

COLLEGE OF MICRONESIA-FSM  
BOARD OF REGENTS

**MINUTES OF THE MARCH 10-12, 2009, MEETING  
CHUUK CAMPUS**

**CALL TO ORDER**

The Chairman, Regent Graceful Enlet, welcomed all to Chuuk and called the special meeting of the College of Micronesia-FSM Board of Regents to order at 10:05 a.m. on March 10, 2009, in the Chuuk Campus student center activity room. Chuuk Campus Student Services Coordinator, Switer Eter, gave the opening prayer.

**MISSION STATEMENT**

Vice Chairman, Regent Lyndon Cornelius, read the mission statement.

**ROLL CALL**

The Secretary/Treasurer, Regent Mary B. Figir, called roll. Regents Lyndon Cornelius from Kosrae State, Graceful Enlet from Chuuk State, Mary B. Figir from Yap State, and Kasio Mida representing the National Government were present; a quorum was declared. Regent Isamo Welles, the Pohnpei State representative, was off island for medical treatment.

Also present for all or part of the meeting were Spensin James, President and *ex officio* member of the Board; Jean Thoulag, Vice President for Instructional Affairs; Joe Habuchmai, Vice President for Administrative Services; Ringlen Ringlen, Vice President for Student Services; Kalwin Kephas, Director of Kosrae Campus; Penny Weilbacher, Director of Pohnpei Campus; Joakim Peter, Director of Chuuk Campus; Lourdes Roboman, Director of Yap Campus; Matthias Ewarmai, Director of FSM FMI; Danny Dumantay, Comptroller; Switer Eter, Chuuk Campus Student Services Coordinator, Deliver Salle, Director of Chuuk Campus Upward Bound Program; faculty and staff from Chuuk Campus; Andrew Yatilman, FSM Regent on College of Micronesia Board of Regents; and Norma Edwin, Executive Assistant to the President and recorder.

**APPROVAL OF MINUTES**

The minutes of the December 2008 annual meeting were reviewed and further edited. The need to be more proactive in seeking matching funds for available funding from Land Grant was noted. **Regent Cornelius moved and Regent Figir seconded that**

**the minutes of the December 3-5, 2008, annual meeting as amended be adopted.  
The motion passed unanimously.**

The minutes of the January 13<sup>th</sup> teleconference meeting were reviewed. **Regent Cornelius moved and Regent Figir seconded that the minutes of the January 13, 2009, teleconference meeting be adopted. The motion passed unanimously.**

## **COMMUNICATIONS**

President James briefly went over the communiqué in the meeting notebook which included: letter from President of ACCJC informing the college of the rejection of the Follow-Up Report and the need to resubmit it by March 15, 2009; memo from President of ACCJC transmitting the report on the January 7-9, 2009, commission meeting; letter from SBOC requesting statistical data to update the 2008 FSM Statistical Yearbook; letter from the Tuna Commission requesting conference facilities for its 5<sup>th</sup> Regular Session of the Technical and Compliance Committee in October 2009; letter from Chairman of HESA regarding the oversight hearing with the college and the committee's decision on funding only permanent facilities; letter from Director of SBOC regarding quarterly reports from the college; letter from Secretary of Foreign Affairs informing the college of his transmittal of the college's request to the resident Chinese Mission for extension of the Chinese language instructor; letter from Acting Secretary of Foreign Affairs regarding approval from the Chinese government for extension of the Chinese language instructor; letter from the Mayor of Udot Municipality, Chuuk State, transmitting Udot Municipality Resolution inviting the college to establish a campus on Udot; letter from Project Manager of Program Management Unit regarding sub allotting infrastructure appropriations to PMU; and letter from President Mori transmitting the COM-FSM Pass-Through Agreement along with the Grant Award Notifications and Corresponding Advice of Allotments for Fiscal Year 2009.

## **REGENTS' REPORTS**

**Regent Cornelius from Kosrae** raised the following issues and concerns: management of the Endowment Fund; rejection of the Follow-Up Report by the accrediting commission; recent amendments to the social security law and the disparity of benefits for expatriate personnel; compensation level at the college compared to local and regional levels; and the retirement plan.

During the discussion, it was suggested that the college obtain a copy of the revised social security law and have the legal counsel explain the changes. The college should then write to the social security administration on the impact of these changes on hiring and recruitment of employees, especially faculty.

President asked if there was any feedback from the community on the services of the college. Director Kephas responded that while an official survey has not been

conducted, from the tuition increase hearings, he gathers people like how the college is operated. The state is considering moving some services to the college, i.e. agriculture extension, and the campus is seeking ways to provide more services for the state. Staff is concerned with the slow process for IDP. Without facilities, programs that address the needs of the state cannot be implemented and that impacts enrollment.

**Regent Mida representing the National Government** said leaders are interested in the direction of the college. Regarding the future of FMI, he mentioned that the Sasakawa Foundation is considering establishing a Coast Guard Academy in the FSM.

**Regent Enlet from Chuuk** talked of several geographic and academic barriers to postsecondary education in Chuuk: only one out of five regions has access to services due to the geographic dispersion of Chuuk State; economic hardship due to laying off of government employees; and education level of students – high number of students who did not pass the admissions tests. Students are the state's greatest resource and the state is looking to the college for assistance. This is a recurring need which the college is not addressing.

He also reported on the election and run-off for governor scheduled for the end of the month.

## PRESIDENT'S REPORT

In addition to his report in the meeting notebook, the President reported on the following: collaborative efforts to bridge the gap with secondary schools and increase the number of fourth-year options; facilitating the SDSU master's program; submission of the FY 2010 budgets and the first quarter performance report; commencement of the FY 2009 audit; update on construction projects (dedication of Yap science building, completion of Chuuk research lab, renovation of Kosrae research lab, progress of Pohnpei SBDC/ research lab building); status of IDP funding/appropriation; leadership institute sponsored by PPEC for this summer in Hawaii; enrollment trend downward; and USDOE two-year rule regarding accreditation commission sanctions.

The Regents asked for clarification on bridging the gap efforts, executive budget review, downward enrollment trend, SDSU master's program; and accreditation.

**Instructional Affairs.** In addition to her detailed report in the meeting notebook, the VPIA provided updates on: two faculty resignations; nursing program development; associate program in public health; student learning outcomes assessment; general education review; education program modification; distance learning efforts; SDSU collaboration, grants/special projects status/opportunities; FSMDOE retreat; three-week IMLS//PREL institute to be held in the LRC; and site visit to Tol for possible extension of courses.

During the discussion, the difficulty of recruiting and retaining qualified people was discussed. A survey of faculty to determine the reasons for their leaving and for staying

was suggested. The Board liked the idea of monthly meetings with the leadership and expressed the desire for regular communication with the Board also.

**Student Services.** The VPSS provided highlights since the last Board meeting: review of the alcohol policy by the Student Services Committee; preparation of cultural activities for this year's Founding Day; winning a state-wide basketball championship; work on SLO and self-study; coordination of student services assessment efforts by the registrar; induction eight new members into Phi Theta Kappa; campus visit from Upward Bound students in April; visit by TSP students last month; recruitment teams to all states; enrollment management plans; chairing standard III committee for the self-study and working on the follow-up report; staff development efforts of his staff; and team building effort during Student Services monthly meetings.

During the discussion that followed, the following were further: discussed reclaiming students with outstanding balance; tapping alumni for the endowment fundraising; factors contributing to low enrollment; and collecting outstanding balance.

**Cooperative Research and Extension.** The VPCRE recently attended a CariPac management team meeting in D.C. and volunteered to remain at the National Campus during this meeting. The President highlighted the following from the VPCRE's report: hiring process for the researchers for Chuuk and Pohnpei almost completed; the completion of the research lab in Chuuk and ongoing work on the research lab in Pohnpei; funding need for furniture and equipment for the new labs; nearing completion of the renovation of the research lab in Kosrae; difficulty in hiring qualified people for the vacant positions; impact of President Obama's stimulus plan on Land Grant programs; extension agents failing to do on-line reporting as required; and difficulty of getting matching funds for available Land Grant funds.

During the discussion, the Board stressed the need to take advantage of funds requiring matching; and discussed the problems of accommodating CRE staff in the research lab and following reporting procedures.

**Administrative Services.** The VPAS reported on his office activities and on the activities of the divisions under him. Accreditation has been the highest priority during this reporting period with the VP chairing the standard IV committee for the self study and working on the rewrite of the follow-up report. He is coordinating the master's program for SDSU.

The Director of Development and Community Relations who is also the Accreditation Liaison Officer is coordinating the accreditation self study process and resubmission of the follow-up report.

The Director of Information Communication Technology is negotiating with Telecom on our lease line agreement and continuing efforts with the WINDS project.

Maintenance and Security update included the status of access to the Nantaku site, the Mori site and other infrastructure development, IMF funds, and solar energy training.

Institutional Research and Planning Office is heading the assessment effort and working on two grants to Japanese Grass Roots program and to UNESCO.

Human Resources Office through the Personnel Committee has worked on Section VIII of the Personnel Policy and Procedure Manual which is now ready for presentation to the Board at this meeting.

The Comptroller reported on the results of operation for the three months ending December 31, 2008; status of fund balance, status of FY 2008 audit; market value of our endowment fund; and fundraising collection

During the discussion, Regent Cornelius pressed for job audits before any future plans are made. It was mentioned that decision grids must be completed before the job audits can be conducted. A timeline for completion of the grid was requested. It was also mentioned that during assessment efforts, information on the reality of the situation be brought to the Board. Inquiries were made on other sources tapped for the endowment fund and on whether budget cuts were made when enrollment did not meet projection.

#### Campuses in the States:

Chuuk Campus Director reported on: Chuuk Campus sponsored Solution Forum 2009 with the candidates for governor, student involvement with the team of international election observers; work with SDOE to collect past due accounts and plan for summer and fall teacher training; Chuuk Campus enrollment strategies; program issues; faculty staff development and vacancies; and need to address the numbers that cannot make it into any of our programs.

Kosrae Campus Director reported on: their Staff Development Day; recruitment team from the National Campus; renovation of the research lab; construction of the new high school by the Chinese and its impact on the campus; and election of Faculty Staff Senate officers.

Chairman inquired whether the construction would impact accreditation. The college has an MOU with the state on use of the library in which the college has established a computer lab. The college was not consulted on changes. The administration needs to discuss the MOU with the state. The Director thanked the Board and administration for the \$34,000 for the lease agreement which was delivered at a luncheon attended by Kosrae leadership.

ESM FMI Director provided update on: developing a traditional navigation program; suspension of shipboard training and possible continuation with Kyowa Lines, Matson

Navigation Company, and surveillance ships; however each option has challenges. He also reported on preparations for Founding Day.

Clarification was requested on the challenges facing the options for shipboard training and its necessity. The administration was directed to work out the details for cost sharing.

Yap Campus Director reported on: opening of the science building in January and resulting shuffle of classrooms, offices, and library; enrollment statistics and resulting impact on the budget; resignation of two faculty members during the semester and cooperation of faculty in picking up overloads; Bob Yangerluo's completion of his coursework for his master's and work on his thesis; visitors from the National Campus – Dr. Cuboni and Jazmin Gonzales to talk to high school students on health information and programs and the recruitment team; and Yap Campus recruitment plans. The lease for the Sea Bees Camp expires July 31<sup>st</sup>; the Director asked if the lease could be extended since the voced facilities located on that site are needed until the new voced building can be built on the campus site. The new facility is only at the design stage.. The Board directed the administration to write to the Governor about the possibility of extending the lease and Regent Figir and Director Roboman to personally visit the Governor about the situation.

Pohnpei Campus Director highlighted the following: 118 sections of classes offered this spring; participation by Pohnpei Campus personnel in the self-study; participation by the Director and SSC in the enrollment management group; status of the research lab and SBDC building; renovation projects completed during the break; lockers built for students; math/science website for faculty and students; staff development efforts; losing IT personnel to Telecom; attendance of the Director at a conference on adult student enrollment; reclassification of vocational teaching assistant to full instructor; proposal to Japanese Grass Roots program for a fitness center; preparation for opening the PSBDC; PTCI preparation for summer offerings; consideration to merge auto mechanic and small engine repair programs; hosting of the Business Island Links workshop; and initiating quarterly meeting with the Governor.

**Faculty/Staff Senate:** The President of FSS is a member of his Cabinet. Kosrae Campus recently organized their FSS; the other campuses are yet to organize. Once organized, all FSS are to be networked. The FSS has a role in appointing members of the standing committees; effort will be made to distribute the appointments more evenly among the campuses.

**Student Body Association:** All campuses have organized SBA; some are more active than others. According to the governance policy, the SBAs are also to be networked and have a role in appointing standing committee members.

The National Campus SBA has completed renovation of the local huts, is preparing for Founding Day and planning spirit week in March. Intramural games for Founding Day

have begun. The COM-FSM Sharks won the Pohnpei Holiday League championship. The Phi Theta Kappa sponsored Project Graduation.

**Accreditation:** The ALO is coordinating the comprehensive self-study; the report is scheduled to be completed by November. He is also coordinating the rewriting of the follow up report; the report is expected early tomorrow for the Board's review. The Chairman expressed concern about the rejection of the first report and hoped to receive the report early enough to allow review of it. The accreditation cycle and two-year rule were explained. The Board inquired how they could be more active in accreditation aside from assuring quality of reports. The self-study subcommittee structure was explained which includes Regent membership. The following assignments were made: Standard I – Regent Cornelius; Standard II – Regent Enlet; Standard III – Regent Mida; and Standard IV – Regents Welles and Figir.

## OLD BUSINESS

**Policy on holidays.** During the last meeting, the Director of Kosrae Campus raised a concern regarding the policy on holidays. Kosrae now has more than ten holidays while the policy allows only up to ten. Regent Cornelius said it was an injustice to limit Kosrae Campus to ten, and that they should be allowed to observe all legal holidays. It was noted that with limited resources we should not increase the number of holidays. **A vote was taken between (1) observing all national and host state holidays and (2) increasing the number of holidays to 11. Option 1 received three votes and option 2 received one vote.**

## NEW BUSINESS

**Revisions to Section VIII Compensation Policies and Practices.** The Board reviewed the proposed changes and suggested further revision to subsection 11.c. to eliminate the last sentence of the first paragraph. **Regent Cornelius moved and Regent Mida seconded that the Board approve the proposed revisions and the Board proposed revision to Section VIII Compensation Policies and Practices of the Personnel Policy and Procedure Manual. The motion passed unanimously.**

**Policy on continuous improvement.** The college is committed to continuously improving its programs and services through systematic process that links planning, evaluation, feedback and resource allocation that ensures the college is effectively meeting its mission. This policy is needed to address the compliance issues with accreditation standards for linking planning, evaluation, feedback, and resource allocation to improve learning. The policy has been widely circulated for input from the college community and endorsed by the Planning and Resources Committee and the Cabinet. **Regent Cornelius moved and Regent Mida seconded that the policy on continuous improvement be approved. The motion passed unanimously.**

**Investment policy.** The Board recently made changes to the allocation strategy in the investment policy, however delayed implementation due to the current market conditions. During the workshop with the investment consultant, three options were recommended. **Regent Cornelius moved and Regent Mida seconded that the college stay the course and delay implementation of the recently approved allocation until the consultant determines the time is right to gradually move into the approved allocation. The motion passed unanimously.**

**Board's FY 2009 budget.** The FY 2009 budget for the Board was funded below the Board approved budget; therefore the budget must be revised to reflect the funded level. **The Board directed the administration to recalculate and present several scenarios to the Board at the next meeting.**

The Board requested more frequent updates from the administration.

**Resolution for Andrew R. Yatilman.** **Regent Cornelius moved and Regent Figir seconded that the resolution to recognize and commend Mr. Andrew R. Yatilman for his commitment, service, and dedication to the College and the Nation while a member of the COM-FSM Board of Regents be adopted. The motion passed unanimously.**

**Job audit.** The value and benefits of job audit were discussed. Salary and classification reviews were also suggested. Need to identify objectives for conducting the audit and how the results will be used was raised. The consensus was that job audits could be an effective management tool. **Regent Cornelius moved and Regent Figir seconded that the administration look into the feasibility of conduction job audits, including the cost, which would lead to policy formation. The motion passed unanimously.**

**Alternative Energy.** A report on the college's efforts and plans to institutionalize alternative energy was submitted to the Board. The administration was commended on its efforts and encouraged to continue exploring options.

**Future direction.** The administration had prepared talking points, which were divided into four areas, on the future direction of the college for the Board's discussion. The areas were financial, quality of instruction/student services, underprepared student – developmental and predevelopment programs; and restructuring the college. The Chairman questioned whether having quality programs addresses the needs of the states. Regent Mida suggested looking at the broader picture by revisiting the mission statement and goals first. Once those are defined, several options can be determined. Then each option can be analyzed against the following identified factors: affordability, relevance, quality, sustainability, and accessibility. The college needs to adjust to fit today's needs and not necessarily change.

## **EXECUTIVE SESSION**

During the executive session, the Board renewed the President's contract for another two years.

The Board also made fundraising for the endowment fund a priority and made plans and commitment to do more and encouraged the administration to do the same. They asked that the website be improved to help reach out to more people and set aside funds from its budget for the cause.

## **NEXT MEETING**

The next meeting will be held at the National Campus the week of May 18-22.

## **ADJOURNMENT**

In closing the Board stated for the record its disappointment with the administration with the rejection of the follow-up report by the accrediting commission and its displeasure with the lack of timeliness in submitting the second report to the Regents for their review.

**Regent Cornelius moved and Regent Mida seconded that the meeting be adjourned.**

Prior to officially closing the Regents and President expressed their appreciation to Director Peter and his staff for hosting the meeting and the great hospitality. In addition the Regents thanked the President for the meeting preparation. Director Peter also thanked the Board for having its meeting in Chuuk; they always look forward to hosting the meeting since it lifts the spirit at the campus.

**The meeting adjourned at 12:20 p.m. on March 12, 2009.**

Minutes of the COM-FSM Board of Regents meeting of March 10-12, 2009, approved this \_\_\_\_ day of May 2009.

By: \_\_\_\_\_  
Graceful Enlet, Chairman of the Board