

College of Micronesia – FSM - Performance reporting form

<b>Department/Division:</b>		<b>Period:</b>																													
		3 <sup>rd</sup> Quarter 2007 (April 1 – June 30, 2007)																													
<b>Objectives</b>	<b>Major accomplishments</b>	<b>Comments/additional detail</b>																													
1A: Promote quality teaching and learning-centered behaviors and environments for the six campuses	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>Continued to participate in the cabinet and key staff discussions on the “learning centered” and what it entails.</li> </ul> <p><b>[Vice President Instructional Affairs]</b></p> <ul style="list-style-type: none"> <li>65 students were awarded associate degrees</li> <li>17 students were awarded 3<sup>rd</sup> Year certificates of completion</li> <li>11 students were awarded certificates of achievements.</li> <li>154 classes offered for summer sessions with 80 instructors on summer contracts.</li> <li>49 out of the 80 of summer instructors or 60% are regular 10/2 faculty on summer contracts.</li> <li>4 courses for Partnership BA identified to be offered summer session.</li> <li>Procedure manual developed for Partnership BA program to guide faculty, students and staff in running the program successfully.</li> <li>336 new library materials purchased against LRC Reference materials account.</li> <li>251 items were donated to the LRC this quarter.</li> <li>20 notebook computers; 3 digital still cameras; one DVD video camera, 2 printers, and 1 van for teacher training program procured in support of national campus teacher Corps project</li> </ul> <p><b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>A total 19 courses are offered for summer 2007</li> <li>A total of 43 courses were tentatively scheduled during the quarter for fall 2007</li> </ul>	<p><b>[Vice President – Administration]</b> Continued to participate in discussions of what “learning-centered” means or implies.</p> <p><b>[Vice President Instructional Affairs]</b></p> <ul style="list-style-type: none"> <li>National campus Spring 07 graduation</li> </ul> <table border="1"> <thead> <tr> <th>Campus</th> <th>Number of classes</th> <th>10/2 faculty on summer contract</th> <th>Other Part time faculty</th> </tr> </thead> <tbody> <tr> <td>National</td> <td>46</td> <td>22</td> <td>2</td> </tr> <tr> <td>Chuuk</td> <td>41</td> <td>9</td> <td>7</td> </tr> <tr> <td>Kosrae</td> <td>19</td> <td>7</td> <td>5</td> </tr> <tr> <td>Pohnpei</td> <td>22</td> <td>8</td> <td>5</td> </tr> <tr> <td>Yap</td> <td>26</td> <td>3</td> <td>12</td> </tr> <tr> <td>Totals</td> <td>154</td> <td>49</td> <td>31</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Each month, the reference librarian sent out a list of “New Processed books for the month” to all national staff, faculty, and to the key personnel at each state campuses.</li> <li>Teacher Corps FY 05 funds used to purchase resources to enhance the teacher training programs offered at national campus.</li> </ul> <p><b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>Gates-MacGinitie results will be compiled to develop a profile for Kosrae campus</li> </ul>		Campus	Number of classes	10/2 faculty on summer contract	Other Part time faculty	National	46	22	2	Chuuk	41	9	7	Kosrae	19	7	5	Pohnpei	22	8	5	Yap	26	3	12	Totals	154	49	31
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	<ul style="list-style-type: none"> <li>• VPIA Thoulag conducted classroom visits/observations as part of her visit to Kosrae campus</li> <li>• VPIA Thoulag administered one level of the Gates-MacGinitie Reading Tests to randomly selected classes at Kosrae campus and Kosrae UB graduating seniors</li> <li>• Rose Mackwelung Library (RML) continues to provide patrons services and ordering of reference materials.</li> </ul> <p>[Yap Campus]</p> <ul style="list-style-type: none"> <li>• All 20 instructors (5 full-time and 15 part-time) meet at least the minimum qualifications and are certified to teach COM-FSM courses and completed the semester in mid May.</li> <li>• All classrooms, labs, LRC are fully equipped with necessary</li> </ul>	<p><b><u>Kosrae Library Programs / Services</u></b></p> <ul style="list-style-type: none"> <li>• Patron Usage -1857</li> <li>• Library Cards -57</li> <li>• Non-Compliance to RML Policy- 1</li> <li>• Overdue Materials -1</li> <li>• Materials Circulated (all collection types)-71</li> <li>• New Acquisitions-12</li> <li>• Material Usage (in house)-0</li> <li>• Booking of Library Use-10</li> <li>• Training / Workshop-0</li> <li>• Orientation / Tour-1</li> <li>• Fines Paid-0</li> <li>• Clearance / Withdrawal-5</li> </ul> <p><b><u>Computer Usage</u></b></p> <ul style="list-style-type: none"> <li>• General Application-428</li> <li>• Reference-213</li> <li>• Email-428</li> <li>• Technical Assistance-4</li> </ul> <p><b><u>Breakdown of Materials Circulated</u></b></p> <ul style="list-style-type: none"> <li>• COM (COM-FSM Collection)-1</li> <li>• F (Fiction Books)-52</li> <li>• GEN (General Collection)-14</li> <li>• J (Junior Collection)-0</li> <li>• PAC (Pacific Collection)-2</li> <li>• PER (Periodicals)-0</li> <li>• REF (Reference Collection)-2</li> <li>• R (Regular)-0</li> <li>• RES (Reserve Section)-0</li> <li>• TEM (Temporary)-0</li> </ul> <p><b>TOTAL CIRCULATED-71</b></p> <ul style="list-style-type: none"> <li>• COM-FSM Library Technician received and catalogued 12 new books</li> </ul> <p>[Yap Campus]</p> <ul style="list-style-type: none"> <li>• Need for more training on course and program assessment and evaluation.</li> <li>• Not all textbooks required for the courses offered</li> </ul>
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	<p>supplies and materials.</p> <ul style="list-style-type: none"> <li>• Faculties coordinate with LRC on resource materials for their classes and programs.</li> <li>• Tutoring sessions (Peer to Peer Seminars) (5 hours per day) are made available to students to assist them with their class work.</li> <li>• The IC and division chairs have begun to do class observations and evaluations of instructors.</li> <li>• Class observation and faculty evaluation by students were completed in April. Evaluation results were summarized and shared with individual faculty members, both part time and full time.</li> </ul>	<p>have been received. Thus, we are making copies for those students without textbooks.</p>
<p>1B: Make developmental courses an institutional priority</p>	<p><b>[Vice President Instructional Affairs]</b></p> <ul style="list-style-type: none"> <li>• A total of 567 currently enrolled students were given the Gates/McGinitie reading test to assess reading levels during spring semester.</li> <li>• A seven chapter, 150 page Math workbook is drafted for developmental math students. Accompanying power point tutorials were development.</li> </ul> <p><b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>• Summer 2007 developmental courses: <ul style="list-style-type: none"> <li>○ ESL 089 Reading V</li> <li>○ ESL 099 Writing V</li> <li>○ MS 099 Transition to Algebra</li> </ul> </li> <li>• Tentative Fall 2007 developmental courses: <ul style="list-style-type: none"> <li>○ ESL 079 Study Skills</li> <li>○ ESL 087 Listening and Speaking II</li> <li>○ ESL 088 Reading IV</li> <li>○ ESL 089 Reading V</li> <li>○ ESL 098 Writing IV</li> <li>○ ESL 099 Writing V</li> <li>○ MS 095 Prealgebra</li> <li>○ MS 096 Elementary Algebra</li> <li>○ MS 099 Intermediate Algebra</li> <li>○ SC 098 Survey of Science</li> </ul> </li> <li>• BU 097 Small Business Management</li> </ul> <p><b>[Yap Campus]</b></p>	<p><b>[Vice President Instructional Affairs]</b></p> <ul style="list-style-type: none"> <li>• Results of this project will determine at what level students are currently reading, what level they should be reading at compared to textbook readabilities, and how much change needs to take place to better meet the needs of the students.</li> <li>• John Saber of the Math/Science division is developing supplemental math workbooks for use in the developmental math classes. These workbooks will be piloted in the fall 07 semester and copies will be sent to all high schools in FSM to be used as supplemental materials for their math curriculum.</li> </ul>

	<ul style="list-style-type: none"> <li>• 17 developmental courses in English / ESL, Math, Science, and Social Science are offered and completed by end of Spring Semester in May.</li> <li>• Made preparation for summer session with a schedule of 11 developmental courses in Math and English. 2 math and 9 ESL courses.</li> <li>• Initiated collaboration with Yap High School to share course outlines for voc ed programs as part of development of the campus vocational program.</li> </ul>	
<p>1C: Enhance faculty involvement in the college</p>	<p><b>[Vice President Instructional Affairs]</b></p> <ul style="list-style-type: none"> <li>• An open period for meeting times has been scheduled in for the next school year.</li> </ul> <p><b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>• Instructional faculty assisted Student Services with summer 2007 Registration &amp; Student Advisement</li> <li>• Instructional faculty took part in VPIA's general update meeting in re: ongoing college activities &amp; projects.</li> <li>• Instructional faculty members took part in HR Director's general update meeting</li> </ul> <p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>• 5 full time faculty are involved in monthly faculty meeting, participates in Ad Hoc committees (hiring).</li> <li>• All proposed policies &amp; issues are shared with all faculties for their review and feedback.</li> <li>• All full time faculties are advisors to students.</li> <li>• Student and Faculty Award Day on May 4<sup>th</sup>, 2007. This is the second for students and a first for faculty. Next school year, we will have a campus Staff Development Day for faculty and staff in spring 2008.</li> <li>• Faculty assisted with preparation for summer session to begin in early June. 3 full time faculty are teaching courses for the summer. 2 National Campus faculty are teaching this summer at yap campus.</li> <li>• While here, they have assisted with registration and placement of students in appropriate classes. They have also trained our faculty and staffs in administering the placement test at the</li> </ul>	<p><b>[Vice President Instructional Affairs]</b></p> <ul style="list-style-type: none"> <li>• ISLET will be arranging mini-workshops for faculty, staff and students. Most of these workshops will be conducted by faculty at the college. Schedule should be ready by August.</li> </ul>

	beginning of each semester.	
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**Strategic goal 2:** Provide institutional support to foster student success and satisfaction

Objectives	Major accomplishments	Comments/additional detail
<p>2A: Promote strategic enrollment management for the college</p>	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>• Continue to work with appropriate departments, units, and offices on establishing enrollment indicators.</li> </ul> <p><b>[Vice President – Administration]</b></p> <ul style="list-style-type: none"> <li>▪ Continued to work with Maintenance, etc... to ensure that facilities, amenities, personnel, etc..., at each campus fall in line with established enrollment management standards.</li> </ul> <p><b>[Vice President – Student Services]</b></p> <ul style="list-style-type: none"> <li>• The Admissions Board administered the COMET to 1,624 seniors throughout the FSM during March.</li> <li>• VPSS joined National and Pohnpei Campus staff (8) in recruiting at all the Pohnpei High Schools in April.</li> <li>• The members of the Admissions Board at State Campuses along with recruitment teams from National Campus also met with all high school seniors at Chuuk, Yap, and Kosrae Campuses.</li> <li>• The Fall 2007 Orientation Working Group has been meeting to talk about the ways to enhance the orientation week. Work is in progress.</li> <li>• Administered the COMET at all Campuses</li> </ul> <p><b>[Chuuk Campus]</b></p> <ul style="list-style-type: none"> <li>• On going services provided by the SSD to assist students with their needs and to make their learning experience meaningful and rewarding.</li> <li>• On going tutorial services. There were 25 students who received such services during the reporting period.</li> </ul> <p><b>[Admissions &amp; Records]</b></p> <ul style="list-style-type: none"> <li>• Processed 409 Summer 2007 and 599 fall 2007 course selection for National Campus.</li> </ul>	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>• Continue to monitor enrollment of 5 campuses per established enrollment indicators</li> </ul> <p><b>[Vice President – Student Services]</b></p> <ul style="list-style-type: none"> <li>• The detailed statistical report is attached for your information</li> <li>• We talked with a total of approximately 654 students in Pohnpei</li> <li>• Approximately 1000 students met with the teams.</li> <li>• Joining the members of the Admissions Board was Howard Rice, Division Chair for Hospitality and Tourism Program and Kiyoshi Philip, Division Chair for Agriculture.</li> <li>• COMET was given in Yap, Chuuk, Pohnpei and Kosrae. The essays are yet to be corrected.</li> </ul> <p><b>[Chuuk Campus]</b></p> <ul style="list-style-type: none"> <li>• The SSD staff takes extra steps in making sure that our students are utilizing services.</li> <li>• Our peer-counselors continue to do tutorial services in the needed academic areas.</li> </ul>

	<ul style="list-style-type: none"> <li>• Processed 72 applications for 3<sup>rd</sup> Year Certificate Program</li> <li>• Processed 60 applications for Readmissions</li> <li>• Processed 2 applications for 2<sup>nd</sup> degree.</li> <li>• Prepares and processed summer 2007 Registration for National and State campuses.</li> </ul> <p><b>[Counseling Office – National]</b></p> <ul style="list-style-type: none"> <li>• Assisted with student recruitment.</li> </ul>	
<p>2B: Become more student-centered in the development of specific college system policies and procedures</p>	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>• Decisions made administratively are evaluated for their student centeredness.</li> </ul> <p><b>[Vice President – Administration]</b></p> <ul style="list-style-type: none"> <li>• Administrative decisions were first evaluated for their “student-centeredness” whenever possible.</li> </ul> <p><b>[Vice President – Student Services]</b></p> <ul style="list-style-type: none"> <li>• Student Services Committee recommended 2 policies; one on Stray Dogs on Campus and the other on Tobacco Free Environment</li> <li>• The Student Services Committee met on a bi-weekly basis to address policies and procedures regarding the welfare of students and staff.</li> <li>• The department hosted a system-wide meeting of all student services coordinators and staff at National Campus during March.</li> <li>• Nine (9) disciplinary cases were referred to VPSS for alcohol violations</li> </ul> <p><b>[Admissions &amp; Records]</b></p> <ul style="list-style-type: none"> <li>• The Office of Admissions and Records put up 4’ x 8’ visible board displaying the schedules of classes for summer and fall 2007.</li> <li>• Processed 3 school certification for FSM Social Security</li> <li>• Processed and distributed student history to advisors for advising</li> </ul>	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>• Have monitored closely the work of the assessment and communication committees as well as other standing committees to make sure that they are “student centeredness”</li> </ul> <p><b>[Vice President – Administration]</b></p> <ul style="list-style-type: none"> <li>• The Working Group sessions on Assessment and Communications are helping slowly clarify “student-centeredness” to everybody.</li> </ul> <p><b>[Vice President – Student Services]</b></p> <ul style="list-style-type: none"> <li>• The committee is soliciting comments on these two policies from the college community</li> <li>• Approximately 30 staff attended the meeting prior to the President’s Retreat.</li> </ul>

	<p>student for summer and fall 2007 course selection.</p> <ul style="list-style-type: none"> <li>• Prepares files for new student.</li> <li>• Processed 397 transcript requests for month of April, May and June 2007</li> <li>• Processed spring 2007 report card for National and State Campuses students.</li> <li>• Processed and distributed summer 2007 Midterm Deficiency List.</li> <li>• Processed application for course substitution and withdrawals.</li> <li>• Processed transfer credits from other schools.</li> </ul> <p><b>[Chuuk Campus]</b></p> <ul style="list-style-type: none"> <li>• Development and Implementation of a Student Support Service Training Plan.</li> <li>• Administration of the Training Plan questionnaire (survey) at the end of the training period.</li> <li>• A total number of two hundred seventeen (217) students participated in the survey.</li> <li>• FAO staff continues to assist students with filling-out of their financial aid application forms and other needs.</li> <li>• OAR staff continues to assist students with their needs.</li> <li>• The counselors and peer-counselors continue to assist our students with their needs (academic and personal needs).</li> </ul> <p><b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>• Conducted job orientation to graduating class.</li> </ul> <p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>• Advisements of students are done throughout the semester. A listing of all students is posted with the names of their respective advisors.</li> <li>• Announcements and policies are posted in classrooms, lab, and student areas for public awareness. Also, all students and faculties have email addresses to which announcements and other information are sent.</li> <li>• 12 workshops, seminars, and social activities have been held on campus since the start of spring semester. These include Blow-Out for all faculties, students, &amp; staff, 2 Financial Aid Workshops, Leprosy Awareness, How to Succeed in College,</li> </ul>	<p><b>[Chuuk Campus]</b></p> <ul style="list-style-type: none"> <li>• All Student Service Division members were involved in the development and implementation of the Training Plan.</li> <li>• All offices of the Student Service Division were involved.</li> <li>• Data analysis was done by the IRPO staff at the National Campus.</li> <li>• FAO staff assisted the following number of students: <ul style="list-style-type: none"> <li>○ April - 257</li> <li>○ May - 277</li> <li>○ June - 408</li> </ul> </li> <li>• A total number of 147 students were assisted by the OAR staff during the reporting period.</li> <li>• The counselors and peer-counselors assisted a total number of 146 students during the reporting period.</li> </ul>
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	<p>Study Skills Seminar, Happy Valentine’s Day events, Ice Cream Social, and Time Management Seminar.</p> <ul style="list-style-type: none"> <li>• A free period (12:30 – 1:25 pm, no classes), Mondays, Wednesdays, and Fridays is part of the semester schedule for assemblies, workshops, meetings, social events, and seminars.</li> <li>• Recruitment Campaign at Yap High School sharing information on program and services to freshmen, sophomores, and juniors.</li> <li>• Recruitment Team visited Yap High School, Yap SDA High School, Ulithi High School, and Woleai High School to share information with seniors. Team also presented to Yap Campus students who took the COMET in February 2007.</li> <li>• Refreshments made available to students and faculty during final exam week on campus for both Spring Semester and Summer Session.</li> <li>• Recruitment ongoing this summer in preparation for fall semester to begin in early August.</li> </ul>	
<p>2C: Promote timely college tenure and graduation of students with mastery of array of core learning objectives, including civic-mindedness and self-value</p>	<p><b>[Vice President – Student Services]</b></p> <ul style="list-style-type: none"> <li>• The department hosted the spring 2007 graduation ceremony.</li> <li>• Phi Theta Kappa International Honor Society-Beta Omicron Upsilon Chapter held its spring induction on March 30.</li> <li>• The Student Body Association held its second seminar on the SBA Constitution and how to conduct meetings.</li> <li>• The SBA had two monthly meetings to discuss school policies on student activity fees and others.</li> <li>• Active involvement in the IAP to address the different models of learning and the meaning of teaching and learning centered.</li> <li>• Met with the SBA and Advisor Rudolph about constitutional by-laws, policies and the future plans for SBA</li> </ul> <p><b>[Admissions &amp; Records]</b></p> <ul style="list-style-type: none"> <li>• Update student IDP</li> <li>• Evaluated academic records of 81 students from National Campus, 12 from Pohnpei Campus for Spring Semester 2007 graduation.</li> <li>• Preparation for Spring Semester 2007 graduation.</li> </ul> <p><b>[Financial Aid Office-National]</b></p>	<p><b>[Vice President – Student Services]</b></p> <ul style="list-style-type: none"> <li>• 83 students graduated from National and Pohnpei Campuses and 9 from the Fisheries and Maritime Institute</li> <li>• Fifteen (15) members were inducted (13 new members and 2 students who paid last semester but did not attend the fall induction were inducted)</li> <li>• Approximately 12 student leaders attended the seminar.</li> <li>• The student activity fees should be earmarked for student activities. A policy needs to be developed to address this concern</li> <li>• This group have been meeting once a week to address these issues on learning models</li> <li>• Four (4) meetings were held. Work is on-going</li> </ul> <p><b>[Financial Aid Office-National]</b></p>

	<ul style="list-style-type: none"> <li>• 743 Pell recipients awarded a total of \$2,621,761.00 <ul style="list-style-type: none"> <li>○ 161 National Campus 305,381.00</li> <li>○ 222 Chuuk Campus 1,061,545.00</li> <li>○ 103 Pohnpei Campus 803,043.00</li> <li>○ 69 Kosrae Campus 115,104.00</li> <li>○ 188 Yap Campus 336,688.00</li> </ul> </li> <li>• 628 students awarded a total of \$75,59300.00 through SEG <ul style="list-style-type: none"> <li>○ 628 National Campus 75,593</li> </ul> </li> <li>• 225 students earned a total of \$84,904.60 through Work Study (SEG) <ul style="list-style-type: none"> <li>○ 106 National Campus 67,879.75</li> <li>○ 48 Chuuk Campus 9,053.75</li> <li>○ 38 Pohnpei Campus 2,988.60</li> <li>○ 20 Kosrae Campus 3,208.75</li> <li>○ 6 Yap Campus 915.00</li> <li>○ 7 FMI 858.75</li> </ul> </li> <li>• 378 FSEOG Recipients awarded a total of \$112,126 <ul style="list-style-type: none"> <li>○ 236 National Campus 72,838</li> <li>○ 18 Pohnpei Campus 4,838</li> <li>○ 28 Kosrae Campus 11,200</li> <li>○ 89 CHK 20,900</li> <li>○ 7 YAP \$ 2,350</li> </ul> </li> <li>• 118 Federal Work-Study Recipients with the total exp.20,855.25 <ul style="list-style-type: none"> <li>○ 89 National Campus 13, 743.50</li> <li>○ 9 Pohnpei Campus 2, 403.75</li> <li>○ 13 Chuuk Campus 3, 215.50</li> <li>○ 4 Kosrae Campus 789.75</li> <li>○ 3 Yap Campus 702.75</li> </ul> </li> </ul> <p>State scholarships that we assisted to complete and mailed to scholarship offices:</p> <ul style="list-style-type: none"> <li>• Pohnpei State Scholarships <ul style="list-style-type: none"> <li>○ 64 applicants - National Campus</li> <li>○ 225 applicants - Pohnpei Campus</li> <li>○ 54 Applicants from Educational Talent Search</li> </ul> </li> <li>• Kosrae State Scholarships</li> </ul>	<ul style="list-style-type: none"> <li>• The general decrease in the amount of students' award in Pell Grant, SEG Work-Study, and Federal Work-Study reflect the ending of the school year. It is important to note that the federal student assistance programs (Title IV) which began July 1, 2006 and end June 30, 2007 fall within this reporting period. Only those who provide FAO required information were mostly the students who fall within this reporting period. This information is particularly true for the Pell Recipients.</li> <li>• There is one item that is included in this report, and that is the local scholarship. It should be noted that the Office is not able to track our Yapese students who applied for Yap State Scholarship because the form does not include verifications of institution's cost of attendance and student's financial aid information.</li> </ul>
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- 16 Applicants – National Campus
- Chuuk State Scholarships
  - 28 Applicants – National Campus
- Yap State Scholarships
  - 0 Applicants
- 64 applicants from National Campus
  - Chuuk State scholarship-28 applicants (all from National Campus)
  - Yap State scholarships-0 applicants

**[Student Support Services Program]**

The following are accomplishments and outcomes of academic support services and activities provided to SSS student participants. Refer to grid for details.

- The outcome of spring grades for SSS participants are as follows: Out of the 142 students that persisted to spring semester, 125 or 88% are in good academic standing whereas 17 students or 12% are not in good academic standing. Of these 125 students 10 placed on academic honor roll. For spring semester 32 students were awarded grant aids to supplement their education and financial needs.
- 15 of the above 125 students were spring graduates :
  - 1 accepted to enroll at UOG in Fall semester 2007
  - 2 will do mission work for 1 year then transfer
  - Of the remaining 12, either enrolls in Third-Year program and/or applies for work (after summer – Counselor will have a definite status of these students)  
*(2 of Fall'06 graduates will enroll at UOG this coming fall semester)*

**[Counseling Office – National]**

- Provided academic advising to 83 students.
- Assisted 25 students with financial aid appeals.
- Provided college/transfer information to 38 students.
- Assisted 74 students with clearance forms.
- Assisted 61 students with scholarship information.
- Provided career information/advising to 29 students.
- Assisted 54 students with application forms, financial aid

**[Student Support Services Program]**

Dates	Academic Services/Activities	No. of students	Comments
4/25-26	Student Accounts Workshop	50	Mr. Kenneth of Business Office - presenter
April - June	-Academic Advising -Financial Aid, Transfer, Personal Counseling -Mentoring -Tutoring -Computer Assisted	23 54 18 99 24	Tutors and staff members provided the services

	<p>questions, changing major advice, etc. (others)</p> <ul style="list-style-type: none"> <li>Assisted in issuing, receiving, and reviewing students' applications and in selecting the recipient for Timothy Jerry Scholarship.</li> <li>Conducted Transfer workshop with Phi Theta Kappa members.</li> </ul> <p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>For fall 2006, there were 4 students (Yap DOE teachers) who successfully completed all required courses.</li> <li>For spring 2006, a total of 7 students completed all degree requirements.</li> <li>For summer 2007, we expect to have a total of 14 students complete all required courses.</li> <li>On July 27<sup>th</sup>, Yap Campus plans to have its 2<sup>nd</sup> Graduation Ceremony with a total of 25 students, mostly Yap DOE teachers.</li> </ul>	<p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>Most of yap campus degree students transfer to the national campus to complete their programs.</li> </ul>
<p>2D: Develop a student-friendly campus environment that encourages and enables students to be health conscious</p>	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>Continue to monitor the facilities to make sure that they serve the students needs.</li> </ul> <p><b>[Vice President – Student Services]</b></p> <ul style="list-style-type: none"> <li>2007 COM-FSM Health Fair with this year's theme: "A Sound Mind in a Sound Body" (April 25). The main objective was to educate the public, mainly the College community about health-related issues/problems through presentation and dissemination of information and other activities. Activities planned and implemented for this year's event including a display of community booths highlighting a variety of health, safety and wellness topics, demonstration on First Aid/CPR, Screening for Diabetes and Hypertension, Examination of Eye/Vision and oral/dental caries, distribution of IEC materials and others.</li> </ul> <p><b>[Health Services-National]</b></p> <ul style="list-style-type: none"> <li>531 health- related visits were taken care of at the COM dispensary during the reporting period.</li> </ul>	<p><b>[Vice President – Student Services]</b></p> <ul style="list-style-type: none"> <li>Programs/Agencies represented including the Pacific Mission Fellowship, Salvation Army, Micronesia Red Cross Society, Pohnpei State Public Safety, JICA/JOCV and Pohnpei State Health Service, Division of Primary Health Care programs such as the Family Planning, Adolescent Development Health, STIs/HIV/AIDS, Communicable &amp; Non-Communicable Diseases, Cancer Coalition Group, Substance Abuse &amp; Mental Health, Dental Health and others. People from the surrounding communities also participated in the events activities. About 350+ people participated in these activities.</li> </ul> <p><b>[Health Services-National]</b></p> <ul style="list-style-type: none"> <li>The decrease in number of visits during the reporting period is partly due to nurse being away</li> </ul>

	<ul style="list-style-type: none"> <li>○ Of this number, 90 received treatment for the flu/cold syndrome</li> <li>○ 45 received treatment for minor injuries</li> <li>○ 74 received treatment for generalized body aches/pains and headaches</li> <li>○ 20 received treatment for eye/ear/nose-related problems</li> <li>○ 43 received treatment for skin disease/infection</li> <li>○ 17 received treatment for gastro-intestinal (GI) related problems</li> <li>○ 38 received counseling and IEC materials on reproductive health and other health-related problems</li> <li>○ 23 requested usage of family planning/contraceptive methods,</li> <li>○ 2 received the flu shots</li> <li>○ 42 were screened for diabetes, hypertension, obesity and other chronic problems</li> <li>○ 74 received treatments for health maintenance and/or health prevention</li> <li>○ 19 were referred to other health clinics/agencies</li> <li>○ 44 were for various reasons.</li> <li>• About 350+ people (including students, staff and people from the communities) participated in the activities planned and implemented for the 2007 COM-FSM Health Fair. Activities included: <ul style="list-style-type: none"> <li>○ The display of community booths highlighting a variety of health, safety and wellness topics</li> <li>○ demonstration on First Aid/CPR</li> <li>○ Screening for Diabetes and Hypertension</li> <li>○ Examination of Eye/Vision and oral/dental caries</li> <li>○ Distribution of IEC materials and others</li> </ul> </li> <li>• About 700+ people (including students, staff and people from the surrounding communities) participated in a special presentation entitled: “Living with the HIV/AIDS”, by Ms Maire’ Bopp-Dupont, on April 18, 2007. Ms Bopp-Dupont is the Chief Executive Officer of the Pacific Islands Aids Foundation who had participated in the Pacific Island Jurisdictions AIDS Action Group Summit held here at the COM-FSM Gym on April 10-12, 2007. As an advocate for the campaign against HIV/AIDS, she</li> </ul>	<p>part of the month of May (May 10-18) and most part of June (June 8-29) and so the dispensary was not opened for service on a regular basis.</p> <ul style="list-style-type: none"> <li>• Also, replacement failed to provide documentation of dispensary visits in log book.</li> </ul>
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willing accepted the invitation to share her life story with the College community as someone living with the HIV/AIDS.

**[Recreation/Gym-National]**

April 2, 2007 Founding Day Events:

- Floats with cultural costumes from Spanish Wall to PNI state track and field.
- Cultural dances were performed by the student organizations:
  - PNI National,
  - PNI Campus,
  - Yap,
  - Chuuk,
  - Kosrae,
  - Ping/Mok,
  - Nukaps and
  - Mortloks.
- About 900 college members and the community people witnessed the events. About 35% of the student population, 25% of the staff and 7% of the faculties were in attendance.
- COMFSM/POHNPEI BASKETBALL ASSOCIATION co-hosted the Basketball Summer Camp 2007 in 2 categories:
  - 1 session for the coaches
  - 1 for kids seventeen and under
  - Total participation: 350 male/female/coaches
- SBA Farewell Party: music provided by sports staff. Approx number of participants was 200 resident students/off campus students.
- Weight room usage: from April to June 2007 a total of 83 people used the weight room.
  - male=53
  - staff =6
  - FSM staff=1
  - female =13
- Department League Softball: 2 college teams
  - Number of games accomplished: Sharks I played 7 games
  - Sharks II played 13 games
  - Number of participants: 46 staff and faculty.

	<ul style="list-style-type: none"> <li>• <u>Do It Best</u>: Master League ages of 40 and above <ul style="list-style-type: none"> <li>○ 8 teams total</li> <li>○ 1 COM-FSM team</li> <li>○ 23 staff players from National and Pohnpei campuses.</li> </ul> </li> <li>• <u>State Open League Basketball Men's</u>: <ul style="list-style-type: none"> <li>○ 1 staff team</li> <li>○ 2 student teams</li> <li>○ 1 student team succeeded, placed second</li> <li>○ 38 participants for all games</li> </ul> </li> <li>• <u>State Open League 3 on 3 Basketball</u>: <ul style="list-style-type: none"> <li>○ 1 staff team</li> <li>○ 2 student teams - coed (male/female).</li> <li>○ 26 participants for all teams</li> </ul> </li> <li>• <u>College hosted the Following Programs</u>: <ul style="list-style-type: none"> <li>○ TSP Elementary Award Ceremony</li> <li>○ TSP High School Award Ceremony</li> <li>○ Upward Bound Program male/female basketball &amp; volleyball tournament</li> <li>○ Latter Day Saints Conference</li> <li>○ Chu Chok Organization Farewell Party dorm and off campus students. About 60 students participated in this event.</li> </ul> </li> <li>• <u>COM-FSM/ Micronesia Human Resources Development Center</u> co hosted sports mixture of college students and high school students in basketball and volleyball for both males and females.</li> <li>• Awareness Program (Health-Education Program) involvement: <ul style="list-style-type: none"> <li>○ 100 people participated</li> <li>○ Basketball <ul style="list-style-type: none"> <li>▪ 5 men teams</li> <li>▪ 4 women teams</li> </ul> </li> <li>○ Volleyball <ul style="list-style-type: none"> <li>▪ 6 men teams</li> <li>▪ 5 women teams</li> </ul> </li> <li>○ Softball <ul style="list-style-type: none"> <li>▪ 2 COM-FSM teams</li> </ul> </li> </ul> </li> <li>• <u>Recreational Sports</u>: <ul style="list-style-type: none"> <li>○ 145 students</li> <li>○ 40 staff and faculty</li> </ul> </li> </ul>	
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- 90% males
- 15% females
- COM-FSM FUN RUN-WALK: The event attracted close to 170 participants.
- 80 students
- 90 community people ranging from little children to older folks also participated

**[Student Support Services Program]**

- Other college organized events that SSS students participated.

Dates	Events/Venue	No. of students	Comments
4/2	Founding Day at the Pohnpei Track & Field	81	All of these students participated either in the float or dances
4/15-19	COM-FSM Trio Student Leadership Conference (National campus - gym)	13	These are students on academic honor for fall 206 semester
4/18	Presentation by HIV/Aids victim, Ms. Maries' Bopp-Dupont ( National Campus)	57	She shared her life experience
4/25	College Health Fair (National campus)	35	Student had the opportunity to check their blood pressure and blood sugar and weight measurement. Some students are found to be obese and over-weight.

**[Counseling Office - National]**

- Provided personal counseling to 10 students.
- Counseled and advised 2 students who were referred due to disciplinary action.
- Coordinated with Peer Counseling Center with Substance Abuse Prevention activity.
- Attended HIV/AIDS presentation by Maire Bopp-Dupont.
- Assisted and participated in Health Fair activities.

**[Chuuk Campus]**

- Intramural activities were held - 60 participants.

	<ul style="list-style-type: none"> <li>• Fun-walk – 20 participants</li> <li>• Track and field events took place on April 20, '07.</li> <li>• Health services and support provided by the Chuuk department of health and the Chuuk Nursing Association.</li> </ul> <p><b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>• The PEER counseling conducted health awareness programs at the Student Lounge.</li> <li>• A nurse is now giving services and immunization shots to staff and students.</li> </ul> <p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>• Peer Counseling Center Manager continues to collaborate with Public Health nurses and staff to do public awareness seminars on campus as well as health screenings.</li> <li>• Yap Campus has offered for the first time an ESS course in walking.</li> <li>• All campus facilities and grounds are regularly maintained and cleaned. Grounds Maintenance is contracted.</li> <li>• During the month of April, several workshops were held on campus: Alcohol Awareness Day, No Tobacco Day, and a Health Fair. Staff from public health participated by doing free screenings for HIV, Hepatitis, Nutrition, etc.</li> <li>• A movie night was held on campus on April 20<sup>th</sup> for students, faculty, and staff. It was a good event with good turnout.</li> <li>• Founding Day was celebrated on campus with games, skits, dances, music, and food on April 2<sup>nd</sup>.</li> <li>• Activities for the month of June included the following: Financial Aid Workshop, Nutrition presentation, Tobacco Use in Yap, Study Skills, Movie Night, Time Management, and Alcohol &amp; Drug Abuse.</li> <li>• Activities for July are: Financial Aid Workshop, Tobacco &amp; Inhalants, STD's in Yap, Ice Cream Social, and Refreshments during the final exam days.</li> </ul>	<p><b>[Chuuk Campus]</b></p> <ul style="list-style-type: none"> <li>• The intramural activities were part of the SBA activity program.</li> <li>• The 'Fun-walk' involved students, staff, faculty, and community members.</li> <li>• Members of the SSD staff were involved in the planning and coordination of the track and field events for the various high schools in the State.</li> </ul>
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**Strategic goal 3:** Create an adequate, healthy and functional learning and working environment

Objectives	Major accomplishments	Comments/additional detail
<p>3A: Provide for adequate facilities to support a learning community</p>	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>• Completion of the SBDC Center in Kosrae</li> <li>• approval of renovating the prefab building at National Campus for tutoring center, SSSP and Peer Counseling Centers, and Art Classrooms</li> <li>• Construction of FEMA Classroom Building has started and certification of the Vocational Building by OIA.</li> </ul> <p><b>[Vice President – Administration]</b></p> <ul style="list-style-type: none"> <li>• Submitted requests to the Finance Committee and Cabinet for the use of fund balance to renovate a Tutoring and Counseling Center and an Art classroom; and for the PBDC building at Pohnpei Campus (with college classrooms).</li> <li>• Facilitated contracts for work on Yap campus FEMA funded lab building, Pohnpei campus Student Services Center, Kosrae SBDC/VocEd building.</li> <li>• Had the UOG Senior Planner provide technical assistance on development of a college master plan.</li> <li>• Assisted campus director in securing \$1 annual payment to Yap State government for Yap campus land lease.</li> <li>• Met with Mr. Roger Mori, Chuuk campus landowner to: 1) follow up on the meeting of March 29<sup>th</sup> in Chuuk regarding the land dispute, 2) suggest extension of the campus over the remaining piece of the property, and 3) suggest extension of lease term to 25 years.</li> <li>• Prepared and submitted to Mr. Roger Mori a proposal to extend the campus over the entire property and to extend the lease term from 15 to 25 years at no extra annual cost to the college.</li> </ul> <p><b>[Vice President Instructional Affairs]</b></p> <ul style="list-style-type: none"> <li>• A wheel chair lift has been installed at the Learning Resources Center. The lift will make the College in compliance with the Accessibility Act of the USA.</li> </ul> <p><b>[Yap Campus]</b></p>	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>• Construction and completion on these facilities will help out in providing more adequate facilities at the campuses. Kosrae SBDC will be dedicated on August 3, 2007.</li> </ul> <p><b>[Vice President – Administration]</b></p> <ul style="list-style-type: none"> <li>• The fund balance request was approved by the FC and by Cabinet for the Board’s consideration.</li> <li>• Work on Yap’s FEMA funded building and on Pohnpei campus student services center has begun; Kosrae campus SBDC is completed and awaiting arrival of new furniture and resolution of MOU issues.</li> <li>• UOG senior planner Felix Mansapit attended the May 16/17 meeting at national campus with all budget heads and later with campus directors.</li> <li>• \$1 annual lease was approved by Land Lease Committee and by Yap Governor as a token of support to the College.</li> <li>• Waiting to receive Mr. Roger Mori’s response to the college’s proposal. Response should be sought/obtained by end of July 2007.</li> </ul> <p><b>[Vice President Instructional Affairs]</b></p> <ul style="list-style-type: none"> <li>• Disabled persons will be able to access the Special collection areas on the second floor.</li> </ul> <p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>• At present, there is a total of 3 classrooms which</li> </ul>

	<ul style="list-style-type: none"> <li>• FEMA and Classroom Projects are still under review over with Maintenance Director and TC &amp; I.</li> <li>• 3 FEMA project funds have been consolidated to construct a science lab building for the campus. Construction is expected to begin by September 2007.</li> <li>• Site preparation on May 14<sup>th</sup>, 2007. Earth Moving Permit secured from Yap EPA. Approval letter from Historical Preservation Office has been received for our projects to proceed.</li> <li>• In the meantime, the Army Corp of Engineers is currently doing designs for the classroom bldg. and student service center with assistance and support from FSM TC &amp; I.</li> <li>• Approved projects include the following: Science lab Bldg., Student Center Bldg., Classroom Bldg., and Voc. Ed. Bldg. This last project has been included upon approval by BOR during the last week.</li> </ul> <p><b>[Chuuk Campus]</b></p> <ul style="list-style-type: none"> <li>• English computer lab has been relocated to Classroom B1. The lab has been relocated from the old bank building across from the main site to accommodate more computers and easier access for students. Since the IEI program has been phased out the lab will be used for general purposes to support remedial courses in the fall semester and beyond.</li> </ul> <p>Task force on Chuuk high site:</p> <ul style="list-style-type: none"> <li>• Task force has been meaning over the report period in effort to clarify and address issues with the offer by the Governor and some Chuuk Leaders of Chuuk High School as the permanent site for Chuuk Campus.</li> </ul> <p><b>[Maintenance Division-National]</b></p> <ul style="list-style-type: none"> <li>• Yap Campus Four Classroom Building and Student Center has been approved for funding by OIA. Selection of Architects for A&amp;E work is schedule for July 17, 2007.</li> <li>• -College BOR has approved to reschedule Yap Campus Vocational Center project to the FY2006 projects as oppose to FY2008 projects.</li> <li>• Yap Campus Science Laboratory project received four bids from contractors on June 23, and are being review.</li> </ul>	<p>can comfortably accommodate 15 – 20 students, a voc ed computer lab with a capacity of 10 students, and 1 regular with 29 computers. The LRC has seats for only about 24 students</p> <p><b>[Chuuk Campus]</b></p> <ul style="list-style-type: none"> <li>• Some issues have been brought to attention such as outstanding financial obligations owed to original land owners by Chuuk State Government, Squatters on the site, lack of a transition plan by the department of education for the current High School students.</li> </ul>
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	<ul style="list-style-type: none"> <li>• The BOR has approved funds for Construction of Tutoring Center, Student Support Services program, Peer Counseling Center and Arts Classroom at the National Campus.</li> <li>• A proposal for enlargement of the current Chuuk Campus site has been send to the land lord for considerations.</li> <li>• Pohnpei Campus Student Services Center construction has commenced.</li> <li>• Funding for Chuuk, Pohnpei and Kosrae research labs has been approved for construction and renovation.</li> <li>• Chuuk Campus Fencing project is in progress.</li> <li>• 250 Classroom chairs are scheduled to arrive on Chuuk in September.</li> <li>• UOG Senior Planner Mr. Felix Mansapit was invited for the campus Director’s meeting to present the process of master planning.</li> <li>• National Campus Wheel Chair lift in place with finishing partitions to be installed.</li> <li>• Kosrae Small Business Development Center Building has been completed providing additional classrooms for Kosrae Campus.</li> </ul>	
<p>3B: Provide for maintenance and upkeep of grounds, facilities, and equipment</p>	<p><b>[Vice President – Administration]</b>          Provided overall oversight to the Maintenance division and the State campuses.</p> <p><b>[Vice President – Cooperative Research &amp; Extension]</b></p> <ul style="list-style-type: none"> <li>• Landscaping of Pohnpei Campus</li> </ul> <p><b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>• Installations and repairs on A/C units done in the classrooms and LRC.</li> </ul> <p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>• Ground maintenance is done 2x a month by a contractor.</li> <li>• All computer systems and software are regularly maintained by the IT team (2 persons). The 2 labs are monitored daily to</li> </ul>	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>• Continue to supplement the maintenance budgets so facilities and grounds can be maintained properly.</li> </ul> <p><b>[Vice President – Cooperative Research &amp; Extension]</b></p> <ul style="list-style-type: none"> <li>• The landscaping of Pohnpei campus has been accomplished through resources provided by CRE under a Traditional and Medicinal Plant Preservation Grant from WSARE</li> </ul> <p><b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>• Technical assistance provided by National campus maintenance crew.</li> </ul> <p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>• Need for a new Central AC unit to be purchased to replace the one for the offices. The current one is 7 years old and requiring more repairs and</li> </ul>

	<p>ensure that students have access to working computers every school day.</p> <ul style="list-style-type: none"> <li>• A new server has been installed leading to increased bandwidth. Access to internet is more convenient for all students, faculties, and staff.</li> <li>• Painting of administration building is currently being done. AC unit in IC's office has been replaced.</li> <li>• AC unit in voc ed faculty office has been replaced in late June.</li> <li>• Order for 20 computers has been put thru to replace all computers in the voc ed computer lab. We expect to receive them by end of July or early August.</li> <li>• We have also ordered 4 laptops for use by faculty in all the classrooms on campus. Also expect to arrive same time as the rest of the computers.</li> </ul> <p><b>[Maintenance Division-National]</b></p> <ul style="list-style-type: none"> <li>• FSM-FMI exterior electrical system improvement to cost \$18,000.00 while estimate for the interior electrical system is still pending</li> <li>• Work Order Statistics for April and May: <ul style="list-style-type: none"> <li>○ Requested: 110</li> <li>○ Completed: 107</li> <li>○ Pending: 3</li> </ul> </li> <li>• Surveyed Six Vehicles</li> <li>• Purchase new riding mower and maintained grounds maintenance.</li> <li>• Board approved supplemental funds for utilities and POL.</li> <li>• Power Consumption for May has dropped by 27.4%.</li> <li>• 25-Power outages were recorded for the months of April, May and June which has been increasing since January 2007.</li> </ul>	<p>replacement of parts. This has been discussed with Director of Maintenance.</p>
<p>3C: Provide for a safe, secure and effective college environment</p>	<p><b>[Vice President – Administration]</b></p> <ul style="list-style-type: none"> <li>• Conducted 1 campus tour at national campus and 1 tour of Pohnpei campus to ensure a safe and secure working and learning environment.</li> <li>• Facilitated the Chuuk campus fencing project.</li> </ul>	<p><b>[Vice President – Administration]</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Still developing a risk management plan to include facilities associated risks.</li> </ul>

	<p><b>[Vice President – Student Services]</b></p> <ul style="list-style-type: none"> <li>• Received and disciplined alcohol policy violators as reported by the Campus Security Office</li> <li>• Met with the Dorm Manager and the Director of Student Life to talk about the safety and maintenance needs in the residence halls.</li> </ul> <p><b>[Information Technology-National]</b></p> <ul style="list-style-type: none"> <li>• <u>Accounting</u>: MIP version 7.1, updated SQL server to 2005 express so we could have higher database capacity limit, from 2gb to 4gb.</li> <li>• <u>FAO</u> edconnect server failed, system has been restored and database reinstalled, reconnected and functional.</li> </ul> <p><b>[Chuuk Campus]</b> Leases:</p> <ul style="list-style-type: none"> <li>• We are working with the land owners of the current site to extend the terms of the least contract and expand the space to accommodate more of the college need for facility. To date, the court case filed against the owner’s representative by some of the represented members remains a concern to the college. A proposal has been submitted to the owners reflecting the above statement.</li> </ul> <p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>• The faculty and staff also work to provide security to all during working hours. Security guards provide this service after working hours each day, weekends, and holidays.</li> <li>• A staff that is also a registered nurse provides basic health care to students, faculty, and staff. In cases where a student is injured or very ill, we bring them to the hospital.</li> <li>• Still working with HRO to fill the position of a Student Service Specialist II/Nurse for the campus.</li> </ul>	<ul style="list-style-type: none"> <li>• Chuuk campus fencing is underway – completion might be delayed by the wait for landowner’s response to the proposal for campus extension.</li> </ul> <p><b>[Vice President – Student Services]</b></p> <ul style="list-style-type: none"> <li>• Nine (9) cases were reported for violating the alcohol policy on campus.</li> </ul> <p><b>[Information Technology-National]</b></p> <ul style="list-style-type: none"> <li>• Mission critical system upgrade for accounting: system needs further updates to newest version.</li> <li>• Mission critical system for Student Financial aid system restoration.</li> </ul>
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	<p><b>[Maintenance Division-National]</b></p> <ul style="list-style-type: none"> <li>• Chief of security met with campus directors and presented requirements on campus crime reporting.</li> <li>• Campus Crime Statistics for April, May, and June: <ul style="list-style-type: none"> <li>○ Arrests: 4</li> <li>○ Liquor Law Violations: 25</li> <li>○ Fire Drill was conducted in dorm students in early June.</li> </ul> </li> </ul>	
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**Strategic goal 4: Foster effective communication**

Objectives	Major accomplishments	Comments/additional detail
4A: Enhance communications pathways	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>• Communication policy has been implemented.</li> <li>• Governance Policy has been approved and its implementation will take place during fall 2007 after the standing committees terms of references are approved by the cabinet in July 2007.</li> <li>• The administration is working on functional responsibilities for the VPs, offices, campus directors, etc.</li> <li>• The communication working group continues to develop clear communication pathways that can be used system wide.</li> </ul> <p><b>[Vice President – Administration]</b></p> <ul style="list-style-type: none"> <li>• Signed new agreement with Telecom providing for better services – increased bandwidth.</li> </ul> <p><b>[Vice President Instructional Affairs]</b></p> <ul style="list-style-type: none"> <li>• LRC Staff uses Elluminate Live! software to communicate with other librarians across the Pacific region in collaborating of Pacific Islands Associations of Libraries and Archives (PIALA) issues and matters</li> <li>• Curriculum Committee information/minutes continue to be posted to the VPIA website.</li> <li>• 3 Instructional Affairs handbooks updated for reprinting for fall 07.</li> </ul>	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>• Clear line of authority and functional responsibilities for major offices will be completed by fall 2007. The work on this has started.</li> </ul> <p><b>[Vice President – Administration]</b></p> <ul style="list-style-type: none"> <li>• Effective June 1, 2007. Connectivity at all campuses improved.</li> </ul> <p><b>[Vice President Instructional Affairs]</b></p> <ul style="list-style-type: none"> <li>• Pacific Resources for Education and Learning (PREL) provided the software link for each entity to share ideas, and other electronic resources via computer</li> <li>• Agendas and documents for upcoming Curriculum Committee meetings are forwarded to state campuses but extremely slow download speeds continues to hinder state campus in this communication. Results of meetings are sent to</li> </ul>

	<p><b>[Vice President – Student Services]</b></p> <ul style="list-style-type: none"> <li>• Met with the Director of Student Life and the Human Resources Director regarding communication protocol practices</li> <li>• Met with the Peer Counseling Coordinator and the Sponsored Program Coordinator to address concerns raised by the FSM NDOE on the program budget and objectives.</li> </ul> <p><b>[Admissions &amp; Records]</b></p> <ul style="list-style-type: none"> <li>• Director of OAR and Registrar attended regular committee meetings (Curriculum, Admissions Board, Staff Development, Planning Council, Student Services Management and Student Services Committee)</li> </ul> <p><b>[Information Technology-National]</b></p> <ul style="list-style-type: none"> <li>• 24 new LinkSys Volp <u>VOIP</u> phones: All phones recently ordered have arrived; they are being programmed first then will be sent out to designated areas throughout the system.</li> </ul> <p><b>[Human Resources Office]</b></p> <ul style="list-style-type: none"> <li>• The use of scanner to transmit requested and necessary documents directly to state campus employees – sped up processing of documents</li> </ul> <p><b>[Research &amp; Planning Office]</b></p> <ul style="list-style-type: none"> <li>• Two (2) communications plan WG meeting were held in May 2007 that focused on revised email rules and etiquette, review of the college web site, draft for events notification at the college, and discussion on forum etiquette and conduct.</li> <li>• Four (4) communications plan WG meeting were held in June 2007 that focused on expanded “Whys” exercises of retreat problem statements, drafted email rules of etiquette &amp; forum guidelines, recommended use and provided examples of communications and decision making grids and developing communications strategies.</li> </ul> <p><b>[Development &amp; Community Relations]</b></p> <ul style="list-style-type: none"> <li>• Continued to attend and produce input to the work of the Communications working group</li> </ul>	<p>all members the day after curriculum meetings. An updated list of curriculum committee actions will be sent to all campuses by the end of July 07</p> <p><b>[Information Technology-National]</b></p> <ul style="list-style-type: none"> <li>• Units are to be deployed to key personnel system wide.</li> </ul> <p><b>[Human Resources Office]</b></p> <ul style="list-style-type: none"> <li>• Recommend for all state campus to invest in a scanner to reduce use of fax and speed up transmittal of documents and with better quality</li> </ul> <p><b>[Development &amp; Community Relations]</b></p> <ul style="list-style-type: none"> <li>• Produced the following documents for the Communications working group: <ul style="list-style-type: none"> <li>○ Forum Rules</li> </ul> </li> </ul>
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	<p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>• All students, faculty (full time &amp; part time), and staff have comfsm email addresses. All information and issues needing feedback / input are shared via email.</li> <li>• All information for students are also posted on bulletin boards and announced in all classes and via SBA officers.</li> <li>• Increased bandwidth with new server installed.</li> <li>• Biweekly meetings among all staffs, SBA reps., and IC.</li> <li>• Monthly faculty meetings with IC.</li> </ul>	<ul style="list-style-type: none"> <li>○ Technology grid for different types of information exchange</li> </ul>
<p>4B: Provide communications infrastructure to support communication pathways</p>	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>• College signed the MOU on increasing the bandwidth system wide with FSM Telecom in June 2007. More VoIP telephones have been installed at six campuses to improve the communication system wide.</li> </ul> <p><b>[Vice President – Student Services]</b></p> <ul style="list-style-type: none"> <li>• Took an active role in the Communication Working Group</li> </ul> <p><b>[Information Technology-National]</b></p> <ul style="list-style-type: none"> <li>• 24 new LinkSys VoIp <u>VOIP phones</u>: All phones recently ordered have arrived; they are being programmed first then will be sent out to designated areas throughout the system.</li> <li>• Lease line agreement with FSM Telecom is now official, as of 6/1/07, signed by VPA as acting president. <ul style="list-style-type: none"> <li>○ One Flat Rate Asymmetric Global IP, for 1024 kbps receive and 384 kbps transmit rate for campuses on Pohnpei</li> <li>○ 4 wire dedicated circuit between FSM telecom chuuk and comfsm chuuk for 512 kbps usage based symmetric with maximum allocation of 54000 mb per month.</li> <li>○ 4 wire dedicated circuit between fsm telecom kosrae and</li> </ul> </li> </ul>	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>• Will continue to expand the college network capabilities that may include video. VoIP telephones can be used for teleconferences between the campuses.</li> </ul> <p><b>[Vice President – Administration]</b></p> <ul style="list-style-type: none"> <li>• Connectivity has improved and VoIP phones have been installed by IT in various offices. However, teleconferencing infrastructure still remains grossly inadequate.</li> </ul> <p><b>[Vice President – Student Services]</b></p> <ul style="list-style-type: none"> <li>• Working group met once a week</li> </ul> <p><b>[Information Technology]</b></p> <ul style="list-style-type: none"> <li>• Units are being deployed to key personnel system wide.</li> <li>• Bandwidth levels have been adjusted for all campuses for improved internet services. Changes have been done at all campuses to accommodate the new bandwidth levels.</li> </ul>

	<p>comfsm kosrae for 512 kbps usage based symmetric with maximum allocation of 54000 mb per month.</p> <ul style="list-style-type: none"> <li>○ 4 wire dedicated circuit between fsm telecom yap and comfsm yap for 512 kbps usage based symmetric with maximum allocation of 54000 mb per month.</li> <li>○ Dedicated peer to peer link between national and Pohnpei campus</li> <li>○ Dedicated peer to peer link between yap and fmi campus</li> <li>○ Domain name registration</li> </ul> <p><b>[Research &amp; Planning Office]</b></p> <ul style="list-style-type: none"> <li>• Participated in discussion and application development for WINDS satellite with FSM TC&amp;I.</li> <li>• Government of Japan notified the FSM that its application to participate in the WINDS experiment was approved.</li> <li>• Participated in discussions with FSM TC &amp; I of revised Telecenter application for API.</li> </ul> <p><b>[Development &amp; Community Relations]</b></p> <ul style="list-style-type: none"> <li>• General Catalog</li> <li>• News articles to Kaselehlie Press</li> </ul> <p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>• Network and internet connectivity for all on campus is maintained.</li> <li>• All 22 faculty and staff each have a computer system to use.</li> <li>• The 2 computer labs have a total of 45 computer systems for faculties and students to use.</li> <li>• The LRC only has 4 computers set aside for research purposes.</li> <li>• VoIP is set up in office for use by faculty and staff for meetings and consultations with the other campuses, although there is still a need for improvement.</li> </ul>	<p><b>[Research &amp; Planning Office]</b></p> <ul style="list-style-type: none"> <li>• WINDS satellite is anticipated to be launched in 2009.</li> </ul> <p><b>[Development &amp; Community Relations]</b></p> <ul style="list-style-type: none"> <li>• Despite the many setbacks from different campuses and offices, the layout for the General Catalog was finally completed. The President made a additional request that HR include the qualifications for all professional staff in the catalog personnel listing.</li> <li>• Sent story to Kaselehlie Press about the COM-FSM graduation. The story was published.</li> </ul>
<p>4C: Enhance the college community's ability to communicate effectively</p>		<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>• Continue to share information through minutes of the committee meetings and president update.</li> </ul>

	<p><b>[Vice President – Administration]</b>  Attending and contributing to the weekly meetings of the Communications Plan Working Group (CPWG).</p> <p><b>[Vice President – Cooperative Research &amp; Extension]</b></p> <ul style="list-style-type: none"> <li>• Five Smart Boards (1per campus) have been ordered</li> </ul> <p><b>[Information Technology]</b></p> <ul style="list-style-type: none"> <li>• The Student Information System (SIS) project is in its mid phase, the developer's s 2<sup>nd</sup> site visit is scheduled to begin mid July 07.</li> </ul> <p>WINDS:</p> <ul style="list-style-type: none"> <li>• In April, we assisted the FSM govt. in submitting a proposal to be part of the WINDS satellite experiment to the govt. of Japan. We have been informed that the proposal was accepted. <ul style="list-style-type: none"> <li>○ Maximum Data Rate for USAT 1.5 mbps uplink, 155 mbps downlink</li> <li>○ 45 cm prototype antenna</li> <li>○ 700 watts</li> </ul> </li> </ul> <p><b>[Development &amp; Community Relations]</b></p> <ul style="list-style-type: none"> <li>• Publications Committee</li> <li>• Put the college's recruitment video production on youtube.com</li> <li>• Put the college on wikipedia.com</li> </ul> <p><b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>• President James visited the Governor of Kosrae and the Speaker of the 9<sup>th</sup> Legislature and Chairman of ECA to discuss SBDC issues.</li> </ul>	<p><b>[Vice President – Administration]</b></p> <ul style="list-style-type: none"> <li>• Developing plan to improve and guide internal and external communication at the college. (Ongoing)</li> </ul> <p><b>[Vice President – Cooperative Research &amp; Extension]</b></p> <ul style="list-style-type: none"> <li>• Funded under a RI -Distance Education Grant provided through CRE</li> </ul> <p><b>[Information Technology]</b></p> <ul style="list-style-type: none"> <li>• Development work and progress continues.</li> <li>• WINDS is a new type of satellite, the experiment is to test Broadband capabilities over a satellite connection using a different radio spectrum band than what is in use with satellites today.</li> </ul> <p><b>[Development &amp; Community Relations]</b></p> <ul style="list-style-type: none"> <li>• Completed the terms of reference for the Publications Committee. Request has been sent to the COM-FSM President to appoint members.</li> <li>• The college's recruitment production is now online at <a href="http://www.youtube.com/watch?v=4Proec82z0">http://www.youtube.com/watch?v=4Proec82z0</a></li> <li>• The college is now featured on wikipedia at <a href="http://en.wikipedia.org/wiki/College_of_Micronesia-FSM">http://en.wikipedia.org/wiki/College_of_Micronesia-FSM</a></li> </ul>
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**Strategic goal 5:** Invest in sufficient, qualified, and effective human resources

Objectives	Major accomplishments	Comments/additional detail
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<p>5A: Provide on-going professional development of faculty and staff</p>	<p><b>[Vice President – Administration]</b></p> <ul style="list-style-type: none"> <li>• Endorsed 6 professional development requests for staff at national and at state campuses.</li> </ul> <p><b>[Vice President Instructional Affairs]</b></p> <ul style="list-style-type: none"> <li>• LRC staffs attended the HIV/AIDS presentation by Marie Bopp Dupont at the Practice Gym and the Health Fair held at the front of the LRC.</li> <li>• Acting MITC Coordinator participating in University of Hawaii at Manoa to attend a 1 month library science graduate level course.</li> <li>• Presentations sponsored by ISLET were provided by faculty members who attended conference during the semester.</li> </ul> <p><b>[Vice President – Student Services]</b></p> <ul style="list-style-type: none"> <li>• Reviewed and approved 9 performance evaluations during the reporting period.</li> <li>• Reviewed and approved 9 contract renewals</li> </ul> <p><b>[Human Resources Office]</b></p> <ul style="list-style-type: none"> <li>• Eight (8) faculty and staff are enrolled in degree programs through staff development program. [3 at National, 2 at Pohnpei, 1 at Yap, 1 Kosrae , &amp; 1 at Chuuk]</li> <li>• Staff Development Committee held a 2 day retreat during the month of May 14-15 at the national campus</li> <li>• Nine (9) faculty and staff participated in off-island conference through Staff Development Program to date</li> </ul>	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>• Over 12 faculty and staff continue on staff development program. This program has been exceptionally successful. Need to target leadership training for managerial positions.</li> </ul> <p><b>[Vice President – Administration]</b></p> <ul style="list-style-type: none"> <li>• Comptroller (NACUBO), Director of Maintenance (NACUBO) and VPA (NACUBO); Business Office staff to Hawaii conference; etc...</li> </ul> <p><b>[Vice President Instructional Affairs]</b></p> <ul style="list-style-type: none"> <li>• The faculty presentations were sponsored by newly created Institute for Student Learning and Excellence in Teaching (ISLET Three faculty presentations conducted by Dr. Patricia Kelly presented “Learning: Lifelong, Lifewide, Lifedeeep” on April 17, 2007.</li> <li>• Dr. Allain Bourgoïn presented “The AS in Marine Sciences at COM-FSM: The Issue of Transferring to a Higher Education Program” on April 26, 2007.</li> <li>• Prof. Patricia Pedrus presented “Teaching in the Arts and Humanities” on May 1, 2007.</li> </ul> <p><b>[Vice President – Student Services]</b></p> <ul style="list-style-type: none"> <li>• All the evaluations and contract renewals are for the department system-wide.</li> </ul> <p><b>[Human Resources Office]</b></p> <ul style="list-style-type: none"> <li>• Of the 8 employees in degree program, 5 are instructors. An additional employee from CRE Yap is on approved educational leave paid by scholarship. Another is attending at FMI paid by the campus. Another from Kosrae recently completed a master’s degree in math on her own.</li> <li>• 3 instructors from Chuuk and Pohnpei submitted</li> </ul>
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	<ul style="list-style-type: none"> <li>• Annual Incentive Award Day 2007 was held on May 16th at the MITC</li> <li>• HR Director traveled to Kosrae from May 21-29 to meet with employees on the 3 polices implemented in January 2007 &amp; meet with individual employees on specific issues. Director also attended the MEIB meeting in Kosrae from May 21-13, 2007 on Group Life Insurance.</li> </ul> <p><b>[Health Services-National]</b></p> <ul style="list-style-type: none"> <li>• Participated in the following conferences/workshops: <ul style="list-style-type: none"> <li>○ Pacific Islands Jurisdiction AIDS Action Group (PIJAAG) Summit on HIV/AIDS- April 10-12, 2007.</li> <li>○ Behavior Change Communication on HIV/AIDS-April 16-20, 2007.</li> <li>○ 21<sup>st</sup> Annual Region IX Pacific Basin Family Planning /MCH Conference-May 12-18, 2007, Republic of Belau.</li> <li>○ 29<sup>th</sup> Annual American Pacific Nursing Leaders Counsel Conference-June 10-14, 2007, American Samoa.</li> <li>○ 2007 Pacific Global Health Conference-June 19-21, 2007, Honolulu, Hawaii.</li> </ul> </li> </ul> <p><b>[Student Support Services Program]</b></p> <ul style="list-style-type: none"> <li>• SSS Admin. Assistant, Ms. Leriha Lebehn successfully completed one course in Business Math during Spring semester. This summer session, Ms. Lebehn is enrolled in two courses and they are Business Communication and Accounting II.</li> </ul> <p><b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>• English instructor Skipper Ittu attended TESOL Academy in Boston</li> <li>• IC and instructional faculty members Skipper Ittu (English) and Rhoda Velasquez (Math) attended the ELL Academy from June 11-14, 2007</li> <li>• IC attended the PIBBA conference from June 18-21, 2007.</li> <li>• ELL Academy was held in Kosrae a week prior to the PIBBA</li> </ul>	<p>staff development funding requests to peruse master's degree. Their requests are pending approval.</p> <ul style="list-style-type: none"> <li>• 39 awards were presented to employees at the May 16<sup>th</sup> Incentive Award day.</li> <li>• 11 members of the Staff Development committee attended the retreat on May 14-15. During the retreat 3 polices were reviewed and revised, committee terms of reference was revised, &amp; guidelines for the 40,000 funding were revised. All state campus representatives attended except for Kosrae.</li> <li>• There were 24 employees at Kosrae Campus that attended the session on polices.</li> <li>• In the MEIB meeting, the board accepted a 4 cents increase across the board in the plan with some modifications in the benefits including offering Chuuk State a different plan from the rest of the entities. The rationale for these changes is financial difficulties with management and maintenance of the program.</li> <li>• HR Director met with the faculty and staff senate during June on issues of concerns by the senate. More dialoging on these issues is expected.</li> </ul> <p><b>[Student Support Services Program]</b></p> <ul style="list-style-type: none"> <li>• Ms. Lebehn is working towards attaining a college degree in Accounting.</li> </ul> <p><b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>• 1 instructor received TESOL Certificate of Completion after 10 hours of training in the workshop entitled <i>Assessment and Learning: Balancing Program Performance and Instruction</i></li> </ul>
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	<p>Conference. Both activities had great participation and good outcomes.</p> <p><b>[Vice President – Cooperative Research &amp; Extension]</b></p> <ul style="list-style-type: none"> <li>• One Extension Agent completed BS level at UH</li> <li>• One Extension agent continues Master’s level training at USP</li> </ul> <p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>• 1 student advisement workshop for faculty and staffs.</li> <li>• Robert Yangerluo, Social Science Instructor, continues his masters program in Micronesian Studies at the University of Guam.</li> <li>• Steven Young-Uhk, Marine Extension Agent, begins his post graduate diploma program at the University of the South Pacific in February. He is expected to complete his program in December 2007.</li> <li>• Comptroller and Bookstore Manager visited Yap Campus to train UB staff, Fiscal Officer, and Account Clerk to better understand the financial statements produced by the business office. Also, the fiscal officer and account clerk were trained in setting up and maintaining better accounting of bookstore matters, including new software for inventory, sales, etc.</li> </ul> <p><b>[Chuuk Campus]</b></p> <ul style="list-style-type: none"> <li>• The following instructors are currently undertaking courses in programs leading to MA degrees: <ul style="list-style-type: none"> <li>○ Abraham Rayphand, Education and Social Science</li> <li>○ Roger Arnold, Business</li> </ul> </li> <li>• Comptroller Danilo Dumantay and Bookstore Manager Martin Mingii conducted initial setup and training for the new Point Of Sale software for our bookstore. Dumantay also conducted a couple of workshops for textbook ordering and sponsor program.</li> </ul>	<p><b>[Chuuk Campus]</b></p> <ul style="list-style-type: none"> <li>• We are also working on funding for two more instructors to start their programs: Atkin Buliche and Kind Kanto.</li> </ul>
<p>5B: Recruit and retain qualified personnel to allow delivery of quality services</p>		<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>• Continue to recruit qualify faculty and staff as salaries and benefits are much better than at the other sectors of the governments in the FSM. Prove of this can be seen in the number of faculty</li> </ul>

	<p><b>[Vice President – Cooperative Research &amp; Extension]</b></p> <ul style="list-style-type: none"> <li>• Six summer internships with Extension oriented activities have been funded through grants administered by VP-CRE</li> </ul> <p><b>[Human Resources Office]</b></p> <ul style="list-style-type: none"> <li>• Eleven (11) vacancies were filled [ 4 at National, 4 at PNI, 1 at Chuuk, 1 at Yap, 0 at FSM-FMI, 1 at Kosrae]</li> <li>• Twenty-eight (28) vacant positions were advertised during the months of April to June, 2007[ 11 at National, 4 at PNI, 3 at Chuuk, 0 at Kosrae , 6 at Yap, 4 at FMI]</li> </ul> <p><b>[Student Support Services Program]</b></p> <ul style="list-style-type: none"> <li>• The Education Specialist, Mr. Robert Jonas completed his 1st Annual Performance Evaluation in June and was recommended for a step increase.</li> </ul> <p><b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>• 8 full-time instructional faculty on special contracts and the Instructional Coordinator currently teach courses for the summer 2007 session</li> <li>• 3 part-time instructors teach courses for summer 2007 term</li> <li>• 1 part-time instructor/trainer taught and completed Land Management short term training modules on Windows Operating System and Office Products.</li> <li>• A school nurse was recruited on special contract.</li> </ul> <p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>• Valerio Ken was hired in April as the new Carpentry / Cabinet making Instructor.</li> <li>• Math Instructor was recruited to come on board in January 2008.</li> </ul>	<p>and staff have spent over 10 or more years at the college.</p> <p><b>[Vice President – Cooperative Research &amp; Extension]</b></p> <ul style="list-style-type: none"> <li>• This is the first in an effort to increase the interest in a career in Agriculture and possibly prepare for job openings in CES</li> </ul> <p><b>[Human Resources Office]</b></p> <ul style="list-style-type: none"> <li>• The timelines provided in the revised employment polices provide good guidelines for timely processing and hiring. The challenge of compliance still remains but expected to improve once all is walked through the policy and used it for a while. There are fewer positions filled during this reporting period compared to the beginning of this semester. We anticipate filling more before the beginning fall 2007.</li> <li>• 2 Resignations [1 professional &amp; 1 clerical due to personal ambitions] However, a total of 8 resignations were received of which 6 will be effective in July &amp; August.</li> <li>• 2 Reclassification requests were approved, 2 were disapproved &amp; 3 pending review &amp; approval</li> <li>• Retirement program open season, 20 employees responded to the open season, 4 of which are new enrollees.</li> <li>• Health Insurance program with MiCare – open season is July; many participants are changing their coverage plans due to the recent premium increase.</li> <li>• HR Director continues to advise and assist with difficult employee cases.</li> </ul> <p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>• Recruitment process at state campuses needs to be streamlined to shorten the process because it takes too long. By the time, an applicant is offered a</li> </ul>
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	<p><b>[Chuuk Campus]</b></p> <ul style="list-style-type: none"> <li>• New nurse position proposed for upcoming budget cycle</li> </ul>	<p>job; she/he declines because she/he has found employment elsewhere.</p>
<p>5C: Update personnel policies and procedures to meet on-going human resources needs</p>	<p><b>[Human Resources Office]</b></p> <ul style="list-style-type: none"> <li>• Personnel Committee will resume its monthly meetings in August.</li> <li>• HR Director is working on a proposed interim policy on Special Contracts with specific procedures and checklist to aid the College and supervisors.</li> </ul> <p><b>[Development &amp; Community Relations]</b></p> <ul style="list-style-type: none"> <li>• Coordinated Staff Development Committee Meeting</li> </ul> <p><b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>• HR Director shared with Kosrae campus faculty &amp; staff the following updated sections of Personnel Policies &amp; Procedures Manual: <ul style="list-style-type: none"> <li>○ Employment</li> <li>○ Leave Policies</li> </ul> </li> </ul>	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>○ Continue to work with the Director of Personnel and Personnel Committee on revising as well as developing new personnel policy, example is “donated sick leave policy”.</li> </ul> <p><b>[Human Resources Office]</b></p> <ul style="list-style-type: none"> <li>• New policies were explained/ going over with at Pohnpei Campus in April and Kosrae Campus in May. Similar thing is scheduled for the National, Yap and FMI campuses shortly.</li> <li>• Special contracts continue to be problematic. The College currently has more special contracted employees than regular employees. The current institutional culture, lack of guidelines and procedures makes compliance with College’s policy on this matter extremely difficult.</li> <li>• Requests for policy review and development still comes through the Personnel Committee – grievance policy, full-time instructors summer compensation, LRC staff overtime compensation, salary placement of returning college employees, &amp; special contract employment procedures.</li> </ul> <p><b>[Development &amp; Community Relations]</b></p> <ul style="list-style-type: none"> <li>• Coordinated a workshop for the Staff Development Committee from May 14 to 15. During the meeting, we revised the Staff Development Committee terms of reference and the staff development program procedures.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Grievance Procedure</li> <li>○ Policy 006 on Donated Sick Leave</li> </ul> <p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>• 1 Yap Campus rep is a member of the Personnel Committee and shares information and personnel issues with faculty and staff. Information is shared with all campus personnel for review and input.</li> <li>• 1 Yap Campus rep attended the Staff Development workshop in Pohnpei in mid May to review and propose changes/modifications to policies.</li> </ul>	
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**Strategic goal 6:** Ensure sufficient and well-managed fiscal resources that maintain financial stability

Objectives	Major accomplishments	Comments/additional detail
6A: Enhance new and existing revenue resources to promote growth and increase cost effectiveness	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>• Fundraising Committee has organized and one of the activities will be auctioning old computers and old vehicles.</li> </ul> <p><b>[Vice President – Administration]</b></p> <ul style="list-style-type: none"> <li>• Facilitated the consolidation of the college bank accounts at Bank of FSM and Bank of Guam.</li> <li>• Completed transfer of cash to Citibank-Smith Barney for cash management services.</li> </ul> <p><b>[Business Office]</b></p> <ul style="list-style-type: none"> <li>• Statement of Current Funds Revenues, Expenditures and Other Changes indicate a fund balance change for unrestricted fund as of June 30, 2007 of \$1.686 Million.</li> <li>• The system wide enrollment shows a reduction by 443 students, from the projection of 6,290 to actual enrollment of 5,847 for school year 2007. However, in comparison with the actual enrollment from prior school year 2006, the enrollment for 2007 indicates an increase by 220 students.</li> <li>• The audited financial statements for fiscal year 2006 provided a negative net change in net assets by \$189k.</li> </ul>	<p><b>[Vice President – Administration]</b></p> <ul style="list-style-type: none"> <li>• Consolidation will reduce reconciliation time; cash management will reduce college’s risk exposure and ensure higher interest revenue</li> </ul> <p><b>[Business Office]</b></p> <ul style="list-style-type: none"> <li>• The positive fund balance change for unrestricted fund of \$1.686 Million is due to the timing of recording revenues. The revenue for the whole fiscal year consisting of fall 2006, spring 2007 and summer 2007 have been recorded, while expenses is only for nine months. At the end fiscal year 2007, the fund balance is expected to decline.</li> </ul> <p>Below are the details of enrollment for school year 2007:</p>

	<ul style="list-style-type: none"> <li>• Discussion and review of the FY2009 budget guidelines. The college has started the budget process for fiscal year 2009</li> </ul> <p><b>[Research &amp; Planning Office]</b></p> <ul style="list-style-type: none"> <li>• Upward Bound programs were approved for Chuuk, Kosrae and Pohnpei. Due to technical difficulties in Washington, the Yap proposal is still under review.</li> <li>• Sponsored programs committee reviewed and approved funds from 1 - the Global Green Grant Funds to support the Pohnpei campus botanical garden (\$15,000 - personnel costs only); and 2- OMIP funds for equipment and supplies to support Pohnpei campus vocational programs (\$100,000) on a 50/50 matching basis.</li> </ul> <p><b>[Development &amp; Community Relations]</b></p> <ul style="list-style-type: none"> <li>• Covered the Mobil oil presentation of \$12,000 to the college.</li> </ul> <p><b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>• IC facilitated another auction during the quarter to raise money for the Endowment Fund.</li> </ul> <p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>• All personnel encouraged to practice energy conservation methods.</li> </ul> <p><b>[Chuuk Campus]</b> Fundraising:</p> <ul style="list-style-type: none"> <li>• A student organization recorded and released a CD compilation of original and covers songs as part of Chuuk Campus fundraising for the endowment funds. Few stores on island provide assistance in selling the CDs copies are still available</li> </ul>	<ul style="list-style-type: none"> <li>• National campus - 2,085 students</li> <li>• Pohnpei campus - 1,285 students</li> <li>• Chuuk campus - 1,323 students</li> <li>• Kosrae campus - 575 students</li> <li>• Yap campus - 579 students</li> </ul> <p>The negative net change in net assets per audited financial statements for fiscal year 2006 consists of:</p> <ul style="list-style-type: none"> <li>• Unrestricted - \$ 81k</li> <li>• Restricted - ( 167k)</li> <li>• Plant - ( 433k)</li> <li>• Endowment - <u>330k</u></li> <li>• Net <u>(\$189k)</u></li> </ul> <ul style="list-style-type: none"> <li>• Budget guidelines for the development of budgets for fiscal year 2009 were approved by the board on May, 2007 meeting.</li> </ul> <p><b>[Development &amp; Community Relations]</b></p> <ul style="list-style-type: none"> <li>• Covered the Mobil Oil presentation to the College of Micronesia. I sent a press release to the Kaselehlie Press afterwards and I sent copies of the pictures taken to Cecile Bamba Suda in Guam.</li> </ul> <p><b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>• The following items were sold: <ul style="list-style-type: none"> <li>○ 14 pigs, 3 computer sets, and 1 computer screen</li> </ul> </li> </ul>
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	from our office.	
6B: Diversify resources of the College	<p><b>[Vice President – Cooperative Research &amp; Extension]</b></p> <ul style="list-style-type: none"> <li>Solicited funds from all states to provide for match with USDA funds for CES Support</li> </ul> <p><b>[Research &amp; Planning Office]</b></p> <ul style="list-style-type: none"> <li>Assisted development of potential funding needs for European Union for vocational, academics, and other programs needs.</li> </ul> <p><b>[Development &amp; Community Relations]</b></p> <ul style="list-style-type: none"> <li>Fundraising Steering Committee reorganizing</li> <li>Met with June Panuelo about scholarship</li> </ul> <p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>1 Yap Campus rep participated in the development of the FY 2009 budget guidelines in Pohnpei in mid May.</li> </ul>	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>The money management college established with Citibank in Guam has generated over \$14,000 in about two months. Recommend that interest on the money management scheme should be given to the Endowment fund.</li> </ul> <p><b>[Vice President – Cooperative Research &amp; Extension]</b></p> <ul style="list-style-type: none"> <li>Smith/Lever Extension programs were made eligible for up to \$50,000 match if individual states could provide matching funds. Kosrae and Pohnpei provided match, Chuuk and Yap have not been able to at this time.</li> </ul> <p><b>[Research &amp; Planning Office]</b></p> <ul style="list-style-type: none"> <li>Developed with assistance and through FSM Department of Economic Affairs.</li> </ul> <p><b>[Development &amp; Community Relations]</b></p> <ul style="list-style-type: none"> <li>The Fundraising Steering Committee met on June 27, 2007 and revised the terms of reference for the committee. The current terms of reference now includes reference to local fundraising committees at all six campuses, an government fundraising committee, and an international fundraising committee.</li> <li>Talked with June Panuelo about he and his brother Hainrick Panuelo’s plan to put up scholarship for the valedictorian. He requested that he be reminded of this commitment prior to the December 20, 2007 graduation.</li> </ul>
6C: Budgeting and resource allocation	<p><b>[Vice President – Administration]</b></p> <ul style="list-style-type: none"> <li>Defended the College’s FY2008 budget at budget hearings with the FSM Congress and with OIA/OCM.</li> <li>Held FY2009 budget preliminary meeting with all budget heads, prepared budget development timeline and assisted prepare and</li> </ul>	<p><b>[Vice President – Administration]</b></p> <ul style="list-style-type: none"> <li>Final decisions by Congress and by JEMCO/OIA on FY2008 budget expected in September 2007.</li> <li>Unit budget preparation will proceed during July/August but Program Review meeting for all</li> </ul>

	<p>disseminate institutional priorities for FY 2009 budget.</p> <p><b>[Vice President – Student Services]</b></p> <ul style="list-style-type: none"> <li>• Took part in a consultation meeting with OCM and OIA regarding the FY08 Budget</li> </ul> <p><b>[Vice President – Cooperative Research &amp; Extension]</b></p> <ul style="list-style-type: none"> <li>• Preparation of FY'08 Budgets for COM-LGP are started</li> </ul> <p><b>[Business Office]</b></p> <ul style="list-style-type: none"> <li>• The external audit of the college's financial statement for the fiscal year ended September 30, 2006 was completed on June 24, 2007 before the June 30, 2007 deadline. Accordingly, the following reports in relation to the audit of fiscal year 2006 were transmitted on time: <ul style="list-style-type: none"> <li>○ Data Collection Report to Federal Audit Clearinghouse</li> <li>○ Accreditation Annual Fiscal Report to Accrediting Commission for Community and Junior Colleges (ACCJC)</li> <li>○ Annual Submission of Financial Statements to Federal Student Aid</li> </ul> </li> <li>• Market value of Endowment Fund as of June 30, 2007 is \$2.989 Million. The college's fund raising target per annum is \$100k.</li> </ul> <p><b>[Research &amp; Planning Office]</b></p>	<p>budget heads expected at end of August. More specific guidelines will be issued as a result of this meeting.</p> <p><b>[Business Office]</b></p> <ul style="list-style-type: none"> <li>• The Independent Auditors' Report on the financial statements expressed an unqualified opinion. Other results of the audit are: <ul style="list-style-type: none"> <li>○ No reportable conditions in internal control over financial reporting were identified;</li> <li>○ No instances of noncompliance considered material to the financial statements were disclosed by the audit;</li> <li>○ No reportable conditions in internal control over compliance with requirements applicable to major federal awards programs were identified;</li> <li>○ The Independent Auditors' Report on compliance with requirements applicable to major federal award programs expressed an unqualified opinion;</li> <li>○ The audit disclosed no findings required to be reported by OMB Circular A-133;</li> <li>○ COM – FSM did qualify as a low-risk auditee as defined in OMB Circular A-133.</li> <li>○ No matters are reportable with respect to Federal Award Findings and Questioned Cost Section;</li> <li>○ No matters reportable with respect to Financial Statement Findings Section.</li> </ul> </li> <li>• As of June 30, 2007, the college is still short by \$90k to meet the \$100k target per annum</li> </ul>
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	<ul style="list-style-type: none"> <li>Assisted with finalization of SEG budget and transmittal to FSM NDOE. Discussions on funding summer session and participation of COM-FSM/UOG BA education students in summer session.</li> <li>Participated in preparation and discussions with FSM Congress on Student Summer Assistance and budget review sessions with Office of Insular Affairs (OIA) and Office of Compact Management (OCM) for FY2008 ESG funds.</li> </ul>	<p><b>[Research &amp; Planning Office]</b></p> <ul style="list-style-type: none"> <li>OIA requested a comprehensive view of college's finances from all sources (not just ESG).</li> </ul>
<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>[President]</b></p> <ul style="list-style-type: none"> <li>The single Audit for FY 2006 was completed on time with summary reports from the auditors that indicated that college is a low risk auditee and has a clean and excellent audit report.</li> </ul> <p><b>[Vice President – Administration]</b></p> <ul style="list-style-type: none"> <li>Studying power consumption trends at all campuses (with Maintenance director).</li> <li>Prepared part of the Management Discussion and Analysis (MD &amp;A) of the FY 2006 Audit Report. The college received an unqualified opinion on the FY2006 audit!</li> </ul> <p><b>[Vice President – Student Services]</b></p> <ul style="list-style-type: none"> <li>Took part in a meeting of the Fundraising Steering Committee to discuss the Terms of Reference (TOR)</li> </ul> <p><b>[Development &amp; Community Relations]</b></p> <ul style="list-style-type: none"> <li>World Park involvement</li> </ul>	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>Continue to monitor outstanding travel vouchers of college employees to make sure they are cleared up before approval of next travel. Continue to monitor the collection of outstanding balances system wide. Results of the college audit can be a model for the FSM National and State Governments.</li> </ul> <p><b>[Vice President – Administration]</b></p> <ul style="list-style-type: none"> <li>Statistics will be useful in FY 09 budget development.</li> <li>Developing a risk management plan.</li> </ul> <p><b>[Vice President – Student Services]</b></p> <ul style="list-style-type: none"> <li>The TOR is being finalized</li> </ul> <p><b>[Development &amp; Community Relations]</b></p> <ul style="list-style-type: none"> <li>Continued working as a representative of the college in the World Park concept outreach to community and leaders.</li> <li>Helped with the World Park presentation at the Pohnpei State Legislature on April 11, 2007.</li> <li>Participated in a delegation who met with the FSM Vice President Alik to plan for a visit to the FSM by officials of the Michigan State University (MSU).</li> </ul>

**Strategic goal 7:** Build a partnering and service network for community, workforce and economic development

Objectives	Major accomplishments	Comments/additional detail
<p>7A: Increase involvement of the community in college affairs</p>	<p><b>[Vice President - Instructional Affairs]</b></p> <ul style="list-style-type: none"> <li>• TRIO workshops held in MITC which MITC assisted in video taping of the event:</li> <li>• FSM Public Auditors offices conducted “Audit workshop” in the MITC on June 25-27, 2007. Twenty two participants were participated. Communications for this workshop came through Vice President for Administration.</li> <li>• Vocation training coordinator met with all the apprenticeship network members in and discussed possibility of using COM-FSM graduates in several of the companies.</li> <li>• 7 IT training modules conducted in three states as part of land management program for FSM Land departments.</li> <li>• Addition modules/ funding added to Pohnpei’s training list.</li> <li>• Local lawyer produced a 30 hour training module on Land Laws as part of the land administration training program with a local lawyer trainer contracted.</li> <li>• 7 modules added to Pohnpei State land administration training program to change their list from 9 to 16 modules.</li> <li>• Sign up of Yap utilities was officially signed up as a sponsor of the apprenticeship program.</li> <li>• 6 new apprentices registered into the apprenticeship program with USDOL under their new sponsorship.</li> <li>• Vocational Training coordinator participated in Apprenticeship E-line meeting.</li> <li>• A training workshop was conducted for 25 Pohnpei classroom teachers selected to be a cooperative teacher for COM-FSM teacher trainees in upcoming semesters.</li> </ul> <p><b>[Vice President – Student Services]</b></p> <ul style="list-style-type: none"> <li>• Met with members of the local community to offer a traditional apology along with key people in the security office, director of maintenance, director of development and community relations, and several students living in the Nanmal area in proximity to the</li> </ul>	<p><b>[Vice President - Instructional Affairs]</b></p> <ul style="list-style-type: none"> <li>• Yap completed two IT modules.</li> <li>• Kosrae completed two IT modules.</li> <li>• Pohnpei completed three IT modules.</li> </ul> <p><b>[Vice President – Student Services]</b></p> <ul style="list-style-type: none"> <li>• Around 20 staff and students went as part of this activity.</li> <li>• Staffs are working on schedule of activities with the members of that community to maintain good rapport between the two communities.</li> </ul>

	<p>college.</p> <ul style="list-style-type: none"> <li>• Breakfast with the US Ambassador regarding the Forum Lectures co-sponsored by the College and the Embassy.</li> </ul> <p><b>[Health Services-National]</b></p> <ul style="list-style-type: none"> <li>• Participated in a meeting of the Pohnpei State Cancer Coalition on April 26, 2007 to discuss and review the program's Work Plan.</li> <li>• Participated in a meeting of the FSM Country Coordinating Mechanism (CCM). The purpose of the meeting was to discuss the role of the Micronesia Human Resource Development Center (MHRDC) as an NGO representing the FSM on the Pacific Islands Regional Multi-Country Coordinating Mechanism (PIRMCCM) and in coordinating the FSM Global Fund meetings and proposal preparation.</li> </ul> <p><b>[Counseling Office – National]</b></p> <ul style="list-style-type: none"> <li>• Worked with members of Faculty Staff Senate in revising By-Laws and addressing concerns from faculty and staff members.</li> <li>• Met with Orientation Working Group to assist with Orientation activities and schedules for fall 2007.</li> </ul> <p><b>[FSM FMI]</b></p> <ul style="list-style-type: none"> <li>• Following the assessment of the whole FMI and its programs, a seven-membership Advisory Council will be formed with membership being sought from the Yapese public in accordance with a selection requirement which has been established.</li> <li>• The Director attended the PacMA meeting in Samoa in April which was followed by the meeting of Transport Ministers who deliberated on numerous issues affecting transportation within the Pacific.</li> <li>• The Director attended the Board of Regents meeting in Pohnpei in May 2007</li> </ul> <p><b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>• IC provided translation and technical support for Ambassador Hale on Forum Lecture 'What's New in the Amended Compact' in the four municipalities</li> </ul>	<ul style="list-style-type: none"> <li>• President's Cabinet and Campus Directors were invited to the breakfast.</li> </ul> <p><b>[FSM FMI]</b></p> <ul style="list-style-type: none"> <li>• Since FMI has only one campus, getting the other States' representatives on the Advisory Council could be very difficult.</li> <li>• The PacMA meeting is an annual event where representatives of maritime administrations and training institutions in the Pacific region meet and discuss matters of importance in the maritime industry.</li> <li>• We are preparing invitations for graduation to be sent to stakeholders and the general public. The graduating class has already decided on the keynote speaker for the graduation.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Met with ADB representative, Emma Ferguson and Business Development Council to discuss SBDC issues and updates.</li> </ul> <p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>• WED Advisory Council tasked with the responsibility of providing guidance to 3 components: <ul style="list-style-type: none"> <li>○ Scholarships</li> <li>○ Workforce Training</li> <li>○ Traditional workforce development</li> <li>○ Yap Campus represented by director on council</li> </ul> </li> <li>• 2 lecture forums done on May 2<sup>nd</sup> &amp; 3<sup>rd</sup> on Environment and Forestry. This is in collaboration with the US Embassy. Presentations were done on campus and open to all government offices and the general public.</li> <li>• Yap State Government continues to be very supportive of the college by agreeing to provide use of state owned land at a rate of \$1 per year for the 3<sup>rd</sup> five year lease.</li> <li>• Summer 2007 there were a total of 121 Yap DOE staffs taking courses: <ul style="list-style-type: none"> <li>○ 80 are classroom teachers</li> <li>○ 21 are staffs from the Special Education Program (SEPP).</li> <li>○ 71 regular students</li> <li>○ 13 UB students</li> </ul> </li> </ul> <p><b>[Chuuk Campus]</b></p> <ul style="list-style-type: none"> <li>• Chuuk Campus started summer session and a second summer session for teachers who could not register in the regular summer because of their late schedules.</li> <li>• Also started training for principals in collaboration with DOE and Xavier High School. Collaboration this summer was for the COMET preparation for CSSS teachers. Three sites for COMET preparation or identified with daily courses in English and math at COM-FSM Chuuk Campus, Saramen Chuuk Academy and Xavier High School.</li> <li>• Two peer counselors hold training workshops for at risk students.</li> <li>• FAO staff conducted FAFSA workshop at Chuuk High School on May 4, 2007.</li> </ul>	<p><b>[Chuuk Campus]</b></p> <ul style="list-style-type: none"> <li>• There were 24 at risk students completed their training program on May 3, 2007.</li> <li>• There were 23 students who participated in the FAFSA workshop at Chuuk High School.</li> </ul>
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<p>7B: Enhance and promote employment opportunities</p>	<p><b>[Vice President – Administration]</b></p> <ul style="list-style-type: none"> <li>• VPA has written letters of reference for 4 former COM-FSM students seeking employment in Pohnpei.</li> <li>• Participated in the “Go Guam” meetings to explore the college’s role in preparing the nation’s people to take advantage of the Guam military build up.</li> </ul> <p><b>[Vice President Instructional Affairs]</b> Ad hoc working group, “Go Guam” was formed to gather information and examine opportunities for enhancing vocational training and employment in Guam with relocation of military bases to Guam.</p> <p><b>[FSM FMI]</b></p> <ul style="list-style-type: none"> <li>• Placement officer continues his effort in securing employment opportunities for graduates.</li> </ul> <p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>• A list of graduates of COM-FSM (national &amp; yap campus) is shared with government and private companies.</li> </ul> <p><b>[Chuuk Campus]</b></p> <ul style="list-style-type: none"> <li>• A series of training for the personnel of the land management office is ready to start. The college has been working with the land management office under funding from the ADB to provide the training for 25 employees. Training includes basic use of computers and the GIS software to support land survey and valuation.</li> </ul>	<p><b>[Vice President Instructional Affairs]</b></p> <ul style="list-style-type: none"> <li>• In addition to college staff, representative from Pohnpei DOE, FSM Office of Economic Affairs, and Mr. Richard Pruitt, US Embassy joined the working group.</li> </ul>
<p>7C: Develop new and enhance existing programs to meet the changing educational and workforce needs of our communities</p>	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>• Negotiated with the University of Hawaii articulation of 104 COM-FSM Courses.</li> <li>• First COM-FSM student to be accepted at the University of Ryukyu University through the student exchange agreement during Fall Semester 2007.</li> </ul> <p><b>[Vice President – Administration]</b></p>	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>• Additional 24 courses will be articulated as soon as the college submits the course outlines and syllabi. Continue to work with PPEC on workforce development and training. Exchange</li> </ul> <p><b>[Vice President – Administration]</b></p>

	<ul style="list-style-type: none"> <li>• 3 meetings with Pohnpei state government officials to resolve Pohnpei Business Development Center issues. Amended the MOU for the PBDC to reflect the position of the college.</li> <li>• Briefed Regent Welles individually and other Board members on the issues surrounding the Pohnpei Business Development Center.</li> <li>• Submitted a request for \$105,000 of the fund balance to fund the change order for the PBDC building.</li> <li>• Continued to assist Kosrae campus director on major issues with the Small Business Development Center in Kosrae.</li> <li>• Participated in World Park meetings with state and national leaders.</li> </ul> <p><b>[Vice President- Instructional Affairs]</b></p> <ul style="list-style-type: none"> <li>• VPIA participated in USAPI Nurse Educators Workshop and Pacific Global Health Conference for information on regional workforce needs and programs in nursing and public health workers.</li> <li>• VPIA has site visit and meeting with staff of developmental studies program, allied health programs, and nursing program at Kapiolani Community College.</li> <li>• Participated in two meetings with Japanese group proposing to start a medical college on Pohnpei.</li> </ul> <p><b>[Vice President – Cooperative Research &amp; Extension]</b></p> <ul style="list-style-type: none"> <li>• Attendance at International Research meetings</li> </ul> <p><b>[Research &amp; Planning Office]</b></p> <ul style="list-style-type: none"> <li>• Participated in preparation and meeting with FSM Vice President Alik Alik on World Park.</li> </ul> <p><b>[FSM FMI]</b></p> <ul style="list-style-type: none"> <li>• The management team has secured the assistance of some college employees to assist in the development of a local navigation</li> </ul>	<ul style="list-style-type: none"> <li>• The Board of Regents issued and circulated to State leaders in Kosrae and Pohnpei a resolution in support of the College role in its attempt to work with the states to manage the SBDCs.</li> <li>• The \$105,000 request for PBDC building was approved by FC and by Cabinet.</li> </ul> <p><b>[Vice President- Instructional Affairs]</b></p> <ul style="list-style-type: none"> <li>• Conference held at UH/Manoa School of Nursing and East-West Center June 15-17<sup>th</sup> and June 19<sup>th</sup> Data on needs gathered, program designs shared.</li> <li>• Information gathered and contacts made will help to develop new nursing program and revise the college’s developmental programs</li> </ul> <p><b>[Vice President – Cooperative Research &amp; Extension]</b></p> <ul style="list-style-type: none"> <li>• Dr. Verma attended a Bio-technology and Tissue Culture Conference in Malaysia</li> <li>• Dr. Flordeliza Javier submitted two accepted papers to the Pacific Sciences Conference in Japan but was unable to attend</li> </ul> <p><b>Research &amp; Planning Office]</b></p> <ul style="list-style-type: none"> <li>• Meeting on World Park with President Mori requested through the Vice President for first week of August 2007.</li> </ul>
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	<p>program. This is in conjunction with a much broader program which will integrate all other skills that are interconnected with, and are in support to, local navigation, that they cannot be dispense with.</p> <ul style="list-style-type: none"> <li>• The Social Responsibilities which has been developed by the Instructional Coordinator is still being reviewed for consistency and applicability.</li> <li>• A course in domestic maritime legislation and regulations is being developed to enhance the existing programs in order for students to understand local maritime laws as well as international laws.</li> <li>• The FMI Ad Hoc Committee on Hiring has reached a unanimous decision for recommending an applicant to the position of Instructor in Navigation. The recommendation has been forwarded to the President of the College for his approval.</li> <li>• The Ad Hoc Committee also agreed unanimously to recommend to the president one applicant to the position of Maintenance Worker II, which had been vacant following the transfer of the incumbent to COM Yap Campus.</li> </ul> <p><b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>• IT Windows Operating System and IT Office Products- short-term training courses/modules for Land Management were completed</li> </ul> <p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>• For the apprenticeship program, we have worked with Yap State Government and YSPSC to become sponsors. Yap Coop. Assn. is still in the review process.</li> <li>• Land Management Training has been ongoing since mid-May. Module #4 will begin next week.</li> <li>• Yap Campus and Yap DOE have an approved MOA for the campus to provide teacher training to DOE staff this summer. A total of 80 DOE teachers are currently taking courses. In addition, 21 staffs from Special Education are also taking courses this summer.</li> </ul>	<p><b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>• 11 trainees from Land Management offices completed IT Windows Operating System</li> <li>• 5 trainees from Land Management offices completed IT Office Products</li> </ul>
7D: Provide Cooperative Extension Services to the	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>• Funds for construction of the research labs for Chuuk and</li> </ul>	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>• Attended a meeting where the parties COM</li> </ul>

community	<p>Pohnpei States were approved at the COM Board of Regents.</p> <ul style="list-style-type: none"> <li>• Additional funds that need to be matched were also approved at the same meeting.</li> </ul> <p><b>[Vice President – Cooperative Research &amp; Extension]</b></p> <ul style="list-style-type: none"> <li>• CES Pohnpei transferred back to Campus Director</li> <li>• Kosrae, Chuuk and Yap States have expressed interest in transferring some more Agriculture Extension responsibilities to COM-FSM CES</li> <li>• An interim MOU for the provision of CES activities was completed with Pohnpei State</li> <li>• A major conference in the production and processing of Noni <i>Morinda Citifolia</i> was conducted in Yap</li> </ul> <p><b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>• Conducted workshop for Kosrae Department of Commerce and Industry on exportable products.</li> </ul> <p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>• Noni Project in progress by Land Grant AES. A Workshop was conducted by consultants from Hawaii for one week in June. It was well attended by 20 participants, who are in the process of establishing a Farmers Coop.</li> <li>• Hydroponics Gardening for Gargey Community by Land Grant AES.</li> <li>• Arts &amp; Crafts Workshop and youth events for youth in 2 communities by 4-H extension agent.</li> <li>• Demonstration garden is continually maintained on campus.</li> <li>• EFNEP Extension Agent collaborating with Yap Agriculture Division to conduct workshops and classes to people in the villages.</li> </ul> <p><b>[Chuuk Campus]</b></p>	<p>Executive Director and COM-FSM staff agreed to proceed with developing the master plans for the two research labs.</p> <ul style="list-style-type: none"> <li>• Will continue to work with VPCRE on matching funds for the CES programs at the COM-FSM</li> </ul> <p><b>[Vice President – Cooperative Research &amp; Extension]</b></p> <ul style="list-style-type: none"> <li>• At the request of both governing Boards of Regents The responsibility for CES Pohnpei was transferred back to the Pohnpei Campus Director</li> <li>• Initial discussions have taken place with all states. The college will respond to the needs and direct requests of the states.</li> <li>• The MOU covers to end of fy'08 negotiations for future should start immediately</li> <li>• 20-25 participants daily for one week learned the production and processing of noni products and potential marketing strategies.</li> </ul> <p><b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>• VPCRE, Researcher, and CES assistant director conducted this workshop, the outcome was positive.</li> </ul>
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	<ul style="list-style-type: none"> <li>• CES VP Jim Curie also visited Chuuk Campus to discuss issues for Chuuk Land Grant program. He paid courtesy visit to Lt. Governor Johnson Elimo to seek assistance to expedite matching funds for Chuuk Land Grant. We also worked on timeline for identification of permanent site and researcher</li> <li>• Nantaku site boundaries relocated. Boundaries for the land in Nantaku which was purchase by the college have been remarked in preparation for a fence to start projects for the Chuuk Land Grant. It was agreed upon during previous board meeting that land grant could start using the land for its experimental projects in agriculture.</li> </ul>	
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**Strategic goal 8:** Promote the uniqueness of our community, cultivate respect for individual differences and champion diversity

Objectives	Major accomplishments	Comments/additional detail
8A: Increase community involvement in college affairs	<p>[Vice President – Instructional Affairs]</p> <ul style="list-style-type: none"> <li>• Japanese Speech contest held with contestants from local high school and COM-FSM Students</li> <li>• 3 COM-FSM students are involved in summer internships with Conservation Society of Pohnpei.</li> </ul> <p>[Vice President – Student Services]</p> <ul style="list-style-type: none"> <li>• The College held its Eleventh Annual Fun Run/Walk on May 5. Major sponsors were by Mobil Oil, Palm Terrace, Moylan Insurance, FSM National Olympic Committee.</li> <li>• Met with the Economic Affairs personnel from the FSM, the States, and the European Union (EU) consultant, about potential assistance from EU.</li> <li>• Had a teleconference with Howard Rice regarding the World Park initiatives and its upcoming meetings with the MSU personnel and the FSM President.</li> </ul>	<p>[President]</p> <ul style="list-style-type: none"> <li>• Continue to meet with FSM State leaderships as well as National Government leadership to update them on issues facing the college.</li> </ul> <p>[Vice President – Instructional Affairs]</p> <ul style="list-style-type: none"> <li>• Judges were from members of local Japanese community</li> </ul> <p>[Vice President – Student Services]</p> <ul style="list-style-type: none"> <li>• About over 200 people participated in the event</li> </ul> <ul style="list-style-type: none"> <li>• Also in the teleconference were the IRPO Director, VPA, and the DCR.</li> </ul>

	<ul style="list-style-type: none"> <li>• Active participation in meetings for the Go Guam group to discuss college's role in the military building up in Guam</li> <li>• Met with FSM Vice President Alik regarding the World Park.</li> <li>• Had a follow-up meeting with the FSM Economic Affairs about the EU possible assistance to the college.</li> </ul> <p><b>[Health Services-National]</b></p> <ul style="list-style-type: none"> <li>• Provided assistance to the Nursing recruiting team of 3 people from the College of the Marshall Island Nursing Program-May 2, 2007</li> </ul> <p><b>[Counseling Office – National]</b></p> <ul style="list-style-type: none"> <li>• Attended/participated in COM-FSM two day FY09 Budget meeting with state campus directors and division and office heads.</li> <li>• Attended Phi Theta Kappa convention in Nashville, Tennessee.</li> <li>• Joined retreat for Phi Theta Kappa members.</li> </ul>	<ul style="list-style-type: none"> <li>• President James has tasked this group to see how the college could help in providing short-term training for our students in order to be employable.</li> <li>• VPA Musana, Director of Institutional Hicks, and the Director of Development and Community Relations also were part of this meeting.</li> </ul>
<p>8B: Cultivate respect for individual differences, and champion diversity</p>	<p><b>[Vice President – Instructional Affairs]</b></p> <ul style="list-style-type: none"> <li>• COM-FSM students and Japanese language teachers hosted 4 students from Japan for one week of cultural exchange.</li> <li>• A COM-FSM student invited as exchange student to Ryukyus University</li> </ul> <p><b>[Vice President – Student Services]</b></p> <ul style="list-style-type: none"> <li>• The 2007 Founding Day was held on April 2. Approximately, 8 different groups of students performed traditional dances, dresses, and rode/walked from the Spanish Wall Park to the PICS field. Each float entry was decorated with local materials.</li> </ul>	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>• Directed Director of FSM-FMI to start developing the traditional navigation program at FSM-FMI. This is a unique program that</li> </ul> <p><b>[Vice President – Instructional Affairs]</b></p> <ul style="list-style-type: none"> <li>• Students were from SAFA ( South Pacific and Asia Friendship Assoc) which is the group that hosted the Japanese speech contest winners for visit top Japan last year.</li> <li>• Charleen Arthur selected to attend Ryukyus University in Okinawa, Japan in October 2007.</li> </ul>

	<p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>• Yap UB students traveled to Pohnpei to attend the Student Leadership Conference and performed 2 Yapese dances.</li> <li>• UB students from all 3 sites have participated in the Kaday Cultural Tour.</li> <li>• History of Micronesia Class made a field trip to many historical sites in Yap this month.</li> </ul>	<p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>• This event presented them the opportunity to learn parts of their culture and traditions. They performed in Pohnpei in full traditional attire.</li> <li>• UB students will also be apart of the Graduation Ceremony on campus in late July.</li> </ul>
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**Strategic Goal 9:** Provide for continuous improvement of programs, services and college environment

<b>Objectives</b>	<b>Major accomplishments</b>	<b>Comments/additional detail</b>
9A: Improve institutional assessment and evaluation	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>• The assessment and evaluation of the College by the Accrediting Commission for Junior and Community Colleges of WASC accepted the Focused Midterm Report submitted by to College in March 15, 2007.</li> </ul> <p><b>[Vice President – Administration]</b></p> <ul style="list-style-type: none"> <li>• Attending and contributing to weekly meetings of the Institutional Assessment Plan Working Group (IAPWG).</li> </ul> <p><b>[Vice President – Instructional Affairs]</b></p> <ul style="list-style-type: none"> <li>• All national campus faculty were involved in formulating assessment plans for school year 07-08</li> <li>• Collecting data for vocational programs.</li> </ul> <p><b>[Vice President – Student Services]</b></p> <ul style="list-style-type: none"> <li>• Submitted the 2006-2007 annual report of the student learning outcomes to WASC via the ALO</li> <li>• Active involvement with the IAP Working Group</li> </ul>	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>• Acceptance of the Focused Midterm Report assured the college that recommendations made by the commission’s evaluation teams have been addressed by the college.</li> </ul> <p><b>[Vice President – Administration]</b></p> <ul style="list-style-type: none"> <li>• IAP to be completed by the IRPO in the near future.</li> </ul> <p><b>[Vice President – Instructional Affairs]</b></p> <ul style="list-style-type: none"> <li>• The DAP and Howard Rice facilitated the hands-on workshop. All programs finished alignment matrixes for courses and program outcomes and some programs finished drafting assessment plans. Follow-up workshop scheduled in August 2007.</li> <li>• Data collected on specific vocational program outcomes for spring 07 will be reviewed and analyzed for program improvement/adjustments.</li> </ul> <p><b>[Vice President – Student Services]</b></p> <ul style="list-style-type: none"> <li>• The group meet weekly to address the development of an institutional assessment plan</li> </ul>

	<p><b>[Admissions &amp; Records]</b></p> <ul style="list-style-type: none"> <li>• The result of Customer Satisfaction Survey will use to identify the areas needed to improve in Office of Admissions and Records.</li> <li>• OAR Director in coordination with IRPO Director identified OAR program evaluation questions.</li> </ul> <p><b>[Human Resources Office]</b></p> <ul style="list-style-type: none"> <li>• Organizational chart assessment – work is now on the identification of decision making and channel of communications.</li> </ul> <p><b>[Business Office]</b></p> <ul style="list-style-type: none"> <li>• Draft of the updated fiscal policies was discussed with Financial Consultant and disseminated to college community for review and comments.</li> <li>• Installation of POS and Inventory system at the college’s Bookstore outlets.</li> </ul> <p><b>[Research &amp; Planning Office]</b></p> <ul style="list-style-type: none"> <li>• 3 IAP WG meetings were held in May 07. Highlights were draft of Assessment principles, reviewed what is included in an IAP, reviewed status of SLO assessment at the college, and initiated discussion of terms of reference for an assessment committee.</li> <li>• Conducted a campus directors meeting regarding FMI evaluation interviews in conjunction with the BOR meeting.</li> <li>• Conducted a series of meeting with Student Services programs to assist with preparation of program evaluation reports.</li> <li>• Completed data collection for Annual Report 2006 development.</li> <li>• Four (4) IAP WG meetings were held in June 07. Highlights in-depth reviews of Retreat problem statements, developed terms of reference for Assessment committee, initiated review of dimensions of learning.</li> <li>• Coordinated plans for interviews of state and national leaders by state campuses for FSM FMI evaluation.</li> <li>• Conducted four (4) working sessions with Student Services programs to assist with preparation of program evaluation reports.</li> <li>• Officially transmitted Organizational Chart evaluation to</li> </ul>	<p><b>[Human Resources Office]</b></p> <ul style="list-style-type: none"> <li>• In a work group identified, decision making concerning issues in HR is being reviewed and identified as well as the information flow.</li> </ul> <p><b>[Business Office]</b></p> <ul style="list-style-type: none"> <li>• Final draft of the updated fiscal policies will be finalized for transmittal to Finance Committee and Cabinet.</li> <li>• The POS and Inventory system have been installed at National, Chuuk and Yap campuses. Installation of the system at Pohnpei and Kosrae will be done in the fourth quarter of fiscal year 2007.</li> </ul> <p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>• This is still in progress as there is a need for more workshops on assessment and evaluation.</li> </ul>
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	<p>President.</p> <ul style="list-style-type: none"> <li>• Initiated working sessions with CRE and Pohnpei campus on implementation of Org Chart recommendations for CRE programs at Pohnpei campus.</li> <li>• Initiated working sessions with Human Resources regarding implementation of the Org Chart recommendations with emphasis on decision grids in preparation of revision of job descriptions.</li> </ul>	
<p>9B: Integrate planning, evaluation and resource allocation for continuous improvement</p>	<p><b>[Board of Regents]</b></p> <ul style="list-style-type: none"> <li>• Regent Andrew Yatilman, National Government representative, was elected Chairman of the Board.</li> <li>• The Board adopted the proposed budget guidelines for developing the FY 2009 budgets for operations, IDP, auxiliary enterprises, FSM FMI, SEG, and FSM student assistance.</li> <li>• The Board directed the administration to develop a policy on transmittal of fundraising funds to the Endowment Fund and to revisit several fundraising schemes.</li> <li>• A resolution on the Board's position on the Small Business Development centers was adopted with copies going to the leadership of the Nation, Kosrae State, and Pohnpei State.</li> <li>• The Intensive English Instruction (IEI), formerly referred to as the Intensive English Program, is discontinued effective fall 2007 semester.</li> <li>• The minutes as corrected of the March 26-27, 2007, special meeting and the minutes of the February 9, 2007, teleconference meeting were adopted.</li> <li>• The next meeting will be held in August 2007 in Kosrae; the dates to be determined.</li> </ul> <p><b>[Vice President – Administration]</b></p> <ul style="list-style-type: none"> <li>• Ensured that FY 2009 budget development guidelines include assessment information as one of the bases for resource allocation.</li> </ul> <p><b>[Vice President – Student Services]</b></p> <ul style="list-style-type: none"> <li>• Took an active role in the Institutional Assessment Plan Working Group</li> <li>• Reviewed and approved 9 performance evaluations during the</li> </ul>	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>• FY 2009 Budget development will be based on the priorities for 2009. This entails that budget allocations will be based on these priorities established by the finance and planning committees.</li> </ul> <p><b>[Vice President – Student Services]</b></p> <ul style="list-style-type: none"> <li>• Participated in the working group's weekly meetings since the end of spring in May</li> <li>• All the evaluations and contract renewals are for</li> </ul>

	<p>reporting period.</p> <ul style="list-style-type: none"> <li>• Reviewed and approved 9 contract renewals</li> </ul> <p><b>[Student Support Services Program]</b></p> <ul style="list-style-type: none"> <li>• May 14 &amp; 15 - SSS Director participated in a 2-day Staff Development Committee Retreat took place at the national campus. Members deliberated &amp; made recommendations on issues and matters concerning SD policies, annual activities, procedures on funding request, reporting format and terms of reference. The outcome was very productive and successful.</li> <li>• May 28-31, the director and her staff members including several tutors had a 4-day retreat. The topics covered were: Program Evaluation Plan, Program forms and documents and Student Records &amp; Management, and Discussion of weakness and strengths of program services. The desired outcome of this retreat was accomplished.</li> <li>• June 11, two staff members (AA &amp; Counselor) attended a Sponsored Program (Trio Programs) Workshop by Comptroller. The workshop was about understanding the financial reports of grant and drawdown reports to properly account and expend remaining balances of project grants.</li> </ul> <p><b>[Counseling Office – National]</b></p> <ul style="list-style-type: none"> <li>• Counselors attended Committee Meetings (Admissions Board, Student Services Committee, Orientation Working Group, etc.)</li> </ul> <p><b>[Research &amp; Planning Office]</b></p> <ul style="list-style-type: none"> <li>• Coordinated session for determination of institutional priorities 2009 during the budget development 2009 meeting.</li> <li>• Presented Organizational Chart Evaluation to planning council and budget process meeting to obtain input to final report.</li> <li>• Presented to planning council suggested interventions to implement the recommendations of the President’s Retreat 2007.</li> <li>• Completed draft of Institutional Priorities for 2009.</li> <li>• Conducted Planning Council meeting that focused on budget 2009 development (institutional priorities draft approved for submission to cabinet), Retreat implementation updates, updates on communications and institutional assessment plan working</li> </ul>	<p>the department system-wide.</p> <p><b>[Research &amp; Planning Office]</b></p> <ul style="list-style-type: none"> <li>• The Planning council established a working group (VPA, VPIA &amp; DIRPO) to develop initial plans for a Programs Planning Conference to be held in conjunction with the BOR meeting in August 2007.</li> </ul>
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	<p>groups and reviewed and approved terms of reference for the proposed planning and resources committee.</p> <ul style="list-style-type: none"> <li>Disseminated ~ 130 hard copies of President's Retreat 2007 to internal and external stakeholders.</li> <li>Prepared for VPA Risks identification from budget 2009 planning.</li> </ul>	
9C: Increase research and data driven decision making	<p><b>[Vice President – Administration]</b> Ensured that FY 2009 budget development guidelines include assessment information as one of the bases for resource allocation.</p> <p><b>[Research &amp; Planning Office]</b></p> <ul style="list-style-type: none"> <li>Six (6) requests for data were received and processed, primarily related to enrollment and graduates issues</li> <li>In conjunction with the communications and IAP working groups initiated development of decision making grids to help improve understanding of decision making at the college.</li> </ul>	
9D: Develop an integrated data system	<p><b>[Vice President – Administration]</b></p> <ul style="list-style-type: none"> <li>Facilitated the contract payments for the consultant developing the SIS.</li> </ul> <p><b>[Information Technology-National]</b></p> <ul style="list-style-type: none"> <li>The Student Information System (SIS) project is in its mid phase, the developer's 2<sup>nd</sup> site visit is scheduled to begin mid July 07.</li> </ul> <p><b>[Research &amp; Planning Office]</b></p> <ul style="list-style-type: none"> <li>Discussions with IT regarding status of SIS development and key needs.</li> </ul>	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>College continues to utilize the assistance of a consultant on developing a system wide database that will integrate data.</li> </ul> <p><b>[Information Technology-National]</b></p> <ul style="list-style-type: none"> <li>Development work and progress continues.</li> </ul> <p><b>[Research &amp; Planning Office]</b></p> <ul style="list-style-type: none"> <li>A fundamental need for the SIS is the determination of the student ID identifier</li> </ul>