

<p><u>Functions</u> <u>Stakeholder</u> Management - facilitate and liaise with external agencies to solicit support and assistance (funding sources, private companies, FSM and state governments, etc.)</p>	<p><u>Actions</u></p> <ul style="list-style-type: none"> • Establish state campus Advisory Council with TOR by October 1st, 2011. • Meetings with state leaders, public & private agencies, NGOs, and state DOE on a quarterly basis. • Solicit input and sharing information regarding the college through monthly meetings that will be conveyed to president and cabinet for consideration [Monthly meetings with faculty, staff, and students to foster broad based discussion and participatory governance. (information sharing and input soliciting)] 	<p><u>Comments / timeline</u></p> <ul style="list-style-type: none"> • Matt and Diaz to share with us TORs for PNI & FMI by 8/29/11
<p>Governance - oversee development and implementation of all campus projects, meetings, fundraising efforts, and other activities and delegate authority accordingly to key personnel when the need occurs</p>	<ul style="list-style-type: none"> • Set up Campus Management Team with TORs and have monthly meetings for information sharing and monitoring of programs and activities and soliciting input to be conveyed to cabinet and president for consideration 	<ul style="list-style-type: none"> • Frequency of meeting depends on each campus
<p>Planning and Budgeting - In conjunction with the President's Office, the campus director will provide input into the</p>	<ul style="list-style-type: none"> • Assist in development of campus and program budgets • Coordinate the improvement plan process to ensure consistency of campus assessment and planning. (assessment cycle / evaluation of 	

<p>budget development and monitor budgetary activities.</p>	<p>programs and services)</p>	
<p>Integrity - oversee implementation of all reporting to promote a culture of evidence for evidence based decision making and monitor progress towards the COM-FSM Strategic Plan and accreditation standards</p>	<ul style="list-style-type: none"> • Assist all campus units supervisors to collect data and info on unit activities that support unit objectives. • Review monthly reports submitted by all units and make improvement plans if necessary to assure achievement of unit objectives / goals and accreditation standards • Conduct monthly management team meetings 	
<p>Community Engagement - establish and maintain effective partnerships with community organizations, government agencies, state departments of education and other entities that are involved with COM-FSM programs and services</p>	<ul style="list-style-type: none"> • Establish and maintain effective partnerships with relevant government agencies, private sector, NGOs, and communities • Promote the campus' capacity for providing technical assistance and trainings within the resources available – college positive image - • Promotional activities - ???? • TRIO Programs – promote college image, programs & services via these programs <ul style="list-style-type: none"> ○ Bridging the gap ○ Preparing students for college entry (K-12) ○ 	
<p>Curriculum and</p>	<ul style="list-style-type: none"> • Provide programs and instructions that are of 	

<p>Instruction -oversee effective delivery of instructional services in response to the needs of the community, requirements of COM-FSM vision, mission and core values and goals</p>	<p>quality [as well as qualified instructors] which will assist in the economic development of the state and nation:</p> <ul style="list-style-type: none"> ○ CA - AFT ○ Fisheries & Maritime ○ CA - Building Technology ○ AAS – Building Maintenance ○ CA - Carpentry & Cabinet making ○ CA-AAS - Electronics / Telecommunications ○ CA – Construction Electricity ○ CA - HATP ○ CA - Public Health ○ Nursing ○ CA – Trial Counselor ○ Non-credit short term trainings ● Provide facilities and an environment conducive to learning ● Ensure availability of instructional resources required and essential for delivery of quality instruction 	
<p>Student Services - oversee effective delivery of student services in response to the needs of the community and requirements of COM-FSM vision, mission and core values and goals.</p>	<ul style="list-style-type: none"> ● Ensure quality support services are provided to students to assure quality learning and success <ul style="list-style-type: none"> ○ Tutoring programs ○ Extracurricular activities ○ Counseling ○ Motivational workshops ○ SBA ○ Student Clubs ○ Health services / health education activities ○ Financial Aid 	

	<ul style="list-style-type: none"> ○ Admissions 	
<p>Administration - provide support and oversight of campus administrative services</p>	<ul style="list-style-type: none"> ● collaborate with other departments in planning, supervision, training, and evaluation in a timely manner ● Assist in the recruitment of qualified personnel ● Promote and encourage all personnel involvement in professional development and training sessions ● Plan, develop, and implement strategies for a safe working campus environment conducive to learning ● Meet monthly with IT personnel and review minutes of IT standing committee meetings ● Attend and participate in cabinet meetings through VOIP and/or face to face ● Supervise sponsored programs according to needs 	<ul style="list-style-type: none"> ●
<p>Continuous Improvement - participate and provide input into the Institutional Assessment Plan under the President's office including reports.</p>	<ul style="list-style-type: none"> ● Submit monthly and quarterly report to the President, BOR report to the BOR. ● Evaluate personnel under the Office of the Campus Director. ● Assess own office unit according to the Institutional Assessment plan ● Conduct monthly meeting for students, faculty and staff for open exchange of information. ● Design a campus newsletter 	