

COLLEGE OF MICRONESIA-FSM
BOARD OF REGENTS

**MINUTES OF THE MARCH 15-18, 2010, MEETING
POHNPEI CAMPUS**

CALL TO ORDER

Vice Chairman Lyndon Cornelius called the special meeting of the College of Micronesia-FSM Board of Regents to order at 1:07 p.m. on Monday, March 15, 2010, in the Pohnpei Campus Student Services Activity Room. VP Ringlen Ringlen gave the opening prayer.

MISSION STATEMENT

Regent Kasio Mida read the mission statement.

ROLL CALL

The Secretary/Treasurer called roll. Regents Lyndon Cornelius from Kosrae State, Mary B. Figir from Yap State, Churchill Edward from Pohnpei State, and Kasio Mida representing the National Government were present; a quorum was declared. Regent Graceful Enlet from Chuuk State was not able to attend.

Regent Edward was welcomed on board the COM-FSM Board of Regents.

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; Jim Currie, Vice President for Cooperative Research and Extension; 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; Jimmy Hicks, Director of Institutional Research and Planning; Joe Saimon, Director of Development and Community Relations and Accreditation Liaison Officer; Faustino Yarofaisug, President, National Campus Faculty Staff Senate and social sciences instructor; Maria Dison, Pohnpei Campus Instructional Coordinator; Alan Searle, job audit consultant; Morehna Rettin-Santos, Director Student Support Services Program; Diaz Joseph, Director of Pohnpei Campus Upward Bound Program; Benina Ilon National Campus College Nurse; Hank Stephen, Pohnpei Campus IT specialist; other staff from Pohnpei Campus; and Norma Edwin, Executive Assistant to the President and meeting recorder.

REVIEW OF AGENDA

The Chair noted that the agenda did not include review of the agenda. **Regent Figir moved and Regent Mida seconded that item 3a “Review of Agenda” be added to the agenda. The motion passed unanimously.**

The Chair also noted that the agenda did not include a miscellaneous item. He felt without it, the Board with not have the liberty of adding other business as discussions warrant. **Regent Mida moved and Regent Figir seconded that “Miscellaneous” be added as number 10 and “Next Meeting” be renumbered to 11 and “Adjournment” to 12. The motion passed unanimously.**

Regent Figir moved and Regent Mida seconded that the amended agenda be adopted. The motion passed unanimously

APPROVAL OF MINUTES

The minutes of the December regular meeting were reviewed; several typos were noted. **Regent Mida moved and Regent Edward seconded that the minutes of the December 9-11, 2009, regular meeting as corrected be adopted. The motion passed unanimously.**

COMMUNICATIONS

President James briefly went over the communiqué in the meeting notebook which included: an invitation from the Secretary of Foreign Affairs to participate in the Pacific Partnership for Development negotiations; request from the “Tuna Commission” for use of the gymnasium for two upcoming meetings; contract between the college and Department of Health and Social Affairs for training of preventive specialists to support the implementation of the Strategic Prevention Framework Curriculum; invitation from Secretary of Education to participate in the National Workshop for FSM Education Information and Communication Technology Standards and Development Planning and request for the college’s involvement; designation of COM-FSM President as sub-allottee of the matching funds for IMF by the FSM President; letter from ACCJC naming the team members for the March accreditation visit; and directives from the College of Micronesia Board meeting in January.

REGENTS’ REPORTS

Regent Mida announced that a State Leadership Conference will be held March 18-19 and that Congress will be having a special session beginning March 20 which will run for seven days.

Regent Figir attended the ground breaking ceremony at Yap Campus on February 27 and commended Director Roboman for a job well done. (Regent Mida was also in attendance.) She also met with Dave Barney from the accreditation team.

This being his first meeting, **Regent Edward** did not have a report, but thanked the Regents, President and staff for the welcome. He had an insightful orientation with the President and feels honored to be on the Board.

Regent Cornelius reported on his meetings with Sandra Serrano during her pre-visit and Martha Tillman during her visit to Kosrae Campus and is anxious to see the team's report. He asked Director Kephias to report on the high school dedication.

PRESIDENT'S REPORT

President's Office. The President began with the main points from the exit report by the accreditation team leader: 1) communication – need to engage stakeholders and improve participation of all members in standing committee meetings; 2) SLO assessment – inconsistent and all need to be at proficient level; 3) research programs – continue to develop to help learn about the institution; 4) plans – need to integrate into a comprehensive plan and evaluate periodically; and 5) governance structure – need to evaluate to improve communication. The team also observed: no progress with the Chuuk permanent site project since January; need to address brownouts; need to bridge the gap between elementary and high school and high school and college; need to re-direct resources to train FSM citizens for the military buildup in Guam; and need to store backup files at another campus; we are ahead of some institutions with our performance based budgeting and annual evaluation of the mission statement and strategic plan; and the challenges due to our geographic location.

The President also highlighted event from his written report: groundbreaking at Yap Campus; becoming sub-allottee for IMF; development of communication plan; negotiations with Telecom for expanded bandwidth; Staff Development Day; progress of the FY 09 audit; approval of second year funding for PPEC and training plans; collaborations with NDOE and NDHSA; Founding Day activities; accreditation visit; and improving SIS.

Instructional Affairs. In addition to her detailed report in the meeting notebook, the VPIA added the following: her discussion with Dr. Dykstra, a member of the accreditation visiting team; police chiefs training on campus; training in mapping for forestry projects for R&D by our instructor, Mr. Biza; staff to Chuuk to assess readiness to extend agriculture program; Karleen Manual from our MITC representing region at conference in Washington, D.C.; update on nursing training needs; IC meeting next week; and COMET scored and resulting challenges to implement the developmental program; and reported on her effort of obtain NSTT data and confusion between NSTT and NST. The Board asked for the data when the college does receive them and about recruitment efforts of instructors.

Student Services. The VPSS highlighted and added the following: monitoring trips to the state campuses; administering and scoring of the COMET; Founding Day activities; Fall 2009 graduation statistics; passing of Willer Benjamin, Kosrae Campus IC, and retirement of Henry Wilson, National Campus counselor; latest MiCare option plans for students; and collaboration with U.S. Embassy to establish an advising center for those planning to transfer to U.S. colleges.

Health insurance for students and MiCare options were discussed at length. Health insurance for students is a long standing issue. Last Friday MiCare agreed to align open enrollment to the semester schedule; however, rates remain the same as with employees which then lead to the question of affordability by the students and by the college. Pressing MiCare for special rates for students was suggested. The administration needs to decide whether to make health insurance mandatory or selective while considering the equity issue. Question was raised regarding how much the college has spent on medical cost for students who are not enrolled through their parents and how it compared to what the college would need to pay for health insurance for students. If less, then a suggestion was to collect a health insurance fee into a special account to be used for student medical costs, similar to the tech fee. A survey of parents to determine what parents want and willing to pay was suggested. The administration still has work to do before the issue can be brought before the Board.

The Board also inquired about accessibility of other campus to the advising center and the non-admitted rate.

Cooperative Research and Extension. The VPCRE reported on the following: CariPac grant and activities; assessing extension of the agriculture program; increase in enrollment in agriculture programs; TEEAL database for the library; increase in Hatch funds, however states not matching and missing opportunities; states also not taking the opportunity to access research funds; Land Grants funds not allowed to assist FMI unless contracted for gardening or food production; initial talks with U.S. Forestry regarding a forestry program; TOR for advisory councils; and status on vacancies.

Administrative Services. The VPAS highlighted the following: status of the Chuuk Campus access road project; resolution of Chuuk Campus power situation; frequent outages on Pohnpei – need for power backup for the server; development of a communication plan; his site visits to Chuuk, Yap, and Kosrae Campuses and plans to visit Pohnpei Campus; timeliness of IMF funds for accreditation visit preparations; and streamlining effort.

Clarification was made on what is streamlining and why it is being done. The VPAS also reported on the divisions reporting to him:

Development and Community Relations: Need to begin fundraising effort.

Maintenance and Security: Renovation projects in preparation for accreditation visit; inspection of fire fighting equipment; collection of criminal stats; and disaster preparedness plan collaboration.

Human Resources: Coordinated Staff Development Day and ongoing staff development efforts. The Director also reported that Staff Development Day was held across all sites and that the job audit is on schedule. Discussion followed on the possible outcome of the audit. FSS President wondered if the audit indicated faculty salaries are not competitive, how change will be implemented if resources are not available. At the end, the bottom line will be what is best for the future of the college. Director of IRPO noted that if we do develop the work force, there will be money to sustain the college. The question is how to drive economic growth.

The VPCRE expressed that if the college values diversity, third country nationals should be given the same benefit as others; referring to social security.

Information Communication Technology: Update on fiber optic connectivity.

Institutional Research and Planning: Collaborations with NDOE.

The Director also presented data on Fall 2009 achievement by percentage in good academic standing, by completion rate, by credits enrolled, earned and term GPA, and Spring 2010 enrollment by student type, by program, by degree type, by state origin, by gender and campus, and by age.

Noting more students in certificate programs than in degree programs, Regent Edward said that as a degree granting institution, the college must reverse this trend. The Board discussed the remediation problem and the need to bridge the gap between the high school and college and whose responsibility it is to resolve these concerns.

Business Office: The Comptroller reported on the college's statement of revenues and expenditures for unrestricted fund for the three months ended December 31, 2009, which indicates a positive fund balance change; the comparison of actual revenue from tuition and fees for fall 2009 and spring 2010 indicates a shortfall of 7% or \$515k; the gross receivable from students showed a reduction by 36% or \$2.309 million from September to December; the audit requirements for the audit of the college's financial statements for FY 2009 have been provided to the auditors; the market value of the Endowment Fund reflects an increase by 3% or \$75k from September to December; the fundraising receipts for the first quarter of FY 2010 is \$6k, about 75% of it from Pohnpei Campus.

Campuses in the States:

Chuuk Campus Director reported on: JEMCO resolution regarding Chuuk DOE and college's offer to assist; status of the Faichuk teacher training project; deep well in operation; and charging parking fee for the Endowment.

FSM FMI Director reported that although a system is in place, information on placement of its graduates is incomplete. Of the 15 graduates in 2004, 10 are employed, 1 deceased and 4 not employed or no information available; of the 19 graduates in 2005,

15 are employed and 4 not employed or no information available; of the 9 graduates in 2006, 3 are employed and 6 not employed or no information available; of the 10 graduates in 2007, 7 are employed, 1 deceased, and 2 not employed or no information available; of the 16 graduates in 2008, 4 are employed and 12 not employed or no information available; and of the 12 graduates in 2009, 7 are employed and 5 not employed or no information available. To contribute to the Endowment, students are selling the extra fish when they go fishing for the kitchen. Renovation projects are still ongoing and the Director wondered if funding is forthcoming.

Regent Cornelius said it is important to keep track of our graduates to help monitor programs.

Kosrae Campus Director pointed out that his written report in the notebook is missing pages several pages, then proceeded to report on the information on the missing pages: a successful Staff Development Day; Family Financial Management Workshop sponsored by NMC CRE; renovation projects; February and March visitors – VPIA, ALO, VPSS, VPAS, Martha Tillman-accreditation team member, and Alan Searle-job audit consultant; students planning for Founding Day; status of classrooms donated by KDOE; and status of an alumni organization. He said the donation submitted earlier needs to be clarified.

Pohnpei Campus Director provided highlights from and additions to her written report as follows: 75 of 135 certificate students passing the COMET are from Pohnpei Campus; arranging for T3 certification for their graduates; spring enrollment just over projection; money management workshop for students to help them budget their refunds; promoting local food on Wednesdays at the Food Court; no progress in completing the SBDC building; renovation projects using IMF; launching of campus newsletter; Staff Development Day activities; hiring in progress of maintenance supervisor and SBDC director; finalizing OMIP grant proposal—still need to identify matching funds; need for grant writer to assist with writing TSP grant proposal; Youth Conference in April; Japanese Ambassador presenting “The Four Seasons of Japan” as part of their campus enrichment program; visit from U.S. Ambassador Prahar; contract with Pohnpei State to provide technical assistance for Pohnpei State World Park pre-planning effort; quarterly meeting with Governor Ehsa; H₁N₁ vaccination on campus; fundraising for Founding Day; and career month in progress.

Yap Campus Director reported: status of their assessment efforts including closing the loop; new hires--instructional coordinator and peer counseling center manager; retirement of a faculty member at the end of the semester; their focus for Staff Development Day; visit by VPSS and ALO; ground breaking ceremony for new building; U.S. Ambassador touring campus; tutoring activities; administering COMET to all high schools except Woleai High School; 15 students expected to graduate at the end of the term; preparation for accreditation review visit; handicap accessibility of buildings; disaster preparedness plan for campus; and fundraising for the Endowment.

Regent Edward asked if there was a connection between refunds and retention which lead to discussions regarding the difficulty for students to come up with the registration

fee, the current policy of students/parents contributing toward their education, ways to help students manage their money, and rethinking how registration is done.

Faculty Staff Senate. The FSS President welcomed the new Regent on behalf of the FSS. He then presented a case for 18 employees who have been at the end of their salary schedule for 14 years and requested monetary recognition for the diminishing purchasing power of their paychecks. Since the college is undergoing job audits, it was suggested that action, if any, wait until the audit is completed and that the college be mindful of resources also. The Board did not want temporary fixes and asked the administration to bring the matter back to the Board when it had a recommendation and strong data to support it.

Another concern from the Senate is item 6 in employment contracts. The Senate contends that it promotes a climate of fear; employees are apprehensive about expressing opinions contrary to the administration for fear their contract would not be renewed. This then limits academic freedom. He further pointed to Sultan vs FSM to define employment as property of the employee. The FSS President said he is aware that this issue should be channeled through the Personnel Committee; however, the Senate wanted the issue presented to the Board to make them aware of the concern.

Student Body Association. All sites are gearing up for Founding Day.

Accreditation. The ALO had no further report since the President reported on the exit report by the visiting team. He has an audio copy of the exit report for those interested.

OLD BUSINESS

Job audit presentation. Mr. Alan Searle, the job audit consultant, was introduced to the Board. In his presentation, Mr. Searle provided background information on himself and his company and listed his clients in this region. He then went through the stages of the project explaining the processes he uses. The Board inquired about the outcome of other projects in the region, timeline for completion; financial capability to implement recommendation, identifying duplication, and possible placement of employees.

Communication Plan. The plan is an implementation activity that defines how the college communicates and links discussions to the college's mission and values. It ties various policies into a system to improve communication within the college by establishing culture of evidence and incorporates analysis of the system. The plan is a work in progress and the goals include lots of training and dissemination of matrixes for decision making.

NEW BUSINESS

Revisions to catalog in-force policy. The current policy allows a maximum of ten years to fulfill the degree requirement of the selected major as described in the catalog

which was in force at the time of initial admission and has not been reviewed for a number of years. Revision is recommended due to changes in programs to reflect new practices or because the field of study is one that changes frequently, for example education and computer information systems. After research into what other colleges in the region are doing, the recommendation is to reduce the time to eight years. In addition, the proposed policy clarifies certain ambiguities in the current policy.

The Board asked for clarification in implementing the change, its effect on Pell eligibility, and if students were consulted in making the change. **Regent Figir moved and Regent Mida seconded that the modifications to the catalog in-force policy be approved effective Fall 2010. The motion passed unanimously.**

Revisions to Section IX Leave Policies from the Personnel Policy and Procedure Manual. The President had tasked the Personnel Committee to establish clear and appropriate limits to the use of annual and sick leave to make it effective and consistent for implementation by supervisors. This was the result of a number of requests recently for extended sick leave for care of family members or for self referral. In addition to addressing the President's assignment, the committee also reviewed all of Section IX and made further revisions for clarity and inclusion of prior staff concerns. Additions include miscarriage after the first trimester under maternity leave and a new section for Paternity Leave.

The Board questioned the need for another layer of "time out" by adding paternity leave. While reasons for adding it were given, the Board wanted strong data to back those assertions. They wanted to know the trend of use of accrued sick leave and the average amount of accrued leave. They also asked for clarification on who were considered licensed physicians. A motion to defer action on this agenda item was withdrawn. In recognition of the urgency for clear policy on use of leave time, **Regent Mida moved and Regent Edward seconded that the amendments to Section IX Leave Policies from the Personnel Policy and Procedure Manual except for section 6 Paternity Leave be approved effective immediately. The motion passed unanimously. Regent Edward moved and Regent Mida seconded that consideration of section 6 Paternity Leave be deferred to the next meeting. The motion passed unanimously.**

Bookstore policy. The purpose for the policy is to establish and implement the institution-wide operating policies and procedures for the COM-FSM Bookstore to ensure effective and continuous delivery of textbooks and other instructional materials to students, faculty, and staff. The bookstore is to operate as an institution-wide auxiliary enterprise with a goal of maintaining self sufficiency. The bookstore is to operate under the general supervision of the Comptroller and functional supervision of the Bookstore Manager; however, at state campuses, it is to be under the administrative supervision of the campus director and fiscal officer. The bookstore is to operate within the operating budget which is approved by the Board and funding for purchase of textbooks is from the general fund. The main focus of the bookstore is textbooks and service within the college; it is not a commercial enterprise which means mark ups are absorbed by operating expenses.

During the discussion, the Board inquired about license, import tax, mark ups, possibility of expanding to help generate income for the college, enabling law, and applicable laws. The Board suggested getting legal opinion on what is allowed and consider the idea of supplementing income for the college. **Regent Edward moved and Regent Mida seconded that the proposed bookstore policy be approved effective immediately. The motion passed unanimously.**

Project for Introduction of Clean Energy by Solar Electricity Generation. The college has been selected as a site for the Project for Introduction of Clean Energy by Solar Electricity Generation System in the Federated States of Micronesia which will be funded by the Government of Japan through JICA. President James was party to along with officials from JICA, FSM, and PUC to the signing of the minutes of discussions on the preparatory survey which outlines the general agreements of the project. A part of the project entails covering the main parking lot at the college to house the PV modules and using a room in the LRC to house the solar monitoring equipment. According to the minutes the FSM side needs to complete all necessary procedures for the implementation of the project concerning “Land usage for PV system...” As such, the Secretary of R&D requested a formal acceptance from the college. Since this involves use of COM-FSM land and facilities, the Board’s approval is necessary. The system is not a stand alone system where power generated would be used by the college. The equipment will be owned by PUC and deliver the energy generated to the utility company. If the island-wide power goes out, the college too would be out. Therefore, there is no cost savings for us. JICA’s aim is to help the local utility company upgrade delivery of electrical energy. The FSM Government, however, was able to negotiate for full capability unit to generate power for at least one building. Considering the, advantages and disadvantages, it was recommended that the college negotiate an MOU to receive a discount for its role.

The Board inquired about any concern from the accreditation team, liability issues, expectations, land deed specification, and state/PUC role. The Board wondered, since PUC accepts the equipment, but not the responsibility, what would happen if the college decides not to accept the offer. Other possible benefits to the college were introduced; learning opportunity for our students, good beginning for alternative energy for this area with the college in the center; new training program in maintenance of solar energy; and possible on-the-job training for our faculty to assist with installation. All could benefit if PUC becomes part of the team; the college should negotiate an MOU with PUC. It was also suggested that since the project is between the governments of FSM and Japan, the National Government should play a major role and work with the stakeholders for a mutually satisfactory outcome for all. The college should also check with its legal counsel on the liability and legal issues that were expressed. **Regent Mida moved and Regent Figir seconded that the Board endorse the Project for Introduction of Clean Energy by Solar Electricity Generation at the National Campus in principle and that formal approval be pending the successful negotiations on the college’s behalf. The motion passed unanimously.**

Resolution for Isamo Welles. Regent Figir moved and Regent Mida seconded that the resolution recognizing and commending Pastor Isamo Welles for his

commitment, service, and dedication to the College and the Nation while serving as a Regent of the College be adopted. The motion passed unanimously.

NEXT MEETING

The next Board meeting is a regular meeting to begin the third Monday in May in Pohnpei. This meeting is scheduled to coincide with Congress session and congressional hearings on the budget. Pohnpei/National graduation will be held on May 14 and the annual Retreat on May 11-13.

ADJOURNMENT

Regent Figir on behalf of the Board thanked Pohnpei Campus Director and staff for their hospitality, especially the refreshments and gifts; and expressed pleasure at having a new member on the Board. Regent Cornelius thanked the President and National Campus staff for putting together the notebooks and the discussions. President James expressed his appreciation to the Board for their working relationship and thanked Pohnpei Campus for being great hosts and for the IT support. The meeting closed at 12:05 p.m. on March 18.

Minutes of the COM-FSM Board of Regents meeting of March 15-18, 2010, approved this 17th day of May, 2010.

By: _____
Graceful Enlet, Chairman of the Board