoing creation of various evaluation surveys which seeks to provide a feedback system on currently implemented policies and college activities

**VPAS**

- Continue to send cabinet meeting information to the program directors and campus directors for dissemination to the campus staff and faculty.
- Continue to facilitate the work of the divisions staff on the different master plans to link to all other plans being created for the college.

**PNI CAMPUS**

CES edited and approved all staff on-line reports and submitted. Provided to VPCRE annual, monthly and highlight accomplishments, and staff FTEs.

**STUDENT LIFE**

The Office of the Director continue to direct the key staff in making sure communication pathways are observed through consultation, staff meetings and committee meetings.

**VPCRE**

Edited and approved all CRE staff on-line reports and submitted. Provided to VP/CRE annual, monthly and highlight accomplishments, and staff FTEs.  
[Retreat Problem Statement #3]

on to their subordinates by posting information on the bulletin, holding retreats to update staff on current issues affecting the college.

**VPCRE**

- **Problem statement 1b: Improve dialogue and information exchange between the college and stakeholders pertaining to the delivery of college services**
- **Research and Extension reports were prepared and uploaded on the College of Micronesia Reporting website.**
- **Monthly report, assessment worksheet for performance budget, performance budget for Kosrae Agricultural Experiment Station and Cooperative Extension, IPOW 2011-2015, FTE certification, annual report fiscal year 2010, and Chuuk travel report, ADAP workshop report, WSARE progress report were prepared and submitted through e-mail attachment to appropriate authorities.**
- **Problem statement 3: Governance processes including development, implementation and evaluation do not include all necessary internal and external stakeholders**
- **Institutional Priority 1a: Promoting linkages with K – 12 and external stakeholders.**
- **Institutional Priority 1c: Ensure that all WASC recommendations on communications and**



	<p>[Institutional priority 1a]</p> <p>[Institutional priority 1c]</p>	<p>governance are meet by implementation of the communications and governance policies and plans with emphasis on completing all decision grids for roles and responsibilities and decision making and development of written processes and procedures</p>
<p>4B: Provide communications infrastructure to support communication pathways</p>	<p><b>VPAS</b></p> <ul style="list-style-type: none"> <li>• <b>Secure funding for purchase of towers and other hardware for upgrading the internet wireless connection. This new capability will greatly connect the classrooms and students to the internet via wireless mode.</b></li> <li>• <b>Work with IT to construct the Administration website. Ongoing process.</b></li> </ul> <p><b>IT National Campus</b></p> <p>We continue to work toward improving the overall COM-FSM communication system by providing options and acting to make better use of new technologies as they become available.</p> <p>With the assistance from the VPIA and VPCRE thru use of CaraPac funds as well as assistance from the VPA, work is near completion on the installation of a fiber optic cable to the National Campus with the goal of improving online services hosted at the National Campus to all its constituents. In the interim, IT has arranged for an installation of an experimental SHDSL link increasing the available bandwidth at the national campus 7x.</p> <p>Based on the new FSMTC tariff rate chart, State Campus bandwidth connections are now double what they were previously without having to change the contract. Data rates have stabilized and traffic shaping is in place to</p>	<p><b>VPCRE</b></p> <p>Institutional priority 1b: Promoting the college as a major source of technical assistance for the nation</p> <ul style="list-style-type: none"> <li>• <b>Institutional priority 4b:</b> Review and revision of the college's technology plan that evaluates, supports and plans for the future of instruction, student services and administrative functions across the college's sites.</li> </ul> <p><b>VPAS</b></p> <ul style="list-style-type: none"> <li>• <b>Connectivity has improved and VoIP phones have been installed by IT in various offices at all campuses including in conference rooms. Inadequate bandwidth seems to remain as issue.</b></li> </ul>

	<p>better manage available increased bandwidth. We continue to discuss with FSMTC to determine the best options for the college to be able to maximize the new rates and bandwidth options.</p> <p>IT successfully procured MetroWiFi equipment with the assistance of fund balance funds. An initial test setup at the national campus is in progress. All equipment has now been secured, the security software and installation of the antennae projects are in progress.</p> <p>The plan is to dramatically expand our wireless capabilities to be better able to serve our growing wireless network COM-FSM community at all campuses.</p> <p><b>POHNPEI CAMPUS</b></p> <ul style="list-style-type: none"> <li>• <b>CES Agents assisted Sokehs, Nett, and U municipalities in their Agriculture Fairs with registration of exhibits, and judging of crop exhibits, cooking contest, and livestock. Accordingly, all three municipalities reported to have satisfied with results of events in that almost double number of participants and entries recorded as compared to last year event.</b></li> <li>• <b>Additionally, CES collaborated in the World Food Day activities in securing planting materials, distributions, booth/poster presentation, and crop, livestock and cooking registration, judging and prize awards.</b></li> <li>• <b>CES PNI agents conducted workshop on Pohnpei's priority crops with over 100 participants.</b></li> </ul> <p>[Institutional priority 4b]</p>	
<p>4C: Enhance the college community's ability to communicate effectively</p>	<p><b>PRESIDENT'S OFFICE</b></p> <p><b>Re-established communication between FSM Telecom and College on upgrading the bandwidth for the COM-FSM Network using the current system that is available at the Telecom. This was done on 12/19/10.</b></p>	<p><b>VPAS</b></p> <p><b>Developing plan to improve and guide internal and external communication at the college. (Ongoing)</b></p>

### **VPSS**

The Director continued to chair the Student Services Committee and involved in all committees which a member of.

### **VPAS**

- Continue to work with Directors of campuses and program directors to enhance flow of communication between VPAS or administration and the state campuses. This is still a challenge but we are improving. Other department will need to help keep information flow to and from supervisees. Additionally, we need to create communication opportunities to engage more of the campuses in dialog especially during our committee meetings and other meetings.
- Attending and contributing to the meetings of the Communications Plan Working Group (CPWG).

### **IT National Campus**

IT will continue with the process of replacing one of our primary network system servers, adding a new web system server and one primary DNS and central services server for the national campus. We are also experimenting with a new server to potentially run Terminal services.

### **DCR**

- Enhance the College community's ability to communicate effectively through the writing and dissemination of press releases, newsletters and updating of the social networking sites.

Developing plan to improve and guide internal and external communication at the college.  
(Ongoing)

### **POHNPEI CAMPUS**

- News Releases:
- COM-FSM is party to \$1.2 million grant with UOG  
(<http://www.comfsm.fm/news/releases/1010-01.html>)
- Christmas Card Design Competition  
(<http://www.comfsm.fm/news/releases/xmasCard2010.html>)
- Pohnpei Campus Gear Up Proposal is Selected For Funding  
(<http://www.comfsm.fm/news/releases/101.html>)

### **POHNPEI CAMPUS**

COM-FSM Sharks newsletter:

- Volume 3 Issue 4
- Volume 3 Issue 5

Social networking sites and blogs

- Facebook: College of Micronesia Alumni
- Facebook: College of Micronesia - FSM (OFFICIAL)
- Blogger: <http://com-fsm.blogspot.com/>

**Strategic goal 5:** Invest in sufficient, qualified, and effective human resources

Objectives	Accomplishments	Comments/additional detail
<p>5A: Provide on-going professional development of faculty and staff</p>	<p><b>PRESIDENT'S OFFICE</b></p> <p>Ongoing effort at the College as over \$100,000 is budgeted for annually for this purpose. Approved 6 staff development contracts during this reporting period.</p> <p><b>VPAS</b></p> <p>Continue to work with the staff on the Masters Program on line with SDSU. Total of 18 students out of the 22 completed their Masters Program requirements from SDSU and ready for graduation. The college has five staff graduating in May 2011 graduation. We are working on the final payment of tuition and other items like their caps and gowns before the May graduation. CONGRATULATIONS TO OUR FIVE STAFF.</p> <ul style="list-style-type: none"> <li>• Endorsed 2 professional development requests for staff at national and at state campuses.</li> <li>• Annual meeting/conference of the Asia Pacific Association for Fiduciary Studies (APAFS) in Manila, Philippines.</li> </ul> <p><b>Yap Campus</b></p> <ul style="list-style-type: none"> <li>• Robert Yangerluo is in the process of completing his thesis for his master's degree with UOG. He will complete by May 2011.</li> <li>• Ezra Yoror, IT Assistant, is currently enrolled in electronics classes here on campus. He already has an associate degree in CIS from COM-FSM.</li> </ul>	<p><b>VPAS</b></p> <ul style="list-style-type: none"> <li>• Xavier Yarofmal</li> <li>• Arthur Jonas</li> <li>• Pelma Palik</li> <li>• Lucy Donre</li> <li>• Gordon Segal</li> </ul> <p>Comptroller, President, Business Division Chair also attended the APAFS conference.</p> <p><b>VPCRE</b></p> <ul style="list-style-type: none"> <li>• Institutional priority 4(5): Providing continuous improvement through a comprehensive staff training program.</li> <li>• The CRE Agriculture Agent attended a 5-day Inspectors' Training at the University of Guam on November 29 to December 3, 2010 at no cost to the COM-FSM</li> <li>• Pohnpei agents attended Organic Ag. training provided by SPC in Pohnpei.</li> <li>• Agents strive to improve teaching capabilities</li> <li>• Attended 1st World Noni Congress in Chennai, India and presented a paper on 'Traditional Therapeutic Uses of Noni Micronesia.'</li> <li>• Extension education lectures given to Field Assistants</li> </ul> <p>The Researcher prepared Individual Plan of Work and Assessment Program Plan linking to IPOW for 7 newly hired agents under</p>

	<p style="text-align: center;"><b>VPCRE</b></p> <p><b>State CRE Coordinator attended a meeting for LabNet 2010 and PHOVAPS Advisory Group in Suva, Fiji</b></p> <p><b>As reflected in the PL 16-58, \$4K for Professional Development for KCRE Coordinator</b></p> <p><b>AES-PNI Research Assistant passed 4 courses toward his AS Ag. degree.</b></p> <p><b>Agriculture Agent’s training Organic Agriculture</b></p> <p><b>AES Researchers attend Best Management Practices for Teaching</b></p> <p><b>AES researchers attend International Conferences to represent the COM-FSM</b></p> <p><b>Provide Cross training with agents</b></p> <p style="text-align: center;"><b>HRO</b></p> <p><b>Summary Major Professional Development Activities by Campus:</b></p> <p><b>National campus:</b></p> <ol style="list-style-type: none"> <li><b>1. The staff development program at the National Campus provided financial support to the departments of Instructional Affairs, Administrative Services in the following areas:</b> <ol style="list-style-type: none"> <li><b>a. Chief of Security and Safety Office attended the Clery Act Compliance Training at the University of California to</b></li> </ol> </li> </ol>	<p><b>special contracts for Culinary Arts, Sewing and handicrafts and Agroforestry projects</b></p> <p><b>Institutional priority 2c:</b> Conducting training for all faculty and staff for the college on student centered learning, TESOL techniques and improved assessment activities.</p> <p><b>Institutional priority 4e:</b> Providing continuous improvement through a comprehensive staff training program</p> <p>Comments on staff/faculty involvement/participation.</p> <p style="text-align: center;"><b>HRO</b></p> <p><b>1.a. Chief of Security and Safety Office has college-wide responsibility in the area of work and is to provide update and training to officers responsible on the campus sites.</b></p> <p><b>1.b. Assessment Coordinator and ALO has college-wide responsibilities in both areas. Being new in both positions, the training was to upgrade his knowledge and skills.</b></p> <p><b>1.c. The PIALA Conference focused on all aspects of library service which are all relevant and useful to the duties of the Librarian funded.</b></p> <p><b>1.d. The conference provided useful instructional information shared with other faculty members in the division while expanding their network support.</b></p> <p><b>1.e. Three staff from the National Campus sat the comprehensive exam for the SDSU Master’s degree program and all passed.</b></p>
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enhance his knowledge and skills in the area of reporting on the law and education program for the rest of the campuses.

- b. Assessment Coordinator who also serves as the Accreditation Liaison Officer attended the WASC Level II workshop in California on Student Learning and Assessment.
  - c. A Librarian from LRC attended the 20<sup>th</sup> PIALA Conference held in Chuuk
  - d. A faculty from Languages and Literature Division attended the 23<sup>rd</sup> Annual Regional Language Arts Conference and University of Guam.
  - e. The Business Office Manager was approved for education leave to study for the comprehensive test for the SDSU Master's degree program.
2. There are a number of employees taking classes at the College for professional development per Policy 003.
  3. All instructors meet minimum degree requirements in their positions except one new hire during fall 2009. There is a developmental plan for her regarding the degree requirement.

**Full Time Retention Vs. Turnover Rates**

Campus	Employee #	Retention Rate	Turnover Rate
CC	53	100%	0
FMI	16	100%	0
KC	36	98%	1 or 2%
PC	71	98.6%	1 or 1.4%
NC	168	97.%	5 or 3%
YC	31	93.6%	2 or 6.4%
<b>College-Wide</b>	<b>375</b>	<b>97.60 %</b>	<b>9 or 2.4%</b>

Campuses	# of Instructors	FSM	Non-FSM
National	38	12	26
Pohnpei	22	12	10
Chuuk	15	10	5
Yap	8	1	7
Kosrae	9	4	5
FMI	5	4	1
<b>TOTAL</b>	<b>97</b>	<b>43</b>	<b>54</b>

16 new employees were hired and began work during the reporting period.

**[Institutional priority 1c]**

**VPA**

**Faculty at all campuses participated in three workshops on “Teaching Best Practices” for student centered learning**

conducted by contracted trainer.

Three national campus faculty participated in Language Arts Conference in Guam

10 library staff participated in conference and training workshops at 20th Annual PIALA conference in Chuuk. New ALO, Jon Berger participated in WASC/ACCJC workshop for new accreditation liaison officers.

[Institutional priority 4e]

Summary Major Professional Development Activities by Campus:

Chuuk Campus

Kosrae Campus

FMI

National campus

#### **Pohnpei Campus**

- State CRE Coordinator attended a meeting for LabNet 2010 and PHOVAPS Advisory Group in Suva, Fiji.
- World Teach Matthew Zuziak has been recruited to coordinate the AHEC Project.
- PCTI Coordinator is participating in the Pilot Project for Pohnpei State World Park as a proxy for the PC Director. The committee members had named the project "Seilok en Mwoamwoar en Pohnpei." The theme will involve the four periods of Pohnpei, The Age of Humans, the Saudeleur Dynasty, The Nanmwahrki Dynasty, and Age of Foreigners.
- PCTI Coordinator attended several elementary schools Christmas activities to do early recruitment for Kids' summer activities – 2011.
- Two (2) maintenance staff, Bruno Barnabas and



	<p>Welson Martin successfully completed training conducted at Pohnpei Campus in Air-conditioning and Refrigeration. Each was issued 2 certificates.</p> <ul style="list-style-type: none"> <li>Representatives from all the instructional divisions participated in the three sessions of “Best Practices” training sponsored by the VPIA office.</li> </ul> <p>Yap Campus</p>	
<p>5B: Recruit and retain qualified personnel to allow delivery of quality services</p>	<ul style="list-style-type: none"> <li><b>VPAS</b></li> <li>Monitored contracts for staff to be sure they are renewed at the end of their contract. Evaluated the Director of DCR and the Director of Chuuk Campus.</li> <li>Completed 5 personnel evaluations, including discussing improvement issues with the employees.</li> </ul> <p><b>POHNPEI CAMPUS</b></p> <ul style="list-style-type: none"> <li>Stacy Tadlock had filled the English Instructor position that was vacated by Robert Jonas and came on board on October 1st.</li> <li>A small birthday party was held on October 1st for September and October celebrants in the Blue Plate Café.</li> <li>Elvis William, our new security guard, was hired on special contract to replace Joen Edward who was terminated last month. Elvis’ first day of work was on Monday, October 11th.</li> <li>Contracts for PCTI Coordinator Merins Race and Landscaping Technician Benjamin Ioanis were extended to end of this fiscal year. Another contract was also prepared for Totoa Fetalai Currie to do</li> </ul>	<p>Comments on staff/faculty employee satisfactions such as evaluations, degree holdings, etc.</p> <p><b>VPAS</b> Evaluation form for managerial category needs to be improved. [work in underway by Personnel Committee]</p> <p><b>ERC</b> All instructors at Kosare, Pohnpei, and FMI Campuses meet the minimum qualifications in their job areas.</p> <p>Chuuk and National Campus each has only one more remaining instructor without the master’s degree requirement.</p> <p>At Yap Campus, one instructor is without a master’s degree still but working on the final thesis.</p>

landscaping to end of this fiscal year.

- Pohnpei Campus Staff Development Retreat was held on December 10th at the Student Services Center followed by Christmas party including birthdays for November and December celebrants.
- Campus Director and Secretary completed evaluation for Clerk Typist Charlynn John and forwarded to Human Resources on December 14th.
- Ms. Anna Olivia Vasallo Dela Cruz, HTM instructor (Sheila's replacement) arrived in Pohnpei on December 24th and came on board on January 3, 2011.
- Mr. Stanley Etse has filled in the Math Instructor position and assumed his new position on January 3, 2011

**Fall Semester 2010 Full Time vs. Part Time Personnel**

	CC	FMI	KC	PC	NC	YC
<b>Total</b>		7		32		<b>15</b>
<b>Full Time</b>		5		20	1	<b>5</b>
<b>Part Time</b>	7	2		13		<b>10</b>
<b>% Full Time</b>		7		63%		<b>33.34%</b>

**Profile College Faculty and Staff by Degree and Origin  
Fall 2010**

**YAP CAMPUS**

5 US Masters – 3; Ph D - 2  
 2 Philippine Islands PhD – 1; Masters – 1  
 8 FSM Bachelors + graduate credits - 4  
 Master's – 1  
 Bachelors - 3

- **Vacant positions now (Jan. 2011) are:**
  - 1. Constr. Elec. Instructor**
  - 2. Math/Comp. Sci. Instructor**
  - 3. Education Instructor**
  - 4. English Instructor**
  - 5. Math Instructor**

**The above positions are announced and/or will be announced.**
- **Positions filled during the report period are:**
  - 1. English Instructor – Brandi L.**
  - 2. Administrative Assistant – Fidelia Gilmar**

**FMI**

**Profile College Faculty and Staff by Degree and Origin Fall 2010**

**FACULTY**

Benjamin James – Class 3 Master  
 Penjamini Nailati – Class 3 Master  
 Alvin Sinem – Class 5 Master  
 Alex Raiuklur – Class 3 Marine Engineer  
 Joseph Falmed – Class 4 Marine Engineer

**SPECIAL/PART-TIME CONTRACT**

William Sarongoiram – AS, Nursing  
 Michael Mailuw – Class 3 Marine Engineering (Applying to TC&I)

**STAFF**

Matthias Ewarmai – Class 1 Master; MSc. Maritime Safety Admin.  
 Kasiano Paul – MSc. Divinity  
 Clotilda Dugwen – Fiscal Officer; no degree  
 Regina Faimau – Secretary; no degree

**POHNPEI CAMPUS**

<b>Alosima, Alan</b>	<b>BS/Civil Engineer</b>	<b>Manuel Enverga. University</b>
<b>Daniel, Deeleeann</b>	<b>BA/Math, MA/Math Ph.D/Math</b>	<b>UH Hilo UH Manoa UH Manoa/online</b>

			[in progress]
	Elidok, Taylor	BA/ED MA/ED	Southwestern Adventist, SDSU
	Esteban, Bertoldo	MA/ET	Marikina Institute of Science & Tech.
	Garcia, Emmanuela	MS/Managem ent Engineering	St. Louis University
	Jano, Shirley	BA/Managem ent MA/ED	Southwestern Adventist SDSU
	Tadlock, Stacy	MA/English Language & Literature	Eastern Michigan University
	Lamsis, Pablo	BS/Industrial Ed. MA/ED	Nueva Vizcaya State U. Central Luzon State U.
	Mangonon, George	MBA	St. Louis University
	Perman, Debra	BBA MBA	UH at Hilo Walden University
	Permitez, Nelchor	PhD/Ed. Management	Eulogio Amang Rodriguez Institute of Science & Technology
	Ranahan, Jean	M.Ed. BA, English	University of Maine St. Joseph College, Maine
	Recana, Cirilo	MA/Teaching	Marikina Institute of Science & Technology
	Rice, Howard	BA/Communi	MSU

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<p>5C: Update personnel policies and procedures to meet on-going human resources needs</p>	<p><b>VPAS</b></p> <ul style="list-style-type: none"> <li>Continue to work with HRO office on needs for updating of personnel policies.</li> </ul> <p>Facilitated the conversion of staff and faculty on the salary adjustment from the approved directives of the Board of Regent.</p> <p>Assisted in the modification of the Retirement Plan to allow for a LOAN provision.</p>	<p><b>HRO</b></p> <p><b>Policies are continuously amended to reflect current needs and to ensure clarity and understanding of policies by personnel.</b></p> <ul style="list-style-type: none"> <li><b>Institutional priority 2f:</b> Revising job descriptions of faculty and staff to reflect learning</li> </ul>																					

	<p><b>HRO</b></p> <p>1. Master Plan for Human Resources Enhancement Plan is being developed and worked on by relevant committees and HRO.</p> <p><b>Institutional priority 2f]</b></p>	<p>centered work activities.</p> <p><b>VPAS</b></p> <p>The retirement loan program implementation begins December 1, 2007. Many employees are expected to take advantage of this arrangement.</p>
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**Strategic goal 6:** Ensure sufficient and well-managed fiscal resources that maintain financial stability

Objectives	Accomplishments	Comments/additional detail
<p>6A: Enhance new and existing revenue resources to promote growth and increase cost effectiveness</p>	<p><b>PRESIDENT'S OFFICE</b></p> <p><b>Approved over 70 promissory notes for students on payment of their past dues. Over \$100,000 were collected from this effort.</b></p> <p><b>These funds could have been lost of not collected without the promissory policy being in placed now.</b></p> <p><b>IRPO</b></p> <p>Continuously seeking grants and avenues of revenue for college activities and programs.</p> <p>Submitted and awarded 2 grants</p> <p><b>VPAS</b></p> <p>Continue with the promotion of energy conservation at all campuses.</p> <ul style="list-style-type: none"> <li>New policies on “maximizing earnings from savings accounts” and on “use of income earned from general funds accounts and investments” were approved by Finance Committee and Cabinet. Facilitated receipt of the recent donation of \$50K by Tan Holdings Corporation to the College’s endowment fund.</li> </ul>	<ul style="list-style-type: none"> <li>Cash management services at Citibank/Smith Barney have already yielded about 5% interest since the service commenced earlier this year- much higher than the 1 or 2% previously earned on savings accounts. Citibank’s services also reduce the college’s risk exposure.</li> <li>The timely transfer of funds from savings to “cash management services” and to the endowment fund investment consultant will continue to improve earnings on the college’s funds. The College plans to cultivate potential donors using a development strategy to be drawn by the Office of DCR with assistance from the investment consultant.</li> <li>Institutional priority 3b: Developing a plan for attaining fiscal stability of the college</li> </ul>

**DCR**

[Institutional priority 3b]  
 October-December 2010 Monday

Committee	Annual Target	3 <sup>rd</sup> Qtr	%	Year to Date
International	\$ 7,250.00	0	0	0
Government	\$ 7,250.00	0	0	0
Alumni	\$ 7,250.00	0	0	0
Kosrae	\$ 5,500.00	1,309.50	24	1,309.50
Pohnpei	\$ 10,000.00	1,538.11	15.4	1,538.11
National	\$ 47,250.00	3,496.00	7.4	3,496.00
Chuuk	\$ 10,000.00	312.50	3.1	312.50
Yap	\$ 2,750.00	185.00	7	185.00
FSM-FMI	\$ 2,750.00	50.00	2	50.00

**STUDENT LIFE**

Participated in the workshop on Budget FY 2012 Development Process & Streamlining held on November 1-3. The workshop had provided information and guidelines in preparation and submission of the office's FY 2012 Budget.

**DCR**

Received from Amount

BOFSM	500.00
Caroline Fisheries	150.00
Moylan's Ins	100.00
NORMA	100.00
Fun Run/Walk 2010	830.00
Ringlen Ringlen	10.00
Pohnpei Campus - Purple Team	192.10
Graceful Enlet	90.00
Morehna Retin-Santos	80.00
Morehna Retin-Santos Maintenance, COM-FSM, National	30.00
COM-FSM Board	162.50
<b>TOTAL</b>	<b>2,519.60</b>

<p>6B: Diversify resources of the College</p>	<p><b>[Institutional Priority 3a]</b></p> <p><b>[IRPO]</b> Continuously seeking grant opportunities to support existing and potentially viable education programs for the college.</p> <p><b>VPAS</b></p> <ul style="list-style-type: none"> <li>• Travel on behalf of the FSM Banking and Insurance Board to recruit and register bigger companies in Japan for the FSM Captive Insurance Program. So far FSM has received 3.6 million dollars already in the treasury and will receive another 4.0 million dollars from newly registered companies also from Japan that are re-domesticated from Hawaii Captives to FSM and from Bermuda.</li> </ul> <p><b>FMI</b></p> <p>Some courses are in the developing stage for implementation in order to diversify the courses at FMI to make it more attractive to students.</p>	<ul style="list-style-type: none"> <li>• Institutional Priority 3a: Implementing a comprehensive strategy for the college's endowment fund.</li> <li>• Plans are still in place to hire a Grant writer to seek funding to support college operations and for other mission related pursuits.</li> </ul>
<p>6C: Budgeting and resource allocation</p>	<p><b>[IRPO]</b> Guidelines were developed for Budget FY 2012 budget development.</p> <p><b>[IRPO]</b> Roles and responsibilities for assessment and linking assessment/evaluation to resource allocation and planning were developed.</p> <p><b>VPSS</b></p> <p><b>VPSS took part in fiscal year 2010 budget consultations to discuss the guidelines and the priorities for the fiscal year and to set resource and revenue allocations for each campus</b></p> <p><b>VPAS</b></p> <ul style="list-style-type: none"> <li>• Due to Streamlining efforts, we will delay work on the FY212 budget until we have a sense of what kind of budget will be working on. The budget ceiling for</li> </ul>	<p><b>6CI.</b> Below is the breakdown per campus of the UF - FB change of \$938k:</p> <ul style="list-style-type: none"> <li>• National operations - \$ 921k</li> <li>• Pohnpei campus - 260k</li> <li>• Chuuk campus - (251k)</li> <li>• Kosrae campus - ( 52k)</li> <li>• Yap campus - 72k</li> <li>• FSM-FMI - ( 12k)</li> </ul> <p><i>The FB change of \$938k does not include the costs of depreciation for the fiscal year. The negative fund balance change for FSM - FMI is due to timing of recording travel and prepayments.</i></p>



FY2012, needs to be set based on realistic plans so we will allocate resources accurately. For now we are setting the budget at 2011 budget level.

- Prepared the FY 2009 budgets for submission to the Board of Regents. Assisted by the VPs, reviewed all office, campus, auxiliary enterprise, and IDP budgets, recommended reductions, balanced the operational budget and had them approved by the Finance and Planning committees and by the Cabinet.
- Cut most “car rental” funds for inter campus travel from the FY 2009 budget to reduce costs.  
No new positions were authorized in FY 2009. Some new and “existing but unfilled” positions were frozen.

**Business Office**

*6C1. The tentative Statement of Revenues and Expenditures (SRE) for Unrestricted Fund (UF) for the fiscal year ended September 30, 2010 indicate a positive fund balance change of \$938k, consisting of \$921k for National campus and \$17k for state campuses.*

*The SRE for Restricted Fund (RF) for the fiscal year ended September 30, 2010 shows a negative FB change of \$38k.*

*6C2. Fall 2010 also indicated positive results compared with fall 2009:*

- *Revenue provided a net increase by 4% or \$132;*
- *Number of students dropped by 2% or 57 students;*
- *Number of credits increased by 4% or 1,371 credits.*

*6C3. The college maintains the operations budget at FY 2011 level and with the same amount of appropriation at \$3.8 Million.*

**VPAS**

- Total operations budget is \$10.886m, a 1% increase over last year’s budget. The College is requesting \$3.90 m from the FSM government to supplement tuition and fees revenues.
- Inter campus visitors should use campus vehicles for duration of visits.

Positions may be reinstated as needed (and as support facilities/other resources become available).

	<p><b>6C2.</b> <i>The comparison of actual revenue against budgeted revenue from tuition and fees for fall 2010 indicate an increase by 3% or \$116k.</i></p> <p><i>Though the student head count for fall 2010 dropped by 2% or 59 students, the number of credits showed an increase by 4% or 1,398 credits which indicate a higher average of credits per student for fall 2010.</i></p> <p><b>6C3.</b> <i>The board approved the following FY 2012 budgets:</i></p> <ul style="list-style-type: none"> <li>• <i>Operations budget - \$11,139,702</i></li> <li>• <i>FMI - \$655,110</i></li> <li>• <i>Bookstore - \$108,526</i></li> <li>• <i>Cafeteria - \$181,238</i></li> <li>• <i>Board - \$75,000</i></li> </ul> <p><b>6C4.</b> <i>The board approved the following supplemental budgets for FY 2011 budgets from fund balance:</i></p> <ul style="list-style-type: none"> <li>• <i>National campus covered walkway - \$195,000</i></li> <li>• <i>SIS Phase III upgrades - \$85,000</i></li> <li>• <i>Utilities for Pohnpei campus - \$85,000</i></li> </ul> <p><i>Employees' benefits for Pohnpei campus - \$55,000</i></p>	
<p>6D: Develop and implement college sustainability plans that will lead to the careful stewardship of natural and man-made resources, saving of revenue, and enhancement of the college experience; serves as a model for the nation</p>	<p><b>VPSS</b>  <b>VPSS was involved in meetings to discuss and lay the foundation for the FY 12 performance budget that will lead the careful stewardship of sources of the college.</b></p> <p><b>VPAS</b></p> <ul style="list-style-type: none"> <li>• The plan is to prepare ourselves for the second phase of the EU funding which will be the EDF10 which will include COM-FSM portion of the renewable energy fund for trainings and curriculum development in this area. No word received as to the commitment of fund for this funding year. We are waiting for the FSM to give us the green light.</li> <li>• Met with each director from the department of</li> </ul>	<p><b>VPAS</b></p> <ul style="list-style-type: none"> <li>• The project from Japan for Introduction of Clean Energy by Solar Electricity Generation has been endorsed by FSM for COM-FSM to be the recipient. The college has signed the MOU with the National Government, Japan Government, and Pohnpei PUC to go ahead with the project.</li> </ul> <p>We are renegotiating the MOU to reflect a better deal for the college. The main focus is for the college to benefit from housing the project on its campus. When the island power turns off, the college will be off. Now that the Library will be on</p>

administrative services to discuss the 2012 budget. It is challenging to continue to cut the budget when the system is still set up as status quo. Quality services will be comprised due to the expansion in every areas.

Recommend that the Board of Regent pursue the fund being collected from the Captive Insurance Scheme to supplement funding for operation of the college. It will help sustain the college in the long run.

- Initiated talks with EU and FSM reps on collaboration on renewable/alternative energy initiatives.
- Accepted proposals and met with the 3 local insurers on insurance of College properties. Made selection (with Comptroller and General Accountant).

Held several risk management sessions to try to develop a risk management plan to safeguard college resources.

**POHNPEI CAMPUS**

**October-December 2010 Cash Power Consumption (Kw)**

	Oct.	Nov.	Dec.	Total
<b>Total</b>	6559.6	12726.7	10198.6	29484.9

**October-December 2010 Utility Billings: (Kw)**

	Oct.	Nov.	Dec.	Total
<b>Total</b>	19160	18880	14880	52920

**October-December 2010 Power Consumption (Kw)**

the standby generator, we will need to plan on extending the solar power to provide electric use to the other buildings.

- Needs follow up to explore the possibilities of using alternative sources of energy.
- Power consumption trends at all campuses are under scrutiny.
- Risk management plan development and implementation should remain a priority of the College.

	<b>CC</b>	<b>FMI</b>	<b>KC</b>	<b>PC</b>	<b>NC</b>	<b>YC</b>
<b>Total</b>		28,560		29484.9		28,263

**FMI** - Water – 606,880 gals.

6E: Managing and administration of fiscal resources.

**BUSINESS OFFICE**

**6E1.** The college is in the process of preparing and analyzing the financial statements and schedules required by the auditor for the audit of the college’s financial statements for the fiscal year ended September 30, 2010.

**6E2.** The ACCJC/WASC’s recommended the development of a long – term financial plan to incorporate long – range priorities into a planning and budgeting process.

**6E1.** The tentative financial statements is targeted to be completed on or before December 31, 2010.

**6E2.** Finance Committee is in the process of developing a long – term financial plan.

6G: College meets annual endowment targets.

**6G1.** Market value of Endowment Fund reflected a gain by 10% or \$292k for the last three months, from July to September 2010. Accordingly, the market value of endowment fund increased from \$2.808 Million as of June 30, 2010 to \$3.100 Million as of September 30, 2010.

**6G1.** Below are the details of asset allocations as of September 30, 2010:

<u>Percent</u>	<u>Mkt Value</u>
<b>Met West (LC Value)</b>	<b>- \$ 756k</b>
<b>24%</b>	
<b>Renaissance (LC Growth)</b>	<b>- 396k</b>
<b>13%</b>	
<b>Atlantic (S/M Cap Growth)</b>	<b>- 278k</b>
<b>9%</b>	
<b>SEIX (Fixed Income)</b>	<b>- 780k</b>
<b>25%</b>	
<b>Brandes (Mature market)</b>	<b>- 580k</b>
<b>19%</b>	



**Academic and Student Services. Topic discussed was assessment in student services. Dr. Somera gave me some tips on assessment and self -study report. He said they do the self-study on an annual basis. Their comprehensive report is due in 2012. He reported that if the report was due today, they are ready to present it. Their annual self-study should be a best practice that we at the COM-FSM should explore and follow.**

**VPAS**

- Still serve on the Banking and Insurance Board. Attended several meetings from the insurance side pertaining to Captive Insurance scheme with major Japanese companies pursuing using FSM as their home base.
- Attended Supplemental and Budget Adjustments meeting at the FSM President's Office for the Banking and Insurance Board.

Met with the Congress on the nomination of Kasio Mida for the FSM Representative on the Land Grant Board.

**YAP CAMPUS**

Yap Campus provided assistance to the Weloy Municipality in their efforts to raise funds for Weloy youth to develop and promote sport activities.

**POHNPEI CAMPUS**

- PCTI Trainings:

and the college in regard to economic and social development needs, program development, service delivery and funding for students and the college

- PSBDC received 1<sup>st</sup> Quarter drawdown for FY 2011 of \$12,500 and submitted to National Campus Business Office.
- PSBDC Coordinator attended the Pohnpei Campus Management Team meeting on December 3<sup>rd</sup>.
- PSBDC has submitted their budget proposal for FY2012 to Governor's Office inclusion supplement funding needed by the Center. They also submitted request for 2<sup>nd</sup> Quarter Drawdown for FY 2011.
- PSBDC received and booked 45 clients for business planning and loan packaging. Of the 45, 12 loan applications have been completed and exit conference held with clients before submission of packages to SBGFC; 12 are being set up for appointments with Coordinator to finalize business plan; while 21 are in process and/or pending receipt of supporting documents for loan applications.
- PSBDC Coordinator attended the Guam Micronesia Islands Fair held in Tumon, Guam from October 15-17, 2010; attended first FSM Association of Chambers of Commerce from November 10-12, 2010 held in Chuuk at Truk Stop.
- PSBDC Coordinator attended Pohnpei Farmers Association's membership meeting at IFCP's facility on December 16, 2010.
- PSBDC Coordinator met with the IMF and ADB visiting team on November 15, 2010 at PSBDC Conference Room.

To provide guidance and assistance in developing plans of work, budget allocations, hiring and preparation of reports.

	<ul style="list-style-type: none"> <li>• PSBDC Coordinator participated in the SPC week long workshop on Food Processing from November 15-19, 2010 at the State Agriculture Facility.</li> <li>• PSBDC Coordinator accompanied a group of women to observe the FSM Coconut Development Authority facility in Dekehtik to observe the use of its manual equipment in the production of Virgin Coconut Oil as they are interested in setting up a cooperative to engage in the production of VCO for domestic and export markets.</li> </ul> <p><b>VPCRE</b>  CRE Advisory councils have been organized and met in all four states.</p>	
<p>7B: Enhance and promote employment opportunities</p>	<p><b>VPAS</b>  VPA has written letters of reference for 3 former COM-FSM students seeking employment in FSM.</p> <p><b>POHNPEI CAMPUS</b>  During routine farm and community visits, CES PNI agents assisted 202 farmers in livestock through providing technical assistance, demonstrations and consultation; assisted 165 farmers with crop production through demonstrations, providing technical assistance on new and appropriate technology in crop production; assisted 63 clients in the EFNEP program activities which include cooking demonstrations, and 24-hour food recall assessment; and 34 trainees in aquaculture emphasis in hands-on skills to do farm maintenance and micro-algae culture and the spawning of pearl oyster.</p>	<p><b>VPAS</b></p> <ul style="list-style-type: none"> <li>• Two of the former students were hired.</li> </ul>
<p>7C: Develop new and</p>		<ul style="list-style-type: none"> <li>• A concept paper entitled "Climate</li> </ul>



<p>enhance existing programs to meet the changing educational and workforce needs of our communities</p>	<p><b>IRPO</b></p> <ul style="list-style-type: none"> <li>▪ Supported the efforts of streamlining the college.</li> <li>▪ Submitted funding request for student services vans. Participated in the Pacific Education Conference (PEC).</li> </ul> <p><b>VPAS</b></p> <ul style="list-style-type: none"> <li>• Continue to meet with the Streamlining Committee on the restructuring of the college system to meet the criteria for Board’s directives on streamlining the existing college system.</li> <li>• Recommended that we look into ways to create a Pre College institute to bridge the gap from High School to College. Possible funding can come from the SEG funding which the states usually returned.</li> <li>• Facilitated the approval of funding for the contractor to resume work on the PBDC building.</li> </ul> <p>Participated in World Park teleconference meetings with COM-FSM and MSU personnel.</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><b>YAP CAMPUS</b></p> <ul style="list-style-type: none"> <li>- Offer courses to assist DOE teachers to get their associate degrees</li> <li>- Offer HATP courses for Health Services health assistants</li> </ul> <p>Started certificate programs in Agriculture &amp; Food Technology, Electronics Engineering</p> <p><b>POHNPEI CAMPUS</b></p> <ul style="list-style-type: none"> <li>• MOA was signed between AHEC Office at National Campus and PCTI to run training camp. PCTI will implement the project in January 2011.</li> <li>• MOA was signed between Kolonia Town Hall and PCTI for Basic Computer training. The training will begin December, 2010, however it was postponed due to the Holidays.</li> </ul>	<p>Change Adaptive Strategies for Vulnerable Island Population in Yap” has been submitted to International Development Research Center, Canada</p> <ul style="list-style-type: none"> <li>• The new small farm outreach project activities kicked off</li> </ul> <p>Currently collecting data for a new Hatch Project</p> <p><b>Priority 1b:</b> Promoting the college as a major source of technical assistance for the nation</p> <p><b>VPAS</b></p> <p>Work on the PBDC building has resumed.</p>
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- Enrichment Committee hosted an Invasive Species presentation by Conservation Society of Pohnpei on 10/12/10 with 46 participants.
- Enrichment Committee also hosted a lecture forum by the US Embassy on Managing Personal Finances on 11/18/10 with 62 participants.
- November 6, 2010, PCTI Coordinator went to Einpein to retrieve Mwereren Uhken Madau (Pohnpei History Club) members. 20 student members went to observe the feast on opening ceremony for traditional Nahs.
- ETS Program recruited 700 students.
- To begin the services for student seniors, ETS conducted parent trainings on senior year requirements and preparation materials for College Admission, Financial Aid and etc. Program held a PICS seniors meeting at the PSBDC on October 20, 2010 with 45 parents present. Meeting for MHS parents was held on October 21, 2010 with 20 parents present. Last meeting was held at NMHS Cafeteria on October 22, 2010 with 35 parents present.
- A retreat was held for its all ETS seniors. The goal of the retreats was to allow the students to reflect upon their performances in school and make new commitments and plans for their senior year.
- Counselors Francisco Simram and Amy SJ Santiago attended school PTA and collected report cards for student from Parents and schools.
- Two ETSP seniors were selected to participate in the Close Up club conference in Washington DC in the upcoming month.
- 6 ETSP Students from our high schools participated in the Pohnpei State Debate held at PICS high schools. Students included Ms. Tamika Gibson from NMHS, Evangeline Elias and Slorna Sanel from MHS, and Lilly Billen, Michelle Hainrick and Samantha Ehpel from PICS. PICS team won the debate so they will be representing Pohnpei in the national debate which will be held in Kosrae in the

	<p>upcoming months.</p> <ul style="list-style-type: none"> <li>• Concurrent workshops were held for TSP Madolenihmw participants to end the 2010 year. Topics covered were on Peer Pressure, Youth Updates, Time Management, and College Information.</li> <li>• TSP Girls won 1<sup>st</sup> place in the High School Goodwill Basketball games held during Christmas break.</li> <li>• The ETS program hired several new teachers from PICS, NMHS and MHS to help out with our tutorial component as tutors and they are Ms. Minoleen Jacob-Saimon, Ms. Marisa Semens, Ms. Marylinda Salvador, Ms. Julita Samuel, Mr. Ander Ilai, and Ms.Kathleen Jackson.</li> <li>• ETS Programs Annual Performance Report was finally submitted to Washington DC on Friday November 26, 2010.</li> <li>• Program Counselor Amy SJ James represented the program in attending the Madolenihmw High School Grand Opening of their newly constructed classrooms.</li> </ul> <p>TSP submitted its Grant Proposal for 2011-2016 funding through Grants.gov, Washington, DC. (Department of Education).</p> <p><b>[Institutional Priority 1b]</b></p> <p><b>8 new apprentices placed with sponsor agencies and approved and registered with US Dept of Labor Apprenticeship Program</b></p> <p><b>MOU with Pohnpei Campus to provide Health Career Awareness Camp for 25 HS juniors.</b></p>	
<p>7D: Provide Cooperative Extension Services to the community</p>	<p><b>VPAS</b> No activities performed under this goal.</p> <p><b>POHNPEI CAMPUS</b> The following are on-going CES Pohnpei programs provided to the communities include: waste disposal, recycling and</p>	<p><b>VPCRE</b> <b>Institutional priority 1b:</b> Promoting the college as a major source of technical assistance for the nation.</p> <p><b>Institutional priority 1b:</b> Promoting the college</p>

reuse project, home gardening, black pepper production including alternative post for pepper trial, animal health, black pearl and sea cucumber, and EFNEP.

**VPCRE**

Conducted extension training programs in the following technical areas

- Global food Security and Hunger
- Families, Youth and Communities (Resource Development)
- Food Nutrition and Health (EFNEP)
- Aquaculture

State	# Workshops conducted	Individuals served
PNI	1+	474
Kosrae	6	132
Chuuk	1+	156
Yap	4	19 + schools

**(This is the first time I have tried to compile a table for this and it is under reporting but better next time)**

**Publications:** Information dissemination

- One quarterly Newsletter completed and released
- A flyer on ‘Managing Yap’s Volcanic Soils’ (prepared by NRCS, Guam), is translated into 4 local dialects for use in Small Farm outreach activities

AES Research

as a major source of technical assistance for the nation.

**Pohnpei:**

- During routine farm and community visits CES PNI agents assisted 202 farmers in livestock through providing technical assistance, demonstrations and consultation; assisted 165 farmers with crop production through demonstrations, providing technical assistance on new and appropriate technology in crop production; assisted 63 clients in the EFNEP program activities which include cooking demonstrations, and 24-hour food recall assessment; and 34 trainees in aquaculture emphasis in hands- on skills to do farm maintenance and micro-algae culture and the spawning of pearl oyster.
- Assisted with Registration of exhibits, and judging of crop exhibits, cooking contest, and livestock securing planting materials, distributions, booth/poster presentation, and crop, livestock and cooking registration, judging and prize awards
- The following are on-going CES Pohnpei programs provided to the communities include: waste disposal, recycling and reuse project, home gardening, black pepper production including alternative post for pepper trial, animal health, black pearl and sea cucumber, and EFNEP.

CES Agents assisted municipalities in Agriculture Fairs and collaborated in the World

	<p>Five active research and extension projects  In Vitro Selection for Salt Tolerance in Taro; In Vitro Selection for Salt Tolerance in Sweet Potato; Multiplication and Distribution of Banana, Taro, Sweet Potato and Noni in the State of Kosrae; Agricultural Development in the American Pacific (ADAP) Regional Food Security and Sufficiency Project; and On-Farm Implementation and Demonstration of Integrated Sustainable Agriculture and Livestock Production Systems for Small-Scale Farmers in Micronesia, during the reporting period.</p> <p>Collected germplasm of different varieties of swamp taro, soft taro and banana</p> <p>Initiated new cultures of banana. swamp taro and soft taro</p> <p>Prepared media and sub-cultured banana and soft taro</p> <p>Provided technical assistance and support to farmers on appropriate farming techniques and practices</p> <p>Produced and distributed seedlings of soft taro and sweet potato</p>	<p>Food Day activities.</p> <ul style="list-style-type: none"> <li>▪ CES PNI agents conducted workshop on Pohnpei’s priority crops with over 100 participants.</li> </ul> <p><b><u>Chuuk:</u></b>  <b>Global Food Security and Hunger</b></p> <ul style="list-style-type: none"> <li>• The Researcher prepared Individual Plan of Work and Assessment Program Plan linking to IPOW for 7 newly hired agents under special contracts for Culinary Arts, Sewing and handicrafts and Agroforestry projects</li> <li>• The Researcher and Agriculture Agent participated in the FSM Chronic Disease Conference-Working Together to Reduce Risk attended by 33 Public Health employees of the 4 states of FSM (Chuuk, Kosrae, Pohnpei and Yap) at High Tide on December 6-10, 2010</li> <li>• The Researcher prepared a one-year project proposal entitled “<i>Adopt-A-Community Approach for a Healthy and Clean Chuuk</i>” worth \$20 K for funding by the Fiji based-World Health Organization Healthy Islands Recognition 2010-2011</li> </ul> <p><b>Community Resources and Development</b>  <b>Culinary Arts-</b> There is no project activity yet because the contract for the trainer is not yet approved.</p> <p><b>Sewing and Handicrafts:</b> Same as above</p>
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	<p>Produced and distributed seedlings of vegetables</p> <p>Developed demonstration plots at WSARE project sites</p> <p>Organized ADAP workshop in Chuuk</p>	<p><b>Food, Health and Nutrition/EFNEP (Childhood Obesity and Food Safety)</b></p> <ul style="list-style-type: none"> <li>• Conducted School Enrichment Program Topics covered were:</li> <li>• Conducted School Enrichment Program to 71 students. Topics covered were: <ul style="list-style-type: none"> <li>a. Three food groups</li> <li>b. Eat less foods that are high in fat, sugar, and salt.</li> <li>c. Circulatory system</li> <li>d.. Lessons taught to the students <ul style="list-style-type: none"> <li>❖ Recommended food to eat high in vitamins and minerals.</li> <li>❖ Balanced diet</li> <li>❖ Preventing obesity</li> <li>❖ Vitamins and their deficiencies</li> <li>❖ Food choices</li> <li>❖ Function of fiber</li> </ul> </li> </ul> </li> <li>• Working on the EFNEP template</li> </ul> <p><b>Families, Youth and Communities</b></p> <p><b>Youth Program</b></p> <ul style="list-style-type: none"> <li>• 23 High school students and 22 Grade 9 to 11 students learned the following topics in English, Math, Science and Social Science: <ul style="list-style-type: none"> <li>❖ English : continue paragraph, vocabularies</li> <li>❖ Math: subtraction and multiplication of 3-digit numbers</li> <li>❖ Social Studies: continue three branches of government</li> <li>❖ Science: water pollution</li> </ul> </li> </ul> <p><b>Administration</b></p>
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		<p><b>CRE Coordinator</b></p> <ul style="list-style-type: none"><li>• Finalized payment of retro-active lease charges to NAMA trading</li><li>• Participated in the FSM Chronic Disease Conference-Working Together to Reduce Risk attended by 33 Public Health employees of the 4 states of FSM (Chuuk, Kosrae, Pohnpei and Yap) at High Tide on December 6-10, 2010</li><li>• Worked with the Chuuk Campus Instruction Coordinator in devising strategies to increase in recruiting and maintaining students</li><li>• Facilitated kitchen renovation at the Land Grant Building (Nama Trading Center) and making of storage and hanging cabinets for the AES lab</li><li>• Supervised administrative staff in systematic filing of office records and files</li><li>• Attended weekly Chuuk campus management council meeting</li></ul> <p><b><u>Yap</u></b> <b><u>CRE Coor'd.</u></b></p> <ul style="list-style-type: none"><li>• Advisory Council: On August 18, 2010, a first meeting was held at the Agriculture Station with 13 attendees during which an Interim Chairman, Constantine Yowblaw was selected. The second meeting was next Monday September 6, 2010 at the Agriculture Station.</li><li>• Construction is continuing on the local Rec-house behind the CRE building; working every Friday and whenever possible. Nipa</li></ul>
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		<p>roofing is completed and it is hoped and anticipated to be a useful quarter in the future for staff meetings, CRE Advisory Council meetings, cooking demonstration trainings for homemakers and other consultancy meetings.</p> <ul style="list-style-type: none"> <li>• With the help of CRE/AES, YFO has begun dehydrating noni leaves for the first batch export to Hawaii. This first 11# batch was shipped to Hawaii for about \$90.00. Altogether 3 batches were shipped.</li> <li>• Banana Center by CRE and Ag Station sought help from Public Safety and its prisoner community outreach assistance program additional help in maintenance and expansion.</li> <li>• Continued implementing WSARE project “Utilization of the tilapia invasive species as a low-cost protein feed to improve egg production”. The three participating farmers continue to use the local feed in their trials.</li> <li>• Provided technical advice and information on raising chickens (broilers and layers) to various individuals.</li> </ul> <p><u>World Food Day (October 22<sup>nd</sup>)</u>  <i>The 4H Agent took part of the World Food Day activities, by assisting the 8<sup>th</sup> graders of St. Mary’s School to sing three songs during the World Food Day.</i></p> <p><u>Canoe Festival (November 12<sup>th</sup> – 14<sup>th</sup>)</u>  <i>The 4H Agent helped prepared the Todai Youth Club and GYA(Gagil Youth Association), to participate in the canoe festival activities.</i></p>
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		<p><u>Nimar Stone Path</u> <i>The stone path is more than half way done. The boys of Nimar village, has been working on the stone path on every Saturday.</i></p> <p>The GEF/Micronesia Small Grant Program has funded the project “Control management of the tilapia invasive species and the use of sustainable aquaculture to improve rabbitfish population in Lamer village. Technical assistance was provided to the community in proper fishpond construction especially the water control gate. Construction of the concrete gate is almost completed with only the finishing works left.</p> <ul style="list-style-type: none"><li>• The Second Secretary of the Embassy of Japan to FSM visited the proposed site for the Nel Community project. This is to gather supportive information for the application for the Japan’s Grant Assistance for the Grassroots Human Security project “Improving Pig production in Nel Village”</li><li>• <i>Continued implementing WSARE project “Utilization of the tilapia invasive species as a low-cost protein feed to improve egg production”. The three participating farmers continue to use the local feed in their trials.</i></li><li>• <i>Provided technical advice and information on raising chickens (broilers and layers) to various individuals.</i></li></ul> <p><u>Gardennng</u> The three garden groups are still doing their routine work of home gardening. This is an all year round activity.</p> <p><u>Today Youth Club</u></p>
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By December 14<sup>th</sup>, the Todai Youth Club completed the cleaning from the Lighthouse all the way to the main road. They put everything on hold until January 15<sup>th</sup> of 2011.

#### GYA

The GYA have completed their cleaning at the main road from Gagil Elementary School to Wulengir hill before Christmas. This is their aim for this cleaning activity. They will be taking this cleaning activity into their village. They will start on January 15<sup>th</sup> of 2011.

- [Information dissemination](#)

#### Kosrae

Two groups of homemakers were recruited and enrolled the first week of November. There were already three recipes demonstrated to each group. Lesson presentations were on Healthy Eating, Benefits of Fruits & Vegetables, Yellow varieties/Vitamin A, Nutrients. Recipes were Tapioca cake, Pele leaf w/fish and coco cream, Chicken adobo and spinach, and Pilolo using the charcoal oven to bake it. This charcoal oven was also used to bake the turkey for the COM Thanksgiving party.

Pele cuttings and spinach planting materials were given out to homemakers for planting. There were altogether thirty-six homemakers enrolled in the program, 21 in the Lelu group and 15 from the Malem group.

		<p>The charcoal oven design was given to the TE furniture shop as requested by the owner of the shop. There were already seven charcoal ovens were constructed and sold as reported by the builder from Malem, he also reported he still has a long list waiting. We look forward to see more ovens to be constructed to provide the needs of our people.</p> <p>Visits to Malem Elementary School 5<sup>th</sup> and 6<sup>th</sup> graders and their five teachers. Lessons were on SPC posters, Healthy Eating and Eatless on these foods for good health. A nutrition song was also taught to the students.</p> <p>Students were asked to list down all the names of banana they know. After the presentation, more banana were add to their list. After the lesson they were able to name all the yellow fruits and taros they learned from the presentation.</p> <p>The EFNEP staff presentations included; The SPC posters, Healthy Eating, Eat less of these foods for good health, Pacific Food Guide for Healthy Eating, Path to a Healthier Pacific, Nutrients, Benefits of Fruits and Vegetables, Vitamin A rich local foods, and Yellow varieties. A recipe on Bele leaf w/ fish and coco cream was also demonstrated to both 5<sup>th</sup> and 6<sup>th</sup> graders with five teachers. Recipes were give to both students and staff after the cooking demonstration.</p> <p>EFNEP staff also conducted weekly visits to Sansrik Elementary School. There were thirteen 1<sup>st</sup> graders, and nineteen 2<sup>nd</sup> graders presented</p>
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		<p>during these visits. Presentations included; Healthy Eating, Three Food Groups, Eat less of these Food for Good Health, Benefits of Fruits and Vegetables and Vitamin A rich local foods/Yellow Variety. Also presented during these visits were their two teachers. These students were able to answer correctly when evaluated.</p> <p>Seventeen (17) young mothers from Lelu and Malem showed their interest to enroll in the program. EFNEP assessment forms, Introduction on the program and nutrition orientation was conducted during the meetings.</p> <p>Five hundred and forty eight seedlings of Chinese cabbage and chili pepper were planted in the mini nursery. And seven clients and one public school were recruited. Provided basic agriculture methods on nursery management, transplanting, fertilization and harvesting to eight gardeners. There were also follow up visits to the garden sites. Monitoring and evaluation will be made to these clients during the year.</p> <p>The Extension Assistant demonstrated how to adjust different styles on sewing machine to a client who owns the machine and has not tried to adjust the patterns before. The client will be able to sew using different styles of sewing after a demonstration by the Extension assistant</p> <p>Continued to conduct short term trainings on homemade Kimchee base and the Kimchee to 11 interested women from 2 communities.</p>
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		<p>Kosrae AES continues distribution of seeds and seedlings to homemakers and farmers</p> <p>A training workshop was organized for Agricultural Development in the American Pacific (ADAP) Food Security Project. Extension agents and farmers were trained in food security practices from November 22-26, 2010 in Weno, Chuuk. Three-hundred sweet potato and soft taro plants were hand carried and used for the hands-on trainings. Twenty-two local growers, farmers including youth, and women and extension staff attended and participated in the training workshop.</p>
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**Strategic goal 8:** Promote the uniqueness of our community, cultivate respect for individual differences and champion diversity

Objectives	Accomplishments	Comments/additional detail
8A: Increase community involvement in college affairs	<p><b>VPSS</b> Met with alumni and parents of students from Chuuk State on December 16, 2011 to get their comments and inputs on improvement of programs and services at the College.</p> <p><b>VPSS</b> <b>VPSS was invited by the Governor of PNI to represent the College on the World Park Executive Committee to plan the agenda for the next 18 months about the World Park Initiatives.</b></p> <p><b>VPAS</b> Continue to facilitate the hosting of external groups at the College (conferences, sports events, fundraisings, lectures, election campaigns etc..)</p>	<p><b>VPSS</b> <b>The Executive Committee met 2 days to do this task. Working committees were establishing to do certain tasks for the next 18-24 months.</b></p>
8B: Cultivate respect for	<b>VPAS</b>	<b>HRO</b>

<p>individual differences, and champion diversity</p>	<p>Through the A-Team, spent time with the management team and discuss good management practices. Respect, professionalism, honesty, teamwork, professional behavior, and accountability. Every management team we spent time to talk about good management practices to improve ourselves.</p> <p>Recommended Chuuk campus director's travel to Hawaii to work on an initiative for students with disabilities on behalf of the College.</p> <p><b>IRPO</b> 14 countries outside of the FSM are represented in the workforce at the College [see next column].</p> <p>New Employee orientation includes cultural information and awareness.</p>	<ul style="list-style-type: none"> <li>• Saipan, Hawaii, US, Palau, Canada, Romania, Sri Lanka, India, Nauru, Kiribati, Thailand, Philippines, Fiji, Italy, Yap, Kosrae, Pohnpei, &amp; Chuuk.</li> </ul> <p><b>VPAS</b> Attracting and accommodating students with disabilities will open up new opportunities for the college, promote inclusiveness, and improve the college's image.</p>
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**Strategic Goal 9:** Provide for continuous improvement of programs, services and college environment

Objectives	Accomplishments	Comments/additional detail
<p>9A: Improve institutional assessment and evaluation</p>	<p><b>IRPO</b> Review, discussion and revision of IAP Handbook. [IRPO] Assessment committee adopted checklists for guidance in review of assessment plans and reports. [IRPO] Assessment committee meetings are ongoing and formal review of assessment plans and reports initialed.</p> <p><b>VPSS</b> <b>VPSS took part in a meeting about the Streamlining and the Accreditation Committees. The purpose was to renew and assure the members of their important role in these committees and to encourage the members not to be complacent.</b></p> <p><b>VPAS</b></p>	<ul style="list-style-type: none"> <li>• <b>Institutional priority 2g:</b> Implementing a uniform general education core assessment across all campuses.</li> </ul> <p><b>VPAS</b> IAP near completion by the IRPO</p> <ul style="list-style-type: none"> <li>• <a href="#">Attended Yap Campus Assessment Meeting</a></li> <li>• <a href="#">Completed and submitted AES assessment Form</a></li> </ul>

Attending contributing to weekly meetings of the Institutional Assessment Plan Working Group (IAPWG)

**POHNPEI CAMPUS**

- Students completed evaluation of 50 classes with results showing that instructors “usually” accomplished what they were set out to do and that students were “usually” satisfied with the classes and materials.
- Supervisors completed classroom observation with results showing that all the instructors have performed satisfactorily.

Compiled and forwarded instructors assessment reports to Jon Berger. Results of reports are attached.

**YAP CAMPUS**

- Completed assessment for all units, except CRE, at Yap Campus.
- Have closed the loop (evaluation) and tied assessment objectives to the budget.

Have reviewed and improved upon the FY 2011 assessment and unit objectives with timelines.

**VPCRE**

Assessment

[Institutional priority 2g]

**STUDENT LIFE**

As Chair of the Student Services Committee the Director worked with the committee to review and endorsed Assessment Plans/Reports from Student Services Offices/Divisions. The Director also attended all Assessment Committee meetings which a member of.

**VPIA**

General Education course assessment data collected for analysis

- [COM-LGP annual Report draft submitted](#)

<p>9B: Integrate planning, evaluation and resource allocation for continuous improvement</p>	<p><b>IRPO</b></p> <ul style="list-style-type: none"> <li>▪ <b>IRPO</b> Reviewed and submitted comments on the instructional, facilities, financial and technology plan.</li> <li>▪ <b>IRPO</b> Master Plan for Governance Policy Evaluation has been drafted and posted on the college website.</li> <li>▪ <b>IRPO</b> Submitted Economic Summit topic and issues to SBOC regarding the status and issues of the College</li> <li>▪ <b>IRPO</b> Assistance is continuously being provided for the development of the enrollment management plan.</li> <li>▪ <b>IRPO</b> Invitations to the Presidents’ Retreat 2010 have been prepared and are being distributed.</li> </ul> <p><b>IRPO</b> Review and approve SEG and ESG forms</p> <p><b>VPSS</b></p> <ul style="list-style-type: none"> <li>• <b>VPSS completed the Enrollment Management Plan-to-Plan and submitted to the Planning and Resources Committee for review. This was completed in collaboration with the Chairman of the Recruitment/Admissions/ &amp; Retention Committee. The Working Group on Master Plan Development continued to meet on a weekly basis to complete the work on the Plans: Long Term Financial Plan, IT Plan, Facilities Plan, and Academic Master Plan. The next goal is to integrate all the plans into a Comprehensive Master Plan. Expected date of completion is end of February 2011.</b></li> </ul> <p><b>VPAS</b></p> <p>Chaired the Planning and Resources Committee and conducted several meetings to work out plans for restructuring the college to be sustainable, maintain quality and responsive to the needs of manpower development for the FSM.</p>	<p><b>HRO</b></p> <ul style="list-style-type: none"> <li>• Results of the job audit will be used for improvement of the current system impacting quality of personnel and services. HR is linking FY 2011 assessment plan and priorities to FY 2012 priorities to assure quality and consistency of services and improvements.</li> <li>• <b>Problem statement 2: Inadequate development, understanding and application of quality standards for an effective student centered learning environment</b></li> </ul> <p><b>VPAS</b></p> <p>Priorities and strategic objectives were used in FY 2009 budget development. However, assessment information is still lacking in many areas! The Assessment Plan will help a lot in providing much needed data.</p>
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	<p>Ensured that FY 2009 budget development guidelines include institutional priorities, assessment and strategic goals and objectives as basis for resource allocation. Also ensured that every office/campus allocated a % of funds to Goal 9 - continuous improvement.</p> <p><b>HRO</b></p> <ul style="list-style-type: none"> <li>• HRO is tracking and collecting data per its FY 2010 assessment plans and provides necessary statistics to VPs and President for decision making.</li> <li>• HRO provides assessment results to Staff Development Committee for decision making and budget discussions/distribution per FY.</li> </ul> <p><b>[Retreat Problem Statement #2]</b></p> <p><b>[Institutional Priority 3c]</b></p>	
<p>9C: Increase research and data driven decision making</p>	<p><b>IRPO</b>  <b>[IRPO]</b> IPEDS Fall collection was completed.  <b>[IRPO]</b> 10 data requests on enrollment, graduation and graduation rates have been fulfilled</p> <p><b>VPAS</b></p> <p>Continue to monitor the results of the data generated by the SIS to determine trends of enrollment, migration and other important data and plan strategies to improve services at the college.</p> <p>Continuing to facilitate the implementation of the SIS.</p> <p><b>HRO</b> continues to collect and shares information on personnel issues to aid discussions and decision making. Same information is used in the assessment plan and development of new improvement plans for the unit for FY 2011 and FY</p>	<ul style="list-style-type: none"> <li>• <b>Institutional priority 4c:</b> Raising the profile of the college through enhanced research and reporting.</li> </ul>

	<p>2012.  <b>[Institutional priority 4c]</b></p>	
<p>9D: Develop an integrated data system</p>	<p><b>IRPO</b>  Ongoing development an integrated databases on enrollment and graduation rates.</p> <p><b>VPAS</b></p> <ul style="list-style-type: none"> <li>SIS system use has improved from the previous years. Students are actively engaged in the planning for their programs on line using their access privileges.  I have been working with the IT Director to begin the process of locating fund for the phase III of the SIS. This will include registration on line, improving the websites to be user friendly, and other upgrades for easy access for students, staff, faculty and the community at large.</li> </ul> <p>Facilitated the contract payments for the consultant developing the SIS</p> <p><b>IT National Campus</b>  <b>FY 2008 Institutional Priority 4c]</b></p> <p>Work on SIS phase III has begun.</p> <p><b>SIS Project, Phase 3 Details</b></p> <p>Migrate MySQL database server to current hardware (current platform approaching end of 5-year life cycle)</p> <p>Campus-managed announcement and news items (for display in myShark and other locations in the COM-FSM web site)</p>	<p><b>VPAS</b>  Recommended a 4<sup>th</sup> visit by the consultant to ensure the effective launch of the system.</p>

	<p>Online Registration</p> <ul style="list-style-type: none"> <li>- implementation planning (procedural changes and policy development)</li> <li>- software development to follow</li> </ul> <p>E-Mail distribution by campus or other grouping</p> <ul style="list-style-type: none"> <li>- to be used for sending emergency notices or other high-priority messages</li> </ul> <p>Course schedule planning and projection</p> <p>Completed modules and changes will be fully compatible with all components of the SIS Phase 1 and 2 development.</p> <p><b>FMI</b></p> <p>FMI has not shifted to the College's SIS database system due to the slowness in the approval processes of FMI courses. As yet, FMI is still on the SPC Regional Maritime Program's Neptune, a data base system which is used by all member states maritime administrations and institutions.</p>	
<p>9e: Enhance decision making and communications at the college through implementation, monitoring and evaluation of the new governance policy and revised standing committee structure.</p>	<p><b>PRESIDENT'S OFFICE</b></p> <p>Develop the materials for the BOR Reflection. The Board Reflection package for the BOR members have materials on responsibilities and roles BOR members that will assist them to make decision making. Good practices regarding BOR roles and responsibilities from other US community colleges were also presented to them at the Reflection. This is the first reflection for the Board and they will be developing their mission at the next reflection in March 2011.</p>	<p><b>PRESIDENT'S OFFICE</b></p> <p><b>Reflection will continue in March 2011 in Guam</b></p> <p><b>VPSS</b></p> <p><b>The estimated number of people participated in the budget and streamlining meetings during the week</b></p>

**VPSS**

- **The outcome of the Board of Regents meeting was disappointing regarding the streamlining recommendations. The salary compensation for faculty and staff was approved. The board tasked the administration to for a ad hoc committee to review the special contracts and report its recommendation to the board in December 2010 (next board meeting). The board also opted to stay with branding the state campuses as “campuses” rather than “extension centers”. The board deferred action on the streamlining and restructuring to its next meeting in December.**
- **VPSS presented the impacts of the Streamlining and Job Audit recommendations during the FY12 Budget and Streamlining meetings of the system-wide top and middle management personnel. This result was to enhance the decision-making and communications at the college.**
- **The Department of Student Services at National and Pohnpei Campuses had a retreat at Pahneke, Awak to celebrate the successes and reflect on the challenges faced by the department and to express thanks to the staff and their families for their continued commitment. It “Takes a Team” was the theme of the retreat. It took teamwork for the success of the department, everybody working together for the same goals and objectives.**

**The BOR Regents in Chuuk passed the Streamlining recommendations. Since the board meeting the President has set up a small working group to review the streamlining**

**was around 100 people. The purpose was to set the perimeters of the FY 12 budget and review the impacts on personnel, finance, and physical resources of the streamlining and job audit recommendations.**

**DCR**

Attended the following committee meetings during the months of October - December:

- Endowment Fundraising Steering Committee
- Planning and Resources Committee
- Recruitment Admission and Retention Committee
- Master plan working committee

**matrix and do a action plan to implement the recommendations. The work has been meeting and working along in collaboration with the Job Audit consultant, Alan Searle. The date line for the implementation of the recommendations is Sept 30, 2011. This will give the working group sufficient time to review everything before the implementation of the recommendations.**

**YAP CAMPUS**

- have reassigned members to new standing committees
- working hard to do well in the assessment area – gathering data and information and implementing strategies / activities to achieve set objectives still need improvement to better understand assessment as an ongoing cycle. We're still working on this.

**DCR**

Ensure that the continuous improvement cycle is progressing by participating in committee meetings and completing committee assignments. Serving as committee member of the following committees or working groups:

- Accreditation Committee
- Publication Committee
- Endowment Fundraising Steering Committee
- Planning and Resources Committee
- Recruitment Admission and Retention Committee
- Enrollment Management Committee
- Assessment Committee
- Sponsored Programs Committee
- Facilities, Security and Maintenance Committee
- Information Communication Technology

	Committee	
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COLLEGE OF MICRONESIA - FSM, Enrollment Management Indicator Data Fall 2010

VPAS

#	Indicator	Target ratios	National	Pohnpei	Chuuk	Kosrae	Yap	FMI
1	Student/Faculty Ratio	# of faculty	42 FT 12 PT	31			5	50/6
2	Learning resources staff ratio	# LRC staff	14	2			1	11
3	LRC volume capacity	# of LRC volumes	61,866	9,606			8,573	1,703
4	LRC seating capacity	# LRC seats		22			38	7
5	Counselors (FAO, OAR & Counseling)	1 counselor of each type for every 250 students						
5a	Counselor FAO	# of FAO Counselor		2			1	0
5b	Counselor OAR	# of OAR counselor		2			1	
5c	Counselor General Counseling	# of general counselor		2			0	3
6	Student life specialists	# of recreation staff		1			0	0
7	Nurse/Health	# of nurse		1			1	1
8	Administrative staff	# of administrative staff		10			3	3
9	Overall Environmental	Electrical power & email access during all school hours; 1 female toilet for every 30 students & 1 male toilet facility for every 40 students, accessible drinking water per building; a bookstore and campus store or available food source						

9a	Electrical power	Is power available 100% of instructional day?		No			Yes	y
9b	Email access	Is email accessible all school hours?		No			95%	y
9c	Toilets (female)	# of female toilet		11			6	.3
9d	Toilets (male)	# of male toilet		11			5	5
9e	Accessible drinking water	# of buildings w/ accessible drinking water		11			1	2
9f	Building	# of buildings		15			5	3
9g	Bookstore	Is there a bookstore available?		Yes			Yes	N
9h	Refreshment source	Is there a food source/store available?		Yes			Yes	Y
10	Daytime security	# of security guard		2			5	4
11	Classroom capacity	# of classroom		19			5	5
12	Maintenance	# of maintenance staff		5			2	5
13	Janitors	# of janitor		6			2	1
14	IT technicians	# of IT technician		2			2	1
15	Student computers	# of student computer		73			48	10
16	Faculty computers	1 computer for every full time faculty & 1 for each 1 part time FTE	42					
16a	Faculty computers (full time)	# of full time-faculty computer	8	20			5	6
16b	Faculty computers (partly time)	# of FTE part time-faculty computer		16			0	3

**College of Micronesia - FSM  
Institutional Priorities FY 2007**

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## **Introduction**

The institutional priorities for FY 2009 guide major improvement efforts for the College of Micronesia – FSM. The institutional priorities form a basis of allocation of resources (human and financial) to support improvement efforts of the college and are a foundation for reporting on the college to the Board of Regents, FSM national government and other key stakeholders.

### **1. Improve communications, governance and technical assistance by:**

- a. Promoting linkages with K – 12 and external stakeholders. **PRPS 1, 3, 4, 5 WR 1, 4, 5 REPORT against SG 4a**
- b. Promoting the college as a major source of technical assistance for the nation. **PRPS 1, 3 REPORT against SG 7c**
- c. Ensure that all WASC recommendations on communications and governance are met by implementation of the communications and governance policies and plans with emphasis on completing all decision grids for roles and responsibilities and decision making and development of written processes and procedures. **PRPS 1, 3 WR 1, 2, 3, 4, 5 REPORT against SG 4a**

### **2. Enhance instructional and student services (Promoting all aspects of the college as a learning centered community college) by:**

- a. Expanding service learning opportunities on all campuses through student organizations and academic courses. **REPORT against SG 1a (instruction) 2b (student services)**
- b. Increasing opportunities for improved transfer and continuing education opportunities for students. **REPORT against SG 2b**
- c. Conducting training for all faculty and staff for the college on student centered learning, TESOL techniques and improved assessment activities. **REPORT against SG 5a**
- d. Implementing at least one learning community at each campus per semester. **REPORT against SG 1a**
- e. Revising program and course outlines to reflect learning centered learning approaches. **REPORT against SG 1a**
- f. Revising job descriptions of faculty and staff to reflect learning centered work activities. **REPORT against SG 5c**
- g. Implementing a uniform general education core assessment across all campuses. **REPORT against SG 9a**

### **3. Improve fiscal stability and facilities by:**

- a. Implementing a comprehensive strategy for the college's endowment fund. **WR 4 REPORT against SG 6b**
- b. Developing a plan for attaining fiscal stability of the college. **PRPS 1 REPORT against SG 6a**
- c. Conducting a comprehensive review of college operations for equity in resource allocation, based on data and evidence collected in FY 2008. **WR 4, 6 REPORT against SG 9b**
- d. Implementing the college's facilities master plan with emphasis on:
  - i. Promoting infrastructure development for Chuuk campus permanent site **WR 8 WR 9 REPORT against SG 3a**
  - ii. Improving preventive maintenance and energy management in new and existing building **WR 9 REPORT against SG 3b**
  - iii. Promoting facilities design and renovation to enhance a learning centered physical environment **WR 9 REPORT against SG 3a**

### **4. Ensure Continuous improvement by:**

1. Implementing and monitoring progress on the college's enrollment management plan and conducting formative assessment. **PRPS 4, 5 REPORT against SG 2a**
2. Review and revision of the college's technology plan that evaluates, supports and plans for the future of instruction, student services and administrative functions across the college's sites. **WR 4 REPORT against SG 4b**



3. Raising the profile of the college through enhanced research and reporting. **PRPS 1 REPORT against SG 9c**
4. Monitoring implementation of the institutional assessment system for all programs and services of the college to **ensure program review occurs for all programs and services** and met training needs of faculty and staff with emphasis on closing the loop to determine change based on evidence. **PRPS 4, 6 WR 3, 4, 5, 6 REPORT against SG 9a**
5. Providing continuous improvement through a comprehensive staff training program. **WR 4 REPORT against SG 5a**
6. Preparing for development of the college's self study to meet WASC accreditation standards in FY 2010. **PRPS All WR All REPORT against all strategic goals as appropriate**
7. Meeting all WASC Recommendations by March 31, 2009 **REPORT against all strategic goals as appropriate**
8. Following up on implementation and status of FY 2008 priorities. **PRPS All WR All REPORT against all strategic goals as appropriate**  
**PRPS # (President's Retreat 2007 Problem Statement #) WR # (WASC Recommendation #)**

