

Jim Carrie
Rm: —

VP Carrie

Directives of the Board of Regents Meeting
College of Micronesia
August 25-26, 2008
College of Natural and Applied Sciences, UOG
Mangilao, Guam

The following directives approved by the College of Micronesia (COM) Board of Regents (BOR) are hereby issued for implementation as appropriate:

1. The Board hereby concurs with, and therefore ratifies, Regent Yatilman's approval of \$15,000 from the fy07 Hatch waiver funds to match the FSM Congress's \$15,000 appropriation for the Kosrae research lab renovation. The other \$11,111 will be provided from the available fy07 Hatch funds as allocated to COM-FSM.
2. The Board hereby urges the VP/Dean to carryout personnel evaluation on a timely basis consistent with the personnel rules and regulations of the respective colleges. This directive is issued based on the concern that retroactive pay had to be made in the past due to lack of the annual evaluation of some employees.
3. The Board hereby expresses its agreement that a qualified researcher with a Master's degree in the appropriate field of science may be hired when it is difficult to find a researcher with a Doctorate degree. The Master's degree researcher must prove that he/she has had proven experience in writing research proposals, designing and implementing research projects, and writing scientific reports as required by USDA. Compensation for the researcher with a Master's degree will be based on the college's personnel rules and regulation as applicable; and appropriate salary schedule and initial placement on the salary schedule of the respective colleges.
4. Notwithstanding any prior year directives, policy, etc., relative to this matter, the Board hereby authorizes VP/Dean to request, on a quarterly basis, reprogramming of personnel funds that remains unused from the immediate prior quarter.

In order to have a clear financial picture of the expenditures for reprogramming requests, the Board hereby requires the VP/Dean to submit a quarterly financial (fund status or expenditure) report as part of the VP/Dean report to the Board. The respective VP/Dean is expected to review the Business Office postings and certify as to the accuracy of such financial report prior to submission to the Board.

5. The Board hereby approves the following reprogramming of personnel funds to other categories:
 - a. \$9006.00 (J. Phillip salary);
 - b. \$4346.34 (Kenye's 10%; P. Sigrah's 100%);
 - c. \$31,870.09 (PCC CRE's Smith-Lever funds) is reprogrammed for non-personnel items;
 - d. \$38,503.83 (PCC CRE's Hatch funds) is reprogrammed for non-personnel items;
 - e. \$6,200.00 (Meriam Prens's salary: COM-FSM Smith-Lever funds);
 - f. \$17,200 (Dr. Javier's salary: COM-FSM Hatch funds);
 - g. \$20,000 (Vacant Researcher: CMI Hatch funds);

The above approved personnel funds are authorized to be carried over to fiscal year 2009 and must be expended by the first quarter of fy09 or no later than Dec. 31, 2008.

6. The Board hereby approves the following guidelines for the preparation of the Fiscal Year 2009 budget:

For fy2009, the level of the operation budgets for all programs shall be capped at the same level as fy2008's levels except for specific changes for the Extension budget and the Hatch budget as outlined below:

a) Hatch fy2009 funds

The funding level will be the same as fy08's. The special annual \$33,333, which was part of prior year budgets, will continue to be provided to each CRE to be divided among the 3 researchers per site (\$11,111 per researcher) to support USDA-approved Hatch projects. In the case of the new researcher position in Chuuk, \$11,111 Hatch funds is hereby authorized to be provided by the Executive Director to support USDA-approved projects by the Chuuk-based researcher.

b) Smith-Lever fy2009

The funding level and funding strategy will be the same as fy08. Funds for the Extension Specialists will be provided from the \$111,110 Smith-Lever matching and the COM Endowment Fund (\$55,555).

c) EFNEP fy2009

EFNEP's funding level of \$100,000 shall continue to be divided up equally among the 6 extension sites. In addition, each 1 FTE EFNEP is required to have no less than 200 clients per year—adults and/or youth.

d) Unused Smith-Lever funds from fy2008, unless specifically approved for reprogramming or carry-over, shall be forfeited and included in the general fund in fy2009 as revenue;

e) Unused and unobligated fy2008 Hatch funds shall be forfeited by Oct. 1, 2008 and then redistributed as per BOR directive #7 (Aug. 23, 2005). (Exception is for fy08 Hatch funds that were matched in fy08 which must be expended by Sept. 30, 2009.)

f) Endowment income (Fund audit, Extension Specialist) and other local funding sources shall be identified by the Executive Director and provided as part of revenue for fy09 in accordance with applicable federal rules and regulations regarding land-grant funding;

g) Endowment income in the amount of \$10,000 shall be provided in support of travel expenses for meetings and training in connection with the fiduciary responsibilities of the Board and the Executive Director.

h) For fy09 residential instruction (RI funding and program), the following new guidelines are provided for implementation:

- No funding from the COM Endowment Fund income will be provided for RI program starting in fy09 in accordance with the directive of January 2008 BOR meeting ~~BOR~~. Each VP/Dean shall arrange to utilize the new RIIA federal funding (Carripac) to cover portion of their salary and related expenses as may be appropriate and justified;
- The Carripac RI funding shall be included and separately identified under a separate column and in the fy09 budget sheets, however, it will not require approval by the COM Board. The funding will be authorized/approved by the Carripac organizational mechanism;
- The Board would be willing to reconsider this decision regarding the COM Endowment Fund for the RI fund under the following conditions: **first**: RIIA's allocation to the three Micronesian colleges is not increased substantially in fy09 or by fy10 by the US Congressional

appropriation process; **second:** if additional or specific needs are identified to supplement the Carripac RI funding and in support of the colleges' instructional programs; **third:** students are actually enrolled in the land-grant or related degree programs at the respective colleges; **fourth:** the Endowment Fund's rate of return is sufficient to cover such additional expenditures;

- The Board hereby assures the VP/Dean and the respective partner college Presidents that, in the event that the Carripac funding is no longer available to cover such VP/Dean salaries, the Board shall provide COM Endowment funding for the salaries as needed.
- The Board hereby request the respective partner college Presidents to provide some funds for a portion of the VP/Dean salary reflecting the "time and efforts" for the VP/Dean administrative responsibilities and duties that are not directly related to the management of the land-grant programs.
- i) The proposed fy2009 budgets from the COM central office and the CRE budgets from the partner colleges shall be submitted to the Executive Director no later than 30 days prior to the next BOR meeting for consolidation and submission to the Board for approval at its next meeting.
- j) The Board, hereby, authorizes a temporary budget for fy09 based on fy08 budget levels until the Board approves the full fy09 budget.

7. The Board hereby approves the following specific grants from the COM Endowment Fund for fiscal year 2008 or, in fy09, if funding is not sufficient:

- a. \$25,512 is provided to financially assist PCC in the procurement of its new "fund accounting system" (software and hardware). It should be noted that the COM Board had provided similar funding in the past to CMI, PCC and COM-FSM business offices for the procurement of their "fund accounting system", however, PCC opted to use the DOI-designed accounting system which is now being replaced with a new system as requested;
- b. \$10,000 is provided to COM-FSM to assist in the evaluation of CRE programs in connection with the accreditation requirements.

8. The Board hereby requests its investment advisor, Daniel Roland, to review the COM investment policy and recommend appropriate languages in connection with the 5% spending policy to be considered at the next BOR meeting.

9. The next Board meeting will be held in Palau on November 19-20, 2008.

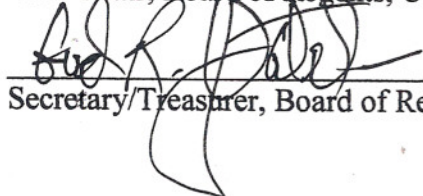
Adopted this 26th day, August 2008, in Mangilao, Guam.



Chair, Board of Regents, College of Micronesia



Vice Chair, Board of Regents, COM



Secretary/Treasurer, Board of Regents, COM