

COLLEGE OF MICRONESIA-FSM
BOARD OF REGENTS

**MINUTES OF THE MAY 17-19, 2010, MEETING
National Campus**

CALL TO ORDER

Chairman Graceful Enlet called the regular meeting of the College of Micronesia-FSM Board of Regents to order at 8:50 a.m. on Monday, May 17, 2010, in the A+ Center at the National Campus. Mr. Joseph Saimon gave the opening prayer.

MISSION STATEMENT

Vice Chairman Lyndon Cornelius read the mission statement.

ROLL CALL

The Secretary/Treasurer 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 Churchill Edward from Pohnpei State joined the meeting that afternoon.

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; Jim Currie, Vice President for Cooperative Research and Extension; Joseph Habuchmai, Vice President for Administrative Services; Ringlen Ringlen, Vice President for Student Services; Joakim Peter, Director of Chuuk Campus; Matthias Ewarmai, Director of FSM FMI; Kalwin Kephass, Director of Kosrae Campus; Penny Weilbacher, Director of Pohnpei Campus; Lourdes Roboman, Director of Yap Campus; Danny Dumantay, Comptroller; Joseph Saimon, Director of Development and Community Relations and Accreditation Liaison Officer; Rencelly Nelson, Director of Human Resources; Grilly Jack, Director of Vocational, Community and Continuing Education; Faustino Yarofaisug, President of National Campus Faculty Staff Senate and social sciences instructor; Ketiner Kenneth, Vice President of National Campus Faculty Staff Senate and student accounts accountant; Bryan Lynch, faculty at-large member of FSS executive council and Chairman of Division of Math and Science; Karen Simion, staff at-large member of FSS executive council and Director of Academic Programs; Dana Lee Ling, math/science instructor; John Haglelgam, social sciences instructor; Richard Womack, education instructor; Morehna Rettin-Santos, Director Student Support Services Program; Raleigh Welly, IRPO administrative specialist; William Haglelgam, IRPO research specialist; Benina Ilon, national campus nurse; Singeru Singeo, Executive Director of College of Micronesia; and Norma Edwin, Executive Assistant to the President and meeting recorder.

REVIEW OF AGENDA

No changes or additions were made to the agenda.

APPROVAL OF MINUTES

The minutes of the March special meeting were reviewed; several clarifications and corrections were made. **Regent Figir moved and Regent Cornelius seconded that the minutes of the March 15-17, 2010, special meeting as corrected be adopted. The motion passed unanimously.**

COMMUNICATIONS

President James briefly went over the communiqués in the meeting notebook which included: a letter from the National Public Auditor regarding the evaluation for an American Recovery and Reinvestment Act of 2009 funded program which the college has no record of receiving; letter from the Special Task Force Committee on Voters' Information Program regarding holding meetings at the National and Pohnpei campuses as part of its public awareness/education program on the 10 Proposed Constitutional Amendments by the Second Pohnpei Constitutional Convention; memo from the National Election Commissioner requesting permission to conduct voter registration on campus to enable student voters to apply for voter ID; letter from the Director of SBOC requesting the college's FY 07 audit report for their 2008 statistical publication and the FY 07 Compact Annual Report; and letter from the Area Health Education Center at University of Guam inviting a representative from the college to serve as a member of the Advisory Board for the Guam Micronesia AHEC grant project.

REGENTS' REPORTS

Regent Figir attended the graduation ceremony at the national campus last Friday.

Regent Enlet deferred reporting on Chuuk State to the Campus Director.

Regent Cornelius reported that the Kosrae Campus Director was not on the flight last Saturday.

Regent Mida did not have anything to report.

PRESIDENT'S REPORT

President's Office. The President highlighted the following events from his written report: assisting students with payment plans for their past due balances to enable them to early register; delivering opening remarks for AIDS Day and Diabetes Day;

meeting with Education staff regarding concerns with the teacher training partnership with University of Guam; Congress appropriated funds for the designs of approved IDP projects; working with Telecom to increase the bandwidth; implementing communication plan to improve communication system wide; faculty and staff working toward their degrees through staff development; over \$40,000 raised for the Endowment through Founding Day activities; grants from FSM Department of Health Services to develop training materials on substance abuse and from AHEC to support the Public Health Program; contract signed with FSM DOE to develop a technology plan for the department; continuing collaboration with regional institutions; \$500,000 grant from USDOJ to PPEC for further training, including boardmanship training at Honolulu Community College; being selected as Chairman of PPEC and Pohnpei State Board of Education; attending Accreditation Resources Conference in California on new accreditation requirements; reorganizing self-study committees to begin process now; visit from President and Chairperson of ACCJC; and COM Board meeting in Majuro.

The Board asked for clarification on or voiced concern about the following: the process for receiving IDP funds; the college's share from the \$9.24 million for IDP projects; matching of IMF funds; cost for the job audit; number of boards on which the President can serve without affecting his focus; and incomplete tasks from previous list of things to do. Updates were provided on leave use trend; solar energy project with Japan; and legal concerns regarding the Bookstore. The Board requested that updates be presented in writing. The Chairman commended the President on taking active stance on the accreditation recommendations.

Instructional Affairs. The VPIA highlighted the following: statistics on graduates from last Friday's graduation, student exchange with University of Puerto Rico through CariPac Project; AHEC activities; developmental education and vocational/technical education instructors meeting at the national campus to discuss transition into the new developmental program; early registration and recruitment efforts; hiring of three new faculty; supporting preservation of local languages effort; invitation from Zhejiang University for two more students; working with new Dean of the UOG College of Education to straighten out the confusion between the partnership program and IDP; and discussion on technical and career education with ACCJC leadership after their visit to the U.S. Embassy.

The Board asked for clarification on Chuuk graduation statistics, nursing program, and program offerings at state campuses.

Student Services. The VPSS reported on the following: attending the Phi Theta Kappa annual convention with two students and a faculty; Founding Day endowment fundraising drive resulting in over \$40,000; commendation to recreation staff for successful Founding Day; Health Fair; HR workshop for management; performance based budgeting meeting with SBOC; Pohnpei Campus site visit; meeting with stakeholders as part of streamlining efforts; student life report; fundraising goals; attendance at Science to Service Title X workshop to review proposed grant for alcohol and substance abuse counseling; and effort to recruit non-traditional students.

During the discussion, the Regents asked for clarification or more information on: retention rate; future plans of recent graduates; counseling and counseling service; exit data and tracking our graduates; sharing data with the public; data by states; and distribution formula for work study funds. They requested that actual graduation rate and retention rate and other data be presented at each Board meeting.

Staff also raised question or provided information on: SEG distribution to Kosrae; definition of success; need for consistent format when reporting; recruitment of non-traditional students; enrollment number versus effectiveness; and availability of software to track students. The need to look at program review data was also expressed.

Cooperative Research and Extension. The VPCRE preceded his report by expressing the need for another section in strategic goal #7 for reporting community involvement. He then reported on the following: CariPac efforts (student to Puerto Rico, student experiential trip to Palau and Guam for nine students and three staff, and visit to Chuuk and Yap to explore possibility of extending the agriculture programs); training opportunities and need to spread the opportunities to the other states; improvements in hiring and hiring of Chuuk CRE Coordinator; recent steps toward a research institute; results from the recent COM Board meeting (funding for a meeting of all extension agents, funding for another extension agent); and only Pohnpei (the only state that secured funds) receiving \$50,000 matching funds.

The Regents asked for more information on the State Advisory Committees; matching funds; and duplicating Pohnpei's extension agent program. A request was made to inquire during the courtesy visit with the FSM President about relocating the COM office.

Administrative Services. The VPAS reported on the following: status of the access road to the Nantaku site; generators at Chuuk Campus; completion of two building at Yap Campus; collecting of statistics on crimes on campus; IMF renovation projects at all campuses; SDSU on-line program; energy conservation efforts; budget meeting with SBOC; Comptroller and staff to NACUBO conference; generator at the national campus; turnover of computer labs; maintaining diversity; and IDP projects.

The FSM President has expressed his desire that the permanent campus for Chuuk be given priority and that it showcase alternative energy. Status of the project was discussed. Neighbors have complained of runoff into their property after rain. Director Peter inquired about the possibility of using college funds to finish the road to resolve the problem and then be reimbursed later. The Board directed the administration to be proactive and work with the FSM President on IDP projects for the college. The President was directed to write to the FSM President in this regard.

Business Office: The Comptroller reported on the college's statement of revenues and expenditures for unrestricted and restricted funds for the six months ended March 31, 2010, which indicates a positive fund balance; accounts receivable from students; status of bank accounts; progress of the FY 2009 audit; status of endowment fund; fundraising receipts and shortfall.

Institutional Research and Planning: The Director presented data on Fall 2009 grades (credits enrolled and earned, academic standing; course completion, average credits enrolled, earned, and term GPA) and Spring 2010 enrollment (by headcount, student type, program/degree type, state origin, gender and campus, and age). He also presented data on out migration trends, diversity of faculty, enrollment trends, retention rates, and transfer rates.

Development and Community Relations: Fundraising target has not been achieved. The Board questioned the root cause for not achieving the annual fundraising goal.

Maintenance and Security: Updating the emergency disaster preparedness plan is underway. It was stressed that the college plan should complement the state and national plans.

Campuses in the States:

Chuuk Campus Director supplemented his written report with the following: Chuuk Campus fundraising effort; tuition collection; renovation projects; the runoff from the access road; U.S. Ambassador's visit to the permanent site and his negative assessment of the site; personnel update and staff development.

The Ambassador's views about the college, ways to cultivate a better relationship, and the need to provide him with correct information were further discussed. The staff development program and SEG submission were also discussed.

FSM FMI Director reported on: ongoing renovation projects; status of re-electrification of staff housing project; and shortfall for utilities. The source for supplementing the utilities account and long term solution were further discussed.

Pohnpei Campus Director provided highlights from and additions to her written report as follows: Annual Exhibit; renovation projects; Pohnpei Campus newsletter; employees on staff development; update on PSBDC; endowment fundraising effort; and proposals submitted. Inquiry was made regarding the grant writer position and disaster preparedness plan.

Yap Campus Director reported on: improvements in Yap Campus LRC; Spring 2010 graduates; administering the COMET; collaborative efforts with Yap DOE; working with Yap State on disaster preparedness plan; assessment activities; renovation projects; response to number of alcohol related incidents; update on personnel; and fundraising plans.

Kosrae Campus Director reported on the following: 48 from KHS passing the COMET; vocational education exhibition week; renovation projects; status of IDPs; Spring 2010 faculty data. More data on students taking and passing the COMET was requested and discussion followed on the ramifications of the data and reasons for students' poor performance in class.

Faculty Staff Senate. The National Campus Faculty Subcommittee of the COM-FSM Senate submitted a resolution requesting the Board of Regents and administration to expunge Provision 6, of the College of Micronesia-FSM employment contract. Mr. Faustino Yarofaisug, President of the Faculty Staff Senate, provided background information on the resolution. The Board asked what is being asked as the explanation reflects the issue of faculty salary and attracting qualified faculty which was presented at an earlier meeting. The Board explained that the salary issue is pending completion of the job audit. Mr. Yarofaisug clarified that the Senate's focus at this time is to expunge Section 6 and possibly replace it with a tenure system. The Board noted that tenure is not explicitly expressed in the resolution.

The Board inquired whether the resolution was a uniform view across all campuses. The request is from the national campus faculty only. The current wording regarding non-renewal, the process, and alternatives were examined. Regent Figir felt this is more of an administrative matter. Following the Senate raising its concern with the clause at an earlier Board meeting, the President tasked the Human Resources Office to look into the matter. It seemed to the Board that the FSS and HRO are working parallel to the other. Since the resolution is an agenda item, further discussion was deferred.

Accreditation. The ALO reported on the visit from ACCJC President and new chairman of the Commission.

OLD BUSINESS

Paternity leave policy. Various amendments to Section IX Leave Policies were submitted to the Board during the March meeting. The amendments were approved except for Section 6 on paternity leave. The Personnel Committee re-examined the intention and purpose for Section 6, considered the Board's comments, reviewed leave practices, and compiled a list of justifications for adding paternity leave to Section IX. A Section 9 Definition was also added with a definition for spouse. The Board questioned the approval process, whether males were deserving of the policy, current leave practice, cost analysis, and the definition of spouse. **Regent Cornelius moved and Regent Figir seconded to modify the definition to read, "Spouse is defined as either a man or woman of the opposite sex from the employee who is legally married to the employee."** The motion carried with four ayes and one abstention. **Regent Cornelius moved and Regent Edward seconded that the amendments to Section IX Leave Policies of the Personnel Policy and Procedure Manual as modified be approved effective immediately. The motion passed with four ayes and one nay.**

Update on job audit. The job audit is on target. Stage I is done. Stage 2 is on-going. Mr. Searle has visited all campuses and is collecting information from regional and U.S. institutions. According to the Director of HR, he will present his report on stages 1 and 2 to the management in July, the President's Retreat in August, and the Board in September.

NEW BUSINESS

Articulation agreement with Guam Community College. The member institutions of the Pacific Postsecondary Education Council have collectively agreed to develop courses articulation agreements between institutions to foster ease of transfer for students between our institutions and to facilitate the process of applying transfer credits. GCC and COM-FSM have developed two course matrices for approval as part of the MOU. One is for academic courses used to fulfill general education requirements. The second matrix identifies career and technical program courses for articulation. The cover MOU is pending inclusion of language to include whole programs. **Regent Cornelius moved and Regent Mida seconded to defer action until the MOU is available. The motion passed unanimously.**

Modification to AS degree program in Business Administration. In fall 2009, the national campus business division faculty completed a program review and assessment of the AS in Business Administration program. Based on the assessment, program modifications are being requested to reduce the number of PLO from nine to five to be in compliance with IRPO guidelines, to better reflect learning outcomes addressed by the program's major courses, and to address the need to expose and actively engage students in more intensive problem-solving activities. This would mean more hands on application and increasing the number of credits from 3 to 4 for two courses. **Regent Figir moved and Regent Cornelius seconded that the modifications to the AS degree program in Business Administration be approved for implementation fall 2010 semester. The motion passed unanimously.**

Extension of Third-Year Certificate Program in Teacher Preparation to state campuses. Currently, per Board directive on extension of programs to state campuses, the Third-Year Certificate Program in Teacher Preparation is not extended to the state campuses. However, the state campuses in Chuuk, Kosrae, and Yap by request from the local departments of education have requested and been approved to offer one or more of the TYC-TP courses on a case by case basis. Offering more than 50% of the courses would require submission of a substantive change proposal to ACCJC. To complete the program, students must come to the national campus to enroll in the remaining courses. These students, and those working on or having just an A.S degree, are also teaching and would like to complete their TYC program in the states. A review of the faculty and resources needed to support course delivery at state campus sites determined that there are qualified and experienced full and part time faculties to deliver the courses. A full discussion to extend all courses of the TYC-TP occurred during the past year. The issues surrounding quality and consistency in delivering the program across all sites have been a concern and were a significant part of the discussion. While not with 100% consensus, there was sufficient support to extend all courses across campuses with the national education division coordinating the scheduling in collaboration with state campuses. **Regent Cornelius moved and Regent Figir seconded that, with ACCJC approval, all courses of the Third Year Certificate Program in Teacher Preparation may be offered on a needs basis at Chuuk, Kosrae, and Yap campuses in coordination with the national campus education division and following the established third year admission policies**

and procedures effective fall 2010. The motion passed unanimously. The Board asked to be kept informed about the concerns raised and the effectiveness of the extension.

Sexual harassment policy for students. During the recent self study process, the VPSS was informed that the college needed a sexual harassment policy for students in the catalog. While there is sexual harassment policy in the personnel manual which covers everyone, it is not comprehensive enough to meet requirements. He drafted a policy and worked with the Student Services Committee to refine it with input from the college community and the legal counsel.

The Board and staff asked for clarification on the requirement, how the process would work, penalties, and relationship with other policies. The Board noted that the staff was still questioning the policy and that the administration should have discussed it before submitting it for the Board's consideration. **Regent Cornelius moved and Regent Mida seconded that the policy be deferred to a later meeting when the administration is ready to resubmit the policy. The motion passed unanimously.**

National campus faculty resolution. The discussion during the Faculty Staff Senate President's report continued with Mr. Yarofaisug providing further justifications. On questioning, it was learned that non-faculty members of the executive council were not aware of the resolution nor were faculty from other campuses consulted. Testimonies from faculty were given regarding the incident that sparked the concern and unease about academic freedom.

The Board inquired about the number of such incidents; what would replace section 6 if deleted; and the impact of doing so. The Board felt this is an administrative matter which should be addressed collaboratively with the FSS. The matter has already been assigned to the Personnel Committee. The Board directed the administration give the matter priority and present it to the Board when ready.

MISCELLANEOUS

Regent Cornelius raised the following which were brought to his attention from Kosrae: bullying by security; noise level in the dormitories; and the need to fully explain to students about the work study program and procedures.

Regent Edward said the Board needs to consider its priorities. He inquired about the set backs to the access road to Chuuk Campus. Since this is a priority, a plan is needed which indicates what needs to be done, a timeline, and resources.

Chairman Enlet asked the Board to think about ways to facilitate Board meetings and minimize details from administration.

NEXT MEETING

The next Board meeting will be held the first week of September in Chuuk.

ADJOURNMENT

The Chairman expressed appreciation and thanks to the administration and staff for the support and contributions. The general meeting ended at 1:00 p.m. on May 19. The Board then met in executive session.

Minutes of the COM-FSM Board of Regents meeting of May 17-19, 2010, approved this 28th day of September 2010.

By: _____
Graceful Enlet, Chairman of the Board