

**College of Micronesia – FSM - Performance reporting form**

<b>Department/Division/Campus:</b>	<b>Overall</b>	<b>Period:</b>	<b>4<sup>th</sup> Quarter 2009 (July 1, 2009 to September 30, 2008)</b>
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FSM Strategic Development Plan Goal 4: to allow FSM student6s to complete postsecondary education to assist in the economic and social development for the FSM.

**Mission Statement**

Historically diverse, uniquely Micronesian and globally connected, the College of Micronesia-FSM is a continuously improving and student centered institute of higher education. The college is committed to assisting in the development of the Federated States of Micronesia by providing academic, career and technical educational opportunities for student learning.

**Values**

Learner-centeredness, professional behavior, innovation, honesty and ethical behavior, commitment and hard work, teamwork and accountability

**Strategic Goals**

The College of Micronesia-FSM, through a cycle of assessment and review, will continuously improve to meet or exceed current accreditation standards and will:

1. Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyze information and to communicate effectively;
2. Provide institutional support to foster student success and satisfaction;
3. Create an adequate, healthy and functional learning and working environment;
4. Foster effective communication;
5. Invest in sufficient, qualified, and effective human resources;
6. Ensure sufficient and well-managed fiscal resources that maintain financial stability;
7. Build a partnering and service network for community, workforce and economic development;
8. Promote the uniqueness of our community, cultivate respect for individual differences and champion diversity; and
9. Provide for continuous improvement of programs, services and college environment.

College web site: [www.comfsm.fm](http://www.comfsm.fm) IRPO web site: <http://comfsm.fm/national/administration/VPA/researchdocs/irpo.html>  
 For additional information contact: [rschplanning@comfsm.fm](mailto:rschplanning@comfsm.fm)

**Strategic goal 1:** Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyze information and to communicate effectively

<b>Objectives</b>	<b>Accomplishments</b>	<b>Comments/additional detail</b>
IA: Promote quality teaching and learning-centered behaviors and environments	<b>President:</b> 1. Continue to collect data and monitor the course completion rate for all campuses. This will enable the college to implement interventions.	

for the six campuses

2. Collected data on Fall Semesters program completion rates.

**[Vice President Instructional Affairs]**

Following is the developmental breakdown of academic and vocational programs offered at the college for fall'09.

**Fall 2009 Enrollment Summary**

Program type	#Courses	duplicated Student Count	total Credits
Developmental	160	3509	13306.0
Academic	314	6055	18211.5
<b>totals</b>	<b>474</b>	<b>9564</b>	<b>31517.5</b>
Vocational subtotal	52	600	1713.5

**Fall 2009 Credits by Campus**

campus Description	Courses	Total Credits
Chuuk	85	6592.0
Kosrae	49	2264.5
National	172	12051.0
Pohnpei	128	8037.0
Yap	40	2573.0
<b>totals</b>	<b>474</b>	<b>31517.5</b>

12 national campus students complete summer internships and research projects under the leadership of faculty members Brian Lynch and Don Buden.

Learning communities established with 2 sections of Advanced Reading and Expository Writing I at the National Campus are being taught as learning communities. Early reports indicate the students in those sections are utilizing critical thinking skills, communicating orally and

**[Pohnpei campus]**

**Course Success Rate for Summer 2009**

Course No.	Success Rate	Course No.	Success Rate
AG096	93%	MS095	46%
BU097	80%	MS096	46%
CA100	97%	MS099	40%
EN110	46%	MS100	73%
ESL079	77%	MS104	61%
ESL088	67%	SS100	93%
ESL089	93%	SS150	93%
ESL098	67%	VBM104	100%
ESL099	58%	VEE125	91%
FL120	93%		

**[Vice President Instructional Affairs]**

- 8 course outlines were revised
- 5 program evaluations were reviewed.

writing at a much higher level than students from previous semesters.

**LRC activities(July-September 2009)**

- A complete inventory of the collection at National campus learning resources center conducted during the last week of July. Following reconciliation of the inventory, 490 items were declared missing for 2009 bringing the total of missing items to 1,299 or approximately 2.2% of the 59,793 items in the collection.

**[Vice President Student Services]**

- The Enrollment Management Plan Working Group met twice during the month of July to finalize the Retention Plan and the time line for the implementation of the strategies in order to increase the retention rate for the college.
- VPSS facilitated a retention workshop at Pohnpei Campus. Pohnpei Campus's goal this year is to increase its retention rate by 5%.

**[Pohnpei campus]**

- Final grade reports for summer 2009 submitted in July showed the overall success rate at 70%. On the course level the success rate ranged from 40% to 100%.
- The class schedule for this fall 2009 semester whereby 127 classes are being delivered has provided students with better opportunities to enroll in the classes that they need to complete program requirements on time.
- Completed assigning advisees to academic advisors on a timely manner and prior to the EWD reporting allowed students sufficient time to seek assistance from their advisors as needed.
- A refrigerant recovery and recycling machine was made available for students to gain hands-on skills on re-conditioning old dysfunctional refrigerant units which can then be re-used. It provides students and concerned others the opportunity to gain knowledge on its long term cost effectiveness and benefits to the environment.
- In July, 14 students in the CA Agriculture & Food Technology program successfully completed internships. These students were placed with NGO's & Governmental agencies related to their areas of

interest where they applied the skills that they have learned in previous classes in an actual workplace.

- Students developed increased awareness of the various benefits of using and conserving natural resources after attending a workshop on bio-fuel using coconut oil and restoring natural resources.
- Assistant Director for Soil Science and Natural Resource Assessment, Michael Robotham, of the USDA-NRCS gave a lecture to students in the landscaping class on the fundamentals of soil science; enhancing students' knowledge and skills in the process of landscaping.

**[Kosrae Campus]**

- Instructional faculty completed summer 2009 final grades and submitted to Kosrae OAR for SIS input.
- Thru Kosrae OAR, the SIS was utilized for fall09 final scheduling of course offerings

**[Yap Campus]**

Institution Reports (Provided by IRPO) on:  
Summer 2009

1. 8 remedial courses
2. 14 college level courses including voc ed and HATP

Program completers ( Summer 2009)

1. Summer 2009 graduates: 7 total
  - a. 4 General Studies
  - b. 1 Electronics Engineering
  - c. 1 Construction Electricity
  - d. 1 Teacher Education - Elementary

Summer 2009

- a. 4 Academic probation
- b. 7 Continued on Academic Probation
- c. 0 Academic Suspension

**[Fisheries and Maritime Institute]**

- With the resignation of the First Aid Instructor last month. Another contractor, who is also a nurse, has been recruited to facilitate the offering of the required courses.

**LRC Activities (July-September 2009)  
Programs/Services**

	CC	FMI	KC	PC	NC	YC
Patrons usage			2,685	9,758	36,133	6,231
Reserved materials				49	352	397
Materials circulated (all)			323	363	3,151	3219
Visitors using computers				8	62	3

**[Yap campus]**

- Number of LRC volumes as of July 31, 2009: is 7,860

2. # LRC Seats = 32

**[Kosrae campus]**

- Kosrae LRC programs and services
  - Library cards issued: 29
  - Non-Compliance to RML Policy: 8
  - Overdue materials: 233
  - New Acquisitions: 16
  - Material Usage (in house): 17
  - Booking of LRC use: 58
  - Training/Workshop: 3
  - Orientation/Tour: 1
  - Current Fines: 132
  - Inter-Library Loan: 3
  - Clearance/Withdrawal: 2
- LRC computer usage
  - NIDA: 165
  - Ariel: 38

<p>1B: Make developmental courses an institutional priority</p>	<p><b>[President]</b></p> <ol style="list-style-type: none"> <li>1. Started monitoring the retention rate data for all programs. This will help the College to determine the quality of instructional programs.</li> <li>2. Start monitoring the graduation rate by cohort on a system wide basis.</li> </ol> <p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>• Ensured that improvement efforts in developmental education were funded under the VPIA's office during FY 2009 budget preparation.</li> </ul> <p><b>[Pohnpei Campus]</b></p> <ul style="list-style-type: none"> <li>• Developmental courses are most challenging to teach hence they were assigned to instructors with the most experience in teaching developmental students resulting in an increased success rate for these classes.</li> <li>• Offered mostly developmental courses during the summer 2009 semester to lessen the learning gap for new students and provide for timely completion of program requirements.</li> </ul> <p><b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>• Total fall 2009 developmental courses: 9 (19%)</li> <li>• Draft spring 2010 course offerings include 11 developmental courses in English, Mathematics, and the Sciences.</li> </ul> <p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>• In summer 2009, 8 remedial courses in ESL and Math were offered.</li> <li>• Fall 2009, 17 remedial courses in English, Math, Social Science, and Science were offered out of a total of 40 classes.</li> </ul>	<p><b>[VPAS]</b></p> <p>The majority of our students belong to this category.</p> <p><b>[Yap Campus]</b></p> <p>The gap between secondary and post secondary is getting wider each year. We are working with Yap High School to join efforts in narrowing this gap, especially in the area of English skills. All English course outlines for YHS have been re-written in SLO format. The English Department chairperson has worked hard which has shown some positive and encouraging results. The COMET results for YHS seniors this year are higher compared to previous years.</p>
<p>1C: Enhance faculty involvement in the college</p>	<p><b>[Vice President for Cooperative Research and Extension]</b></p> <ul style="list-style-type: none"> <li>• CRE Staff supported COM-FSM committee work and attended IRPO training when offered.</li> </ul> <p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>• Involved faculty in the Asia Pacific Association for Fiduciary Studies (APAFS) essay competition; one faculty also assisted in essay evaluation, another in chaperoning the student winner to the</li> </ul>	<p><b>[VPCRE]</b></p> <ul style="list-style-type: none"> <li>• Yap AES Researcher met with Jimmy Hicks and Spensin James to develop strategic plans and assessment.</li> <li>• VP-CRE attended BOR meetings, Cabinet, PRC meetings, Finance Committee and other meetings as required and available.</li> </ul>

conference in Manila, Philippines.

**[Kosrae Campus]**

- Instructional faculty advisors were assigned student advisees for both summer and fall 2009.
- Instructional faculty participated during Staff Development Incentive Day. Several faculty members were recognized and received awards in different categories as established by KC SD Committee.
- Instructional faculty assisted KC Administration with summer09 KC commencement preps and exercises.
- Instructional faculty assisted Kosrae Student Services and Administration with fall09 student orientation, student advisement, and registration.
- Instructional faculty assisted KC Administration during BOR August 09 meeting at KC.
- Instructional faculty participated in 1 HRO presentation given by HRO Specialist Salpasr Tilfas in re: Revised Policy VIII Compensation Policies and Practices and Revised Policy 002 Faculty Workload Policy.
- IC participated in 1 meeting/presentation given by Comptroller Danny Dumantay in re: Business Office operations, state campus. issues/concerns (challenges), reconciliation of accounts, uniform reporting, and procurement.

**[Yap campus]**

- Faculty members participate in ad hoc committee to recruit new faculty members.
- Faculty members are actively participating in the assessment of courses and instructional programs.
- Faculty members are also in various standing committees of the college system wide.

- VP-CRE through the Caripac funding provided for the Agriculture Instructor to attend the national Small farms Conference in Illinois where he met with representatives of MSU for discussions on collaborative efforts.

**[VPAS]**

- Student participation was unexpectedly low. Students need to be strongly encouraged to take advantage of such opportunities that will help them with experiential learning (outside class).

**Strategic goal 2:** Provide institutional support to foster student success and satisfaction

Objectives	Accomplishments	Comments/additional detail																												
<p>2A: Promote strategic enrollment management for the college</p>	<p><b>Fall Enrollment 2009(final)</b></p> <table border="1" data-bbox="537 318 1272 444"> <thead> <tr> <th></th> <th>CC</th> <th>FMI</th> <th>KC</th> <th>PC</th> <th>NC</th> <th>YC</th> </tr> </thead> <tbody> <tr> <td><b>M</b></td> <td>221</td> <td>49</td> <td>140</td> <td>373</td> <td>446</td> <td>101</td> </tr> <tr> <td><b>F</b></td> <td>359</td> <td>0</td> <td>93</td> <td>340</td> <td>560</td> <td>127</td> </tr> <tr> <td><b>T</b></td> <td>580</td> <td>49</td> <td>233</td> <td>713</td> <td>1006</td> <td>228</td> </tr> </tbody> </table> <p><b>[President]</b></p> <ul style="list-style-type: none"> <li>• Courses with enrollment below minimum enrollment will be eliminated from class schedules at all campuses and students in these courses will be placed in high demand courses.</li> <li>• Continue to monitor the system wide enrollment indicators to make sure that all campuses are in compliance with these.</li> </ul> <p><b>[VPCRE]</b></p> <ul style="list-style-type: none"> <li>• A committee made recommendations of methods to streamline and improve registration procedures.</li> </ul> <p><b>[Vice President Administration Services]</b></p> <ul style="list-style-type: none"> <li>• Continued to work with appropriate offices at all campuses to ensure they meet the enrollment projection established by each campus.</li> </ul> <p><b>[Admission and Records]</b></p> <ul style="list-style-type: none"> <li>• The Committee on Recruitment, Admissions, and Retention (RAR) reviewed and recommended to the COM-FSM President for his approval the (a) marketing plan, (b) recruitment plan, and (c) retention plan as prepared by the Enrollment Management Working Group. The President has approved the recommendation.</li> <li>• The Committee on Recruitment, Admission, and Retention (RAR) recommended to the COM-FSM President that the COMET be administered once a year particularly during the month of November (i.e., state campuses and high schools for Fall admission). The COM-FSM President disapproved the recommendation.</li> </ul>		CC	FMI	KC	PC	NC	YC	<b>M</b>	221	49	140	373	446	101	<b>F</b>	359	0	93	340	560	127	<b>T</b>	580	49	233	713	1006	228	<p><b>[VPCRE]</b></p> <ul style="list-style-type: none"> <li>• VP-CRE participated in Presidents committee to review registration procedures.</li> </ul> <p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>• Enrollments at all campuses have increased except for Kosrae. However, for the purpose of the revenue, the credits are still short to balance the 2010 budget.</li> </ul>
	CC	FMI	KC	PC	NC	YC																								
<b>M</b>	221	49	140	373	446	101																								
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- Processed (a) 72 applications for readmission, (b) 23 applications for admission into a second degree, (c) 22 applications for admission into the TYC in Teacher Preparation-Elementary, General Business or Accounting Program. Recommendations for the admissions and readmissions of these applicants were submitted to the COM-FSM President for approval.
- OAR processed the 2009.2 (Fall Semester, 2009) enrollment, as shown in the above table.
- Processed add/drop requests of students attending national campus for the 2009.1 term.

**[Pohnpei campus]**

- In July, Instructional and Student Services staff administered and corrected more than 300 English placement tests for the fall 2009 incoming students. Having the placement test results in advance helped with better and efficient planning on classes and related activities.
- The enrollment for all the programs, except for one, increased as the result of Pohnpei Campus campus-wide collaborative efforts in the recruitment process.
- Offered Early (summer) Orientation activities such placement tests, course selection, and opportunity for potential students and their parents to visit us at the Campus.
- 44 certificates of attendance forwarded to Social Security office to help students attain financial assistance.
- 14 Applications for Graduation for fall 2009 were submitted to the National Campus.
- 10 Readmission Applications for summer 2008 were submitted to the National Campus.
- 308 Admission Documents for fall 2009 new students were sent to National Campus.

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2B: Become more student-centered in the development of specific college system policies and procedures

**[President]**

1. Established a working group to address students concerns related to Fall Semester 2009.
2. Will implement early registration for Spring Semester 2010. This will ensure that students are locked into those courses they registered for.
3. Continue to upgrade and expand SIS database so early interventions can be taken on students academic needs.

**[VPAS]**

Administrative decisions were first evaluated for their "student-centeredness" whenever possible. There is still a lot of work needed to have a mind set for all employees working for the college to establish policy gearing toward student-centeredness.

**[VPSS]**

- VPSS joined the College President and the Registrar at the Institute for Higher Education Policy Summer Academy for a week. Prior to our participation in the academy we developed a project for the at-risk students. The goals of the COM-FSM Center for Student Access and Success are as follows:
  1. To improve recruitment and retention of college students.
  2. To increase success rate of college students.
  3. To implement collaboration with parents of college students.
- The following are the student learning outcomes of the COM-FSM Center for Student Access and Success:
  1. To communicate effectively
  2. To employ critical thinking [*& problem solving*]
  3. To possess specific knowledge and skills in a major discipline or professional program of study
  4. To take responsibility and develop skills for learning
  5. To interact responsibly with people, cultures, and their environment
- Attended the Board of Regents meeting in Kosrae to share and promote student services department's accomplishments, programs

**[VPAS]**

More work is needed in this area to have everyone plan toward a real student centered institution.

and services at all sites.

- After the Board meeting VPSS spent a day and half meeting with Kosrae Campus staff for monitoring and sharing purposes. VPSS was able to conduct a training workshop on student services rubrics, program evaluation, and major functional responsibilities for each office staff to bring them up to bar with the on-going work on the development of functional responsibilities at all sites.

**[Admission and Records]**

1. Processed 338 academic transcripts to support (a) transfer or admission to four-year HEs, scholarship applications, job applications, and others;
2. Prepared 569 academic dossiers of students;
3. Processed 53 degrees and 8 certificates as proofs of successful program completion;
4. Released 35 degrees and 13 certificates to graduates as proofs of successful program completion;
5. Processed and released 36 certificates of enrollment to support scholarship applications and others;
6. Processed and released 34 certificates of attendance for FSM Social Security; and
7. E-certified (enrollment verifications) five U.S. veterans with the VA office.

**[Pohnpei campus]**

- Improved student-centeredness and cost-effectiveness by reorganizing certain CA divisions and courses.
- 300 New Students selected their courses in July prior to fall registration and more than 350 continuing students also selected their courses prior to the registration date.
- Streamlined registration line during fall registration and centralized services in one place to maximize efficiency and minimize students' run-around.

**[Kosrae Campus]**

- A cohort of in-service teachers is recruited to the 3<sup>rd</sup> Year Teacher Preparation Certificate Program.
- Student Body Government has been established with the following election results: President- Bruce Skilling, Vice President- Harry D. George, and Secretary- Permides Mongkeya. Municipal delegation officers were also elected.

**[Yap Campus]**

Reports on SBA involvement/participation in any college activities regarding policies and procedures

- No SBA Officers during summer 2009
- New SBA Officers elected this fall semester 2009. Officers participate in the biweekly campus management team meetings. Also, they take the lead in planning and organizing student activities for all.

**[FMI]**

- Due to the rampant spread of the H1N1 virus, the FMI task force on H1N1 recommended to the Director to close the campus from visitors except those who are working at FMI and those whose visits to FMI are of necessity and are required. As of 26 September 2009, FMI Campus is closed to outside visitors with classes still ongoing.

2C: Promote timely college tenure and graduation of students with mastery of array of core learning objectives, including civic-mindedness and self-value

**[President]**

1. Monitoring graduation rates, course completion, and retention rate and implementation of the interventions like counseling and tutoring for students will promote timely college tenure and graduation of students.

**[VPSS]**

- VPSS office and student services staff at all sites conducted planning meetings for the Freshmen Orientation and Registration for fall 2009 semester to familiarize everyone on the process and procedures of orientation and registration.
- VPSS assisted the Student Body Association (SBA) Advisors in the SBA campaigns and elections for the new school year.
- VPSS sworn the new SBA officers and student delegation leadership to their new offices.
- A training of the new SBA officers, club and island leaders followed the induction ceremony to ensure the students that they understand their roles as student leaders and train them on the SBA by-laws.
- As the lead advisor for the local chapter Beta Omicron Upsilon of the Phi Theta Kappa International Honor Society of the Two Year College, the members and advisors joined chapters in the US mainland in promoting World Peace by making 1,000 paper cranes for peace.

**[Pohnpei Campus]**

In order to promote timely tenure and graduation of students FAO preformed the following in an efficient and timely fashion:

- Transmitted a total of 388 student documents to NC FAO for awarding process
- Issued 600 charge authorizations for students use
- Attended to 730 students visits
- Submitted 30 appeals/contracts for further review and approval
- Assisted 23 students in applying for FSM Scholarship

**[President]**

- Set back on these will be incorrect inputs of data that may delay the accessibility of information needed to provide interventions.

**[Student Support Services Program]**

- Two of these tutors are currently pursuing their degree in the Third-Year Accounting/Business Certificate program from Pohnpei state and the third tutor is a sophomore student from Yap state. SSSP employs eight (8) tutors.
- In the next quarterly report a survey will be administered to all participants attended these workshops to see how the information gained impacted their academic performances/daily class preparation. Workshops conducted were: Reading and Study Skills, Library Skills, and HINI (Swine Flu) presentation, and Financial Aid on the Year-Round Pell Grant.

**[Counseling]**

- Writing financial aid appeal letters for over 100 students who were placed on financial aid suspension resulted with students continuing with their education.
- Providing scholarship information and assisting students to complete forms results in accurate and complete applications and a chance for more financial assistance.
- Assisting students with transferring information resulted in three students transferring to University of Guam, UH-Hilo and the Mainland.

- Conducted SEGWSP work-shop for students to better educate them on the DO and DON'T of the program
- This semester's applications for work study are separated into batches to help stretch this award opportunity for students to the end of the Semester.

**[Student Support Services Program]**

1. Staff meetings: developed a new form for student Individual Action Plan (IAP).
2. Announcement for tutors needed at SSSP was widely posted on campus and in the community resulted in Program hiring 3 additional tutors needed in Accounting, and Business.
  - a. To promote the persistence, retention and graduation rate of eligible SSS first-year generation and low-income participants, program continues to provide services and facilitate workshops and activities to 160 students. At such, students will benefit from the tutoring, advising and counseling, mentoring services. Providing these services will guaranteed by students' success and access.
  - b. September 5, 2009, SSSP held its annual Fall Kick-off activity and provided general information about SSS program to 103 current and new participants. Participants were well informed about the services and activities offered. About 50% to 60% of 160 SSSP students' have demonstrated knowledge and participation by utilizing the available services.
  - c. On September 09<sup>th</sup>, the SSSP staff and Mary Chang, an instructor facilitated a workshop on Reading Skills to 43 participants, at such students will be well informed of the basics skills and information.
  - d. On September 16<sup>th</sup>, SSSP counselor coordinated concurrent workshops on Study Skills to 90 participants, and HINI (Swine Flu) to 58 students. Students were informed on the basics skills and guidelines to study and

**[Yap Campus]**

In school year 2008-2009, there are more students (more than 50%) enrolled in certificate programs compared to degree programs. This indicates that the students enrolling after high school come less prepared for college level courses.

Tutoring services began late for spring semester (late march). Nevertheless, the 2 tutors provided tutorials to students every school from 9 am– 4 pm. More and more students are taking advantage of this service. Faculty and student services staff work together to identify students who need this service and of course to encourage all to attend tutorials.

prepare for examinations. Some students have demonstrated and applied the basics skills in studying and preparing for tests. Students were also informed about the H1N1 flu and its symptoms. Students were informed of the symptoms and learned some basic steps to prevent themselves by washing hands properly, cover mouth when coughing and such. Students have taken some precautionary measures by demonstrating these steps.

- e. On September 23<sup>rd</sup>, SSSP counselor and LRC staff member facilitated a Library Skills workshop to 90 participants. Students were informed about the basic skills in using the OPAC, using internet research, call numbers and how to locate resources, books and materials in different sections in the LRC. Students demonstrated some skills and knowledge by being able to locate the resources in the LRC, signing out materials and using of computer for internet search.

**[Peer Counseling]**

- There were 1,400 students seeking assistance from the Peer Counseling centers during this quarter. Five hundred twenty six (526) of which were family planning, 90 for financial aid, 41 for substance abuse, 27 for personal, and 690 were others.
- There were 26 students reported for tutoring.

**[Peer Counseling]**

- The overall services given to the students this quarter, is increased by 54.19% compared to last quarter. However, there are some areas of services in which the number of students received assistance was low as compared to last quarter. For example, in Financial Aid Counseling, there was a decreased of about 20%, Substance Abuse Prevention, 34%, and Tutorial Service, 38%. In the other areas, there was a boost, especially in Family Planning, there was an increase of 51%, Personal Relationship 125%, and Others, 108%
- All PCC did submit their reports for this quarter except for Yap. Yap PCC is still vacant.

**July-September 2009 # of Counseling Contacts**

	CC	FMI	KC	PC	NC	YC
<b>M</b>		6		120	188	172
<b>F</b>				154	182	177
<b>T</b>		6		274	370	349

**July-September 2009 Counseling Activities by Campus  
# Visits**

	CC	FMI	KC	PC	NC	YC
Academic				214	33	45
Discipline		6		3	10	0
Personal				0	36	0
Career				0	14	0
Transfer				2	22	0
Other				55	255	449

**July-September 2009# of visits to Peer Counseling**

	CC	FMI	KC	PC	NC	YC
<b>Family Planning</b>	92	0	65	168	369	0
<b>Financial Aid</b>	42	0	03	0	45	0
<b>Substance Abuse</b>	02	2	02	0	37	4
<b>Personal</b>	15	0	05	0	07	0
<b>Other</b>	09	0	44	0	637	0
<b>Tutor</b>	13	0	2	0	11	0
<b>Total</b>	173	2	121	168	1,106	4

**SEG SEOG Fall 2009 (#/Amount)**

	CC	FMI	KC	PC	NC	YC
<b>M</b>			13/7,495	23/8,292	99/92,750	5/2,100
<b>F</b>			9/4,777	18/6,575	100/94,887	4/1,376
<b>T</b>			22/12,272	41/14,867	199/187,637	9/3,476

**SEG CWS Fall 2009 (#/Amount)**

	CC	FMI	KC	PC	NC	YC
<b>M</b>		49/9,800	5/2024	54/2,782	137/10,482	2/28
<b>F</b>			5/1872	59/3,226	187/12,797	7/171
<b>T</b>		49/9,800	10/3896	113/6,007	324/23,278	9/199

**[Admission and Records]**

- Certified 18 graduates for Summer Session, 2009 (*National Campus*).
- Performed initial *degree audits* for program completion of 115 applicants for Fall Semester, 2009 graduation (*System wide*).

**Fall 2009 Midterm Deficiency Results**

	CC	FMI	KC	PC	NC	YC
<b>M</b>		14	72			
<b>F</b>			42			
<b>T</b>	132	14	114	462	608	117

2D: Develop a student-friendly campus environment that encourages and enables students to be health conscious

**[President]**

1. Approval of the constructions of student services centers, learning resources center, and more classrooms by JEMCO at Chuuk, Kosrae, Pohnpei, and Yap Campuses will create friendly environment for students.

**[VPAS]**

- No efforts put into these areas because all efforts are done with the writing of the Accreditation Self Study Report.
- In my 2<sup>nd</sup> qrt. report, I reported that all classrooms at Chuuk Campus be put on air conditioning system due to the amount of dust students have to put up with during the day. Now that we have the two generators in place, we will be hooking up new split unit air conditioning to help with the dust at the Chuuk Campus classrooms.

**July-September 2009 # Visits to Dispensaries**

	CC	FMI	KC	PC	NC	YC
<b>M</b>		20	130	166	484	
<b>F</b>			124	148	864	
<b>T</b>		20	254	314	1348	

**[Health Services-National campus]**

◆ *The following is the breakdown of the number and kinds of visits seen during the reporting period.*

A total of **1,348** visits were taken care of at the dispensary during the reporting period. Of this number, **247** sought treatment for the flu/cold syndrome, **60** sought treatment for minor injuries, **266** sought treatment for generalized aches/pains/headaches, **55** sought treatment for eye/ear/nose-related problems, **113** sought treatment for skin diseases/infections, **33** sought treatment for gastro-intestinal (GI) related problems, **14** sought treatment for genitor-urinary related problems, **141** were counseled and provided information on reproductive health and other health-related problems, **37** requested usage of family planning/contraceptive methods, **24** were screened and counseled for STIs, **0** received the influenza immunization, **159** were screened for Non-Communicable diseases such as diabetes, hypertension and obesity etc.

**[Counseling]**

- Advising PTK students and joining them with other advisors on a visit with the 7<sup>th</sup> and 8<sup>th</sup> grade students of Pohnpei Catholic School resulted in gaining updated information of student roles and ability to share knowledge and services to others.

**[Yap campus]**

NOTE: In April 2009, the Peer Counseling Center Manager transferred to her new post as Campus Nurse / Student Services Specialist II. Since then, no peer counseling activities have been carried out. HRO is processing documents to announce vacant position.

1 was screened, counseled and provided information on Communicable diseases such as Leprosy, TB etc. 67 sought treatment for health maintenance and/or prophylaxes. 42 were referred to other health clinics/agencies and 89 were for various reasons.

In addition to taking care of the visits and other responsibilities, the nurse also gave the following presentations:

◆ Orientation Presentations (July 28 & August 4, 2009). Orientation presentation was given to the peer guides students and the incoming freshmen on July 28 and Aug 4 respectively. Information on the function as well as services etc., offered by the dispensary was given. Pamphlets on the dispensary were also distributed to participants. The outcome of these presentations showed that over three hundred students, mostly freshmen, were informed about the dispensary and the services it offers.

◆ H1N1 Influenza Virus Presentation (September 16, 2009). Presentation on the H1N1 influenza virus was given to the SSSP students and staff. As a result, over sixty students and staff were given basic information on the H1N1 influenza virus. They were given information on how the virus is being transmitted, ways to prevent it and the prescribed treatment.

#### **[Pohnpei Campus]**

- Increasing awareness about the importance of prevention is the key objective. Health awareness programs are very useful in raising awareness of Health problems among young adults and teens.
- To encourage and enable students to be health conscious, campus nurse held a half-day campaign for awareness and prevention of diabetes on September 25, 2009. Thirty-six (36) students came to PNI campus student health clinic for random diabetes screening and blood pressure check. The screening will be open to all interested students, staff, and faculty during the rest of September and the whole month of October 2009.

#### **[Sports and Recreation]**

- COM-FSM 2009 Intramurals Ball Games is ready to kick off & from the announcements, flyers and other means of publicizing; the number of teams enrolled increased from 8 teams to 12 in the men's basketball, increased from 8 to 10 in the volleyball and from 6 to 9 in

the softball. 4 teams signed up for soccer. Based on the team rosters submitted, we are expecting from the male population of the College about 480 student males to participate in the 2009 intramurals.

- For the women's, the number of teams enrolled remained at 5 in basketball but increased from 6 to 9 in volleyball and from 5 to 8 in softball. Again from the women's population we are expecting about 330 young women to participate in our 2009 intramurals. About 60% of the college population will participate in our ball games. 40% males and 20% females
- Sports and Recreation conducted the SBA election and over 500 plus students voted.
- Conducted several meeting for student clubs, association and recreation staff to get organize for school year 2009/10 activities and other school functions.
- Participated in some the COM-FSM National Sub-Committee meetings and in the Pohnpei State
- Continue Supervise COM-FSM National men's softball team in the State Department league.
- Continue assist students in sports and recreation activities, and other functions.
- **Recreational Sports: (Students Signed-Out Sports Equipment) from July to September 2009**

Every day we try to maximize the use of the facility in many ways. The following are some of the activities that took place within this reporting period.

- Ongoing ESS classes total up to 86 students utilizing the facility daily to attend the ESS classes
- 382 male and 131 female students visited the facility to utilize the recreational equipments. Basic skills trainings were also taught occasionally.
- Youth basketball camp sponsored program by the Sports Division, 68 kids attended this basic basketball skills training and out of the 68, 50 were males and 16 were females. The recreation staff provided the

### **[Sports and Recreation]**

- Could have been more if it was 2 two days. We learned that a lot of students have classes on either the odd days or the even days & they don't come on campus.

	<p>basic basketball skills for a week long to the 68 kids. The participants were able to take part in the youth open league right after the camp.</p> <ul style="list-style-type: none"> <li>• Assisted in referring in the Pohnpei Liberation Basketball Games 2009.</li> <li>• Set up and monitor the 5th TCC conference that brought in around 200 people from around the world to attend this conference.</li> <li>• Other functions also took place at the gym, residence kick off dance, less than a hundred dorm students participated in this activity.</li> <li>• About a thousand plus people utilized our services at the sports and recreation and from a few interviews on our services provided; about 55% of the population were satisfied with our services.</li> </ul> <p><b>[Peer Counseling]</b></p> <ul style="list-style-type: none"> <li>• Within the 3 months period, there were about 6,200 brochures distributed to our other centers and used during all outreach activities. There is an increased of about 61% of brochures distribution/used this year compare to last year.</li> </ul>	<p><b>[Peer Counseling]</b></p> <ul style="list-style-type: none"> <li>• This quarter's events were mostly doing education on HIV and AIDS and Substance Abuse Prevention and Family Planning.</li> </ul>
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**Strategic goal 3:** Create an adequate, healthy and functional learning and working environment

Objectives	Accomplishments	Comments/additional detail
<p>3A: Provide for adequate facilities to support a learning community</p>	<p><b>[President]</b></p> <p>1. Approval by JEMCO of following facilities at state campuses will provide adequate facilities to support learning communities: student services buildings at Kosrae, National, and Yap Campuses, LRC buildings at Kosrae and Pohnpei Campuses, Phase I and II construction of facilities at Chuuk Permanent Site.</p> <p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>• Facilitate the efforts in getting Chuuk Campus permanent site access road construction. Send Alfred Olter to Chuuk to await the arrival of the Excavator and resume work on the access road.</li> <li>• Facilitate the signing of the contract for CPUC personnel to work on the Chuuk electrical rewiring and installation of the new generator. This work just completed and ready for trial.</li> <li>• Drafted the Chuuk Campus Contingency plan for power generation</li> </ul>	<p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>• The access road excavation has reached the top of the hill where the Chuuk campus site will be located.</li> <li>• We sent Mr. Weilbacher, heavy equipment expert to train operators for the excavator so to be able to maintain and operate that in the long run.</li> </ul> <p><b>[Kosrae Campus]</b></p> <p>In the carpentry shop, more space is available for instructional activities.</p> <p>As the IDP stalled, our attempt to provide adequate</p>

as cited by the Accreditation Commission in their last visit. This has been sent out to the college community for their information.

**Status Report Major Projects By Campus (Maintenance)**

**Chuuk Campus**

- 300 KW generators hooked by CPUC and will ready for commissioning by mid October.
- Purchased excavator arrived in Chuuk to resume construction of the Nantaku access road.
- JEMCO concurred with plansto develop Chuuk Campus Phase I &II at Nantaku permanent site.

**Kosrae Campus**

- A priority listing of renovation and facilities improvement was put together for FY 2010.
- Rearrangement in the Carpentry Shop was made.
- *Vocational Education Center:* Campus Director attended an OIA/Kosrae Governor meeting in Kosrae. In brief consultation with Tim Donahue and Steve Savage it was concluded that since Kosrae Department of Education has no plans for improvement of its vocational education program infrastructures, Kosrae Campus could proceed with its infrastructure plans with FSM government. As concurred, Director of PMU gave a go ahead signal to COM-FSM KC to submit preliminary design for vocational center. The Director of Facilities, VPAS, and the President were consulted with this new development and few follow up telephone calls and emails were made with Director of Facilities.
- *Learning Resource Center:* According to Director of Facilities, the long-funded project has been approved to begin its architectural design.
- *Student Services Center:* According to Director of Facilities, the long-funded project has been approved to begin architectural design.

**[Maintenance]**

- Electronic copies of the pre-design documents for the Kosrae

learning environment is in jeopardy. There needs to be some projections/decisions made on which activities will be effected by the College restructuring effort.

Campus Student Center and the Learning Resources Center have been submitted to the PMU office for development of construction documents.

- A priority listing of renovation and facilities improvement was put together for FY 2010.
- Rearrangement in the Carpentry Shop was made.

**FMI**

- The "Electrical and Water System Repair and Upgrade" Project for FMI is slow in starting. At this juncture, there are only two contractors who have visited FMI to inspect the facilities in order to design the most appropriate system for FMI. Both contractors expressed difficulty in the Project in that the existing facilities do not have the appropriate drawings for them.

**National campus**

**[Maintenance]**

- National Campus Student Center received concurrence from JEMCO and OIA.

**[Sports and Recreation]**

- Provide custodial services daily to meet the our objective and healthy environment for all valued quests

**[Pohnpei Campus]**

- Computers in the Learning Center are connected to the internet.
- The tutors will be able to assist the students using the internet as another source of assistance.

Two on-going construction projects are: Pohnpei Business Development Center (PSBDC) with 95% completed, and CRE Research Lab which is also 95% completed.

**[Maintenance]**

- Pohnpei Campus Learning Resources Center and Vocational Center/Classroom building also received blessing by JEMCO and OIA. Preliminary Designs are in progress.

	<p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>• New Science Lab Building opens on campus in January 2009. Since then, there are now: <ul style="list-style-type: none"> <li>○ 1 science lab / classroom with 30 students capacity</li> <li>○ 1 small AV Room</li> <li>○ LRC has moved to the science lab building with more than double the space in the previous location.</li> <li>○ Old LRC room has become the second biggest classroom on campus.</li> <li>○ 1 classroom with 15 students capacity</li> <li>○ 1 small classroom in voc ed building</li> <li>○ 1 regular computer lab with 29 computer systems</li> <li>○ 1 electronics / computer lab for voc ed programs with 12 computers and few NIDA equipment.</li> </ul> </li> <li>• <u>New Facilities:</u> <ul style="list-style-type: none"> <li>○ Student Center &amp; Classroom Building - project is awarded to Waab Transportation Company. PMU is managing the project</li> </ul> </li> </ul> <p>Voc Ed Bldg – BECA Engineering is currently working on the designs for the project.</p> <p><b>[Maintenance]</b></p> <ul style="list-style-type: none"> <li>• The contract has been signed for construction of the Student Center and Classroom building now waiting for the issuance of Notice to Proceed (NTP).</li> </ul>	
<p>3B: Provide for maintenance and upkeep of grounds, facilities, and equipment</p>	<p><b>[President]</b></p> <ol style="list-style-type: none"> <li>1. FSM Finance informed the College that Infrastructure Maintenance Funds have been deposited in an account established by JEMCO and College can access these funds.</li> <li>2. Approved Special Contracts for over 10 maintenance staff to provide cleaning of facilities at all campuses.</li> </ol> <p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>• Provided overall oversight to the Maintenance division. Secure contracts for maintenance personnel special contract for this fiscal year.</li> </ul>	<p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>• Signed contracts for personnel working at the National and State campuses maintenance and security offices.</li> </ul> <p><b>[Pohnpei Campus]</b></p> <ul style="list-style-type: none"> <li>• Constructed 5 additional sign boards for Student Services for registration purposes.</li> <li>• Constructed mail box for Student Services Center</li> <li>• Fabricated and installed 3 sets a/c grills for</li> </ul>

**[Maintenance]**

- FSM and OIA allocated \$677,000 for infrastructure maintenance funds.
- Japanese government offers to install 90 solar systems at National Campus.
- KWH reading for Chuuk campus facilities provided better estimate for power consumption and improved budgeting.
- Decreased utility cost and conservation efforts helped reduced billing allowing budget savings.
- Fuel rationing assisted with budget control and expenditures to fall within its budget.
- Perform preventative maintenance at classrooms buildings

**[Pohnpei Campus]**

- Five Campus Maintenance staff continued to maintain the campus's buildings, vehicles, equipment and ground. In addition they also assisted in construction of needed furniture and materials needed to support learning.
- Air Conditioning maintenance for 22 units at the lower and upper campus areas.
- Daily housekeeping on all classrooms, offices and comfort rooms on campus.
- Grounds maintenance both lower and upper campus.

**[Kosrae Campus]**

- The maintenance division continues to replace defective air conditioning units with R410A units.
- Ground upkeep has been a done regularly.

**[Yap Campus]**

- All vocational and maintenance equipment and tools are cleaned and maintained on a monthly basis.
- Contractor on special contracts provide ground maintenance every two weeks.

PSBDC classrooms

- Assisted T & T Carpentry shop in constructing LRC book drop.
- Checked and replaced fluorescent tubes for classrooms & offices.
- Constructed Campus Directory Map for the upper campus (SSC)
- Installed 1 set 12K split type unit for PSBDC server room.
- Installed 1 set 12K split type unit for Computer Lab (Room #11)

**[Maintenance]**

- Budget Repair maintenance buildings were exhausted by May 2009.
- Budget for 9 special contract security and maintenance personnel was supplemented by other sources by \$48,000.00.
- Budget for repair maintenance vehicle was also exhausted.

- 2 janitors on special contracts clean the classrooms, labs, restrooms, offices, and koyeng on a daily basis.
  - All old AC units have been replaced except for the Central AC units. The bigger one cooling the administration office will be replaced once received in October 2009.
  - Energy Conservation & Management:
    - Admin Bldg has insulation in the ceiling
    - Computer Lab Bldg. has insulation in ceiling, wall, and windows
 All computers, printers, copiers, AC units, etc. are turned off at the end of each working day and the duration of weekends
- [Sports and Recreation]**  
Maintain and replace sporting gears as needed and to ensure safety for the users.

3C: Provide for a safe, secure and effective college environment

- [President]**
1. Approved contract for security guards to provide security services at all campuses.
  2. Approved lease agreement for the parking lot at Chuuk Campus as parking there has been posing safety issues for students.
- [VPAS]**
- Conducted 2 campus inspections to have a first look at status of facilities at the National Campus.
  - Renewed contracts for security personnel at all campuses.
- July-September 2009# incidences reported by campus**
- |          | CC | FMI | KC | PC | NC | YC |
|----------|----|-----|----|----|----|----|
| <b>T</b> |    |     | 1  | 57 | 54 | 0  |
- Seven Security guards provided 24 hours round the clock security and safety for the whole campus.
  - IT assisted telecom in installing telephones and internet lines at the newly constructed PSBDC Building.

- [VPAS]**
- Walk around; check out facilities; observe classes; meet/talk to various personnel and students; take notes and follow up with appropriate offices. Needs communicated to appropriate offices.
- [Maintenance]**
- 27 case related to alcohol
  - 12 arrests
  - 4 aggravated assaults.
  - 4 possession of dangerous weapon
  - 7 drugs law Violation
  - Increase in alcohol violation related to the social and nights and founding day after m
- [Kosrae Campus]**
- A woman-visitor entered the campus and started a fight with one student. The parents and the campus director reported the incident to the police.

**[Maintenance]**

- Conducted Dorm fire drill in July
- Conducted dorm safety inspection July

**[Information Technology]**

System-wide Virus/Exploit attempts per month for 4<sup>th</sup> Quarter 2009:

July	21
August	14
September	21

System-wide e-mail identified as potential SPAM per month for 4<sup>th</sup> Quarter 2009:

July	157501
August	159581
September	133190

System-wide High Score SPAM e-mail Deleted per month for 4<sup>th</sup> Quarter 2009:

July	137621
August	143037
September	111630

**[Information Technology]**

Kb/s Data Traffic by Main Gateway per minute average for 4<sup>th</sup> Quarter 2009:

\*kb/s = Kilobits Per Second (source; mrtg. graphs)

Chuuk	In	94.5 kb/s
	Out	20.2 kb/s
Kosrae	in	97.8 kb/s
	out	23.0 kb/s
National/PNI	in	687.2 kb/s
	out	212.6 kb/s
Yap/FMI	in	129.3 kb/s
	out	23.3 kb/s
Others		

System/Server issues and information:

All NAS scheduled backups of primary systems and data are on schedule and successful.

**[Yap Campus]**

All 4 security guards and maintenance supervisor as well as the Campus Nurse have successfully completed a course in CPR & First Aid in late May 2009 and will be certified.

**Strategic goal 4:** Foster effective communication

Objectives	Accomplishments	Comments/additional detail
<p>4A: Enhance communications pathways</p>	<p><b>[President]</b></p> <ol style="list-style-type: none"> <li>1. Continue to use Shared Governance structure at the College to enhance communication pathways.</li> <li>2. Hiring of a full-time web page developer during October 2009 will improve the communication pathways at the College.</li> </ol> <p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>• <b>Continue</b> to send cabinet meeting information to the program directors and campus directors for dissemination to the campus staff and faculty.</li> <li>• <b>Develop</b> guidelines and procedures for processing special contracts for faculty overload. Guidelines for part time special contracts will be developed soon.</li> </ul> <p><b>[Pohnpei Campus]</b></p> <ul style="list-style-type: none"> <li>• IT assisted telecom in installing telephones and internet lines at the newly constructed PSBDC Building.</li> </ul> <p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>• The campus admin has an open door policy which encourages students to walk in to ask questions, share ideas, and/or bring to attention complaints &amp; concerns.</li> <li>• Campus has formed a good working relationship with the SAIL (School Administrators Instructional Leaders) or school principals. This has helped in planning and providing teacher training to DOE teachers of Yap State.</li> <li>• Governance policy is explained to all students, faculty, and staff.</li> <li>• Biweekly campus management team meetings on campus.</li> <li>• Faculty workshops / meetings once a month.</li> </ul>	
<p>4B: Provide communications infrastructure to support communication pathways</p>	<p><b>[President]</b></p> <ol style="list-style-type: none"> <li>1. Expansion of the College's network that took place during this quarter will support the communication pathways.</li> <li>2. College has implemented the use of VOIP and teleconferences by the Standing Committees to support the communication pathways.</li> </ol>	<p><b>[President]</b></p> <p>College is looking into purchasing dishes to enhance its capabilities of using VOIP for improve communication between campuses.</p> <p><b>[VPCRE]</b></p>

	<p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>• Send Director IT to support the delegation travel to Japan to secure funding for future development of communication infrastructures.</li> <li>• Work with IT to construct the Administration website. Ongoing process.</li> </ul> <p><b>[IT]</b></p> <p>Current proposals to expand COM-FSM's communications capabilities using GE23 satellite and WINDS satellite continue. Funding sources and prices are being identified to procure necessary hardware.</p> <p>As part of our overall communications improvement plan, the COM-FSM would like to expand its capabilities in the area of satellite communications between its campuses.</p> <p><b>[Pohnpei Campus]</b></p> <ul style="list-style-type: none"> <li>• To improve communication and information sharing with other campuses and the general public T&amp;T Division completed its webpage and submitted it to the IT office at the National Campus to be added to the College link.</li> </ul> <p><b>[Yap Campus]</b></p> <ul style="list-style-type: none"> <li>• Internet connectivity for students', faculty, and staff's use if provided at all times. IT staff works hard to make sure it is operational.</li> <li>• New Science Lab building where the LRC has been moved is now connected to the college WAN.</li> <li>• In July, IT connected the new building using fiber optic cable. IT Plan for the campus is being developed with regards to construction of new facilities on campus.</li> <li>• Smart Board installed in computer lab for classes, meetings, between campuses, etc. Second smart board installed in classroom for use by faculty and students.</li> <li>• Standing Committee meetings via VoIP is not very successful and encouraging for us at Yap Campus. Too often the reception is too bad making our attempts to participate in meetings frustrating and pointless.</li> </ul>	<ul style="list-style-type: none"> <li>• VP-CRE with VPIA and Director IT have allocated funds to purchase satellite dishes for all campuses from the CariPac funds.</li> </ul>
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<p>4C: Enhance the college community's ability to communicate effectively</p>	<p><b>[President]</b>  1. Use of e-mail has been the widely mode of effective communication among the members of the College Community.</p> <p><b>[VPSS]</b></p> <ul style="list-style-type: none"> <li>• Student Services Management Team met several times during the summer months to update staff on the new student attendance policy passed by the Board this past may and to share information with each division to enhance communication amongst the staff.</li> </ul> <p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>• Continue to work with Directors of campuses and program directors to enhance flow of communication between VPAS or administration and the state campuses.</li> </ul> <p><b>[Developmental and Community Relations]</b></p> <ul style="list-style-type: none"> <li>• Improve the college community's understanding about the program and services of the college by producing, arranging for the printing, coordinating shipment of, and distributing copies of the 2009 -2011 edition of the General Catalog.</li> <li>• Promote information about the college programs and services and endowment fund through the production of a brochure for distribution to prospective contributors.</li> <li>• Inform the community about activities and developments at the college through the writing and dissemination of press releases.</li> </ul> <p><b>[Pohnpei Campus]</b></p> <ul style="list-style-type: none"> <li>• All the instructional divisions have actively conducted monthly meetings and distributed minutes improving communication and information sharing.</li> <li>• Management Team and Administrative Staff meetings were conducted regularly each month.</li> </ul> <p><b>[Yap campus]</b></p> <ul style="list-style-type: none"> <li>• New campus representatives have been assigned to committees at</li> </ul>	<p><b>[President]</b>  Use of e-mail has been limited by the bandwidth and this is an external factor that College cannot control.</p> <p><b>[VPAS]</b>  Developing plan to improve and guide internal and external communication at the college. (Ongoing)</p> <p><b>[Developmental and Community Relations]</b></p> <ul style="list-style-type: none"> <li>• The General Catalog is available online at <a href="http://www.comfsm.fm/publications/index.html">http://www.comfsm.fm/publications/index.html</a></li> <li>• Copies of the brochure were printed and will be given to members of the Board as well as our money manager for wider distribution.</li> <li>• Release #1: WASC Approves COM-FSM Follow-Up Report <a href="http://www.comfsm.fm/news/releases/WASCapprv.html">http://www.comfsm.fm/news/releases/WASCapprv.html</a></li> <li>• Release #2: Alumni Executives Appoint Members to Fundraising Committee <a href="http://www.comfsm.fm/news/releases/AlumniFund.html">http://www.comfsm.fm/news/releases/AlumniFund.html</a></li> <li>• Release #3: Students Participate In Summer Science Research and Student Internships <a href="http://www.comfsm.fm/news/releases/SumSciResIntern.html">http://www.comfsm.fm/news/releases/SumSciResIntern.html</a></li> <li>• Release #4: Erik Olter and Lewi-Rose Sigrah to Represent FSM at Geneva World Telecom 2009 <a href="http://www.comfsm.fm/news/releases/worldTelecom09.html">http://www.comfsm.fm/news/releases/worldTelecom09.html</a></li> <li>• Release #5: COM-FSM Is Party To A \$867K To Support Health Education Programs In</li> </ul>
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	<p>the national campus. The names of reps have been submitted last week. Committees include Accreditation, Curriculum, Finance, CRE, Sponsored Programs, Personnel, Staff Development, Planning &amp; Resources, Admissions, Financial Aid, Student Services, Publications, and Endowment Fundraising Steering Committee.</p> <ul style="list-style-type: none"> <li>The on-going assessment process will improve communication, at least for Yap Campus as we will need to work together as one team in order to accomplish all goals and objectives.</li> </ul>	<p>Micronesia  <a href="http://www.comfsm.fm/news/releases/HEPmicro.html">http://www.comfsm.fm/news/releases/HEPmicro.html</a></p>
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**Strategic goal 5:** Invest in sufficient, qualified, and effective human resources

Objectives	Accomplishments	Comments/additional detail
<p>5A: Provide on-going professional development of faculty and staff</p>	<p><b>[President]</b></p> <ol style="list-style-type: none"> <li>College continues to add funds in the staff development program for its faculty and staff to work on their advanced degrees.</li> <li>Secured funding from other collaborations with PPEC and other organization to support staff development program at the College.</li> <li>Four faculty/staff completed the requirements of their Master Degree Programs during this reporting period.</li> </ol> <p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>Continue to work with the staff on the Masters Program on line with SDSU. So far we have three from the state campuses and two from the National campus.</li> </ul> <p><b>Chuuk Campus</b></p> <p><b>[Human Resources]</b></p> <ul style="list-style-type: none"> <li>One other faculty completed his master degree online during the month of August.</li> </ul> <p><b>Kosrae Campus</b></p> <ul style="list-style-type: none"> <li>Library technician Michael Williams attended the 2009 Leaders for Pacific Library workshop. The 3-week digital library workshop was held at the National Campus LRC Mr. Williams was selected and funded by a grant from IMLS.</li> <li>Library technician also attended IMLS funded Kosrae school library</li> </ul>	<p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>Xavier Yarofmal</li> <li>Muity Nokar</li> <li>Arthur Jonas</li> <li>Pelma Palik</li> <li>Lucy Donre</li> </ul> <p><b>[Human Resources]</b></p> <p>Participation in activities such as staff development day, mini workshops, and incentive award day are pretty good.</p> <p><b>CRE</b> supported and participated in the Natural Resources Conservation Service presentation of FSM Soils Survey Training presented at Ag. Center</p> <p>CRE Agent Tobias Tamerlan presented his report after attending a training program at UPR funded by CariPac funds</p> <p>Agents from all CRE Sites participated in cross training activities provided through the WSARE program and held in Univ. of Guam to focus on the transition from Subsistence to commercialization of</p>

training and workshop from June 23-26, 2009.

- Basic Computer Training for Kosrae-DOE Teachers was held in the RML from June 29 - July 3, 2009.
- IC and instructor Skipper Ittu attended COM-FSM 2009 Presidential Retreat at the National Campus.
- Mr. Arthur Jonas is enrolled in SDSU masters program and has been attending class sessions, occasionally, in Pohnpei.
- Mr. Willer Benjamin continues to take classes at University of Hawaii –Manoa toward a master degree in education administration. Both students are given minimal financial assistance by local staff development committee.

**[Human Resources]**

Two non-teaching staff is currently pursuing master degree through distance education.

**[National campus]**

**VPIA**

Conducted assessment workshop on Aug. 4 – for faculty

Assessment plans for all academic divisions completed for the 09-10 school year.

Librarian Julia Martin completes two graduate level courses in Library and Information Science at UH/Manoa Su' 09

VPIA completes 3 week Summer Institute for Women Leaders in Higher Education Administration.

**CRE** staff and Ag. Students learned Soil Survey techniques and their meaning.

**[Human Resources]**

- Three employees are currently pursuing master degree through distance education. There are a number of employees taking classes at the College for professional development per Policy 003.

agriculture

PNI Agent attended Crop Science training in China. EFNEP Agents participated in the SPC sponsored Food-Processing Training held in Pohnpei VP-CRE attended Communication Strategic Planning training in Fiji funded jointly by SPC and the EU based CTA.

**[Human Resources]**

- Through the campus staff development committees and per Section XI, trainings are on-going throughout the year and including advanced degree programs online.

**[Sports and Recreation]**

- Attended a seminar on Sports and the Environment, the important message in this seminar is "the future of our children", by attending this seminar it opens up my knowledge on how we can relate the environment through sports.

**[Student Support Services Program]**

- National campus: Upon returning from the Council for Opportunity Education (COE), director has devised an action plan to develop and implement an on-line training course for tutors. This action plan will be used as guide.

**[Peer Counseling]**

- Mike took the National Substance Abuse Prevention (SAP) test on August 16, 2009 in Washington D.C. and graduated from the program.
- The Peer Trainer and a Peer Educator had trained our 4 work-study students to do the Peer to Peer Education on campus in the areas of Family Planning, Substance Abuse Prevention, HIV and AIDS and any health related topic to our mission.

**[Pohnpei Campus]**

- BU/CA Instructor Debra Perman completed the requirements for an MBA Degree with the Walden University on-line program bringing up to par the educational qualifications of all the instructors at Pohnpei Campus.
- T & T Division Chair Gardner Edgar participated in the Honolulu Leadership Academy enhancing his supervisory skills.
- LRC Technician Nercy Simina enrolled in two more classes toward a 3<sup>rd</sup> Year CA at the National Campus.
- HTM Teaching Assistant Joyce Roby completed half of her internship requirements and continues with the last half with MSU for a BA degree in HTM.
- A total of 33 Pohnpei Campus front line personnel from all units at Pohnpei campus participated in a customer service workshop conducted by Mr. Shaun Suliol of National Campus IT department and sponsored by the Campus Staff Development Committee on September 18, 2009.

- Edwin Sione, Campus Student Services Activity personnel, assisted the USA wrestling federation coach to promote and demonstrate wrestling basic to High schools.
- The following Campus personnel are furthering their education by attending classes at the College this Fall 2009 Semester: Twyla E. Poll, Nercy S. Simina, Albert Amson, and Romino Victor.
- A Student Retention Seminar was held at Pohnpei Campus Student Services Center on Thursday, September 27<sup>th</sup> from 2:30 to 5:00 p.m. VPSS was invited to give presentations on the topic at this very important gathering. A total of 44 faculty, staff, and administrators who attended the seminar and engaged in very lively discussions. The seminar was sponsored by the Campus Staff Development Committee. The main purpose was to kick off the top priority of Pohnpei Campus this school year: student retention.
- UB Director Joseph & newly hired Academic Coordinator, Mrs. Glenda Cornelius, attended training in San Antonio Texas organized and conducted by COE and TRIO programs.
- Organized and conducted UB program staff retreat to revisit the followings: program objectives, staff duties & responsibilities, student hand book, staff hand book, development of calendar for school year 2009 -2010, and development and finalization of classes & schedule.

**VPIA**

Assessment workshop for English/Social Science division conducted on Aug. 5 – common assignment for assessing writing in Gen. Ed. was prepared.

CRE Agents and Pohnpei Ag. Certificate students learned about agriculture extension work in Puerto Rico

CRE EFNEP agents in Pohnpei and learned and demonstrated Food Processing techniques

CRE Pohnpei provided training in Animal Nutrition and in Traditional Medicines in conjunction with UoG and NMC researchers

	<p><b>[Human Resources]</b>  One faculty completed her program requirements in August through distance education and is waiting for awarded degree. Two others are pursuing master degree through distance education still. There are also a number of employees taking classes at the College for professional development per Policy 003.</p> <p><b>Yap Campus</b></p> <p><b>[Human Resources]</b></p> <ul style="list-style-type: none"> <li>• One faculty is still finishing up his thesis for a master degree at UOG.</li> <li>• Robert Yangerluo, Social Science Instructor, has completed all required courses for his Master's Degree program in Micronesian Studies. He is now working on his thesis for which he is expected to complete and defend before a panel by end of Fall 2009 semester.</li> </ul>	
<p>5B: Recruit and retain qualified personnel to allow delivery of quality services</p>	<p><b>[President]</b></p> <ol style="list-style-type: none"> <li>1. Approved over 10 faculty positions system wide that were vacated by departed faculty.</li> <li>2. College continues to provide better benefit packages for its employees that helped in retaining qualify faculty/staff that will allow for delivery of quality programs and services. .</li> <li>3. Board approved a request from the administration to seek another health insurance company that will provide better benefits for its employees and this will help the college to retain quality employees.</li> </ol> <p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>• Signed special contracts for UB and maintenance and other department's personnel working at both national and states campuses.</li> </ul> <p><b>[Peer Counseling]</b></p> <ul style="list-style-type: none"> <li>• The Yap Site Manager position is closed and waiting for HR to announce whoever will be the new Site Manager.</li> <li>• 4 new work-study students were hired and trained by the Peer Trainer to do the Peer to Peer Education on campus and among their respective peers.</li> </ul>	<p><b>[VPCRE]</b>  CRE Researcher for Pohnpei was recruited, signed a contract then backed away leaving the post still vacant.  A candidate was selected for the Youth Extension Agent position in Chuuk but turned down the contract offer.  A review of applicants for the CRE Coordinator in Chuuk, the Agriculture Agent in Chuuk and Yap indicates no qualified applicants.</p> <p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>• Disapproved new special contract due to the freeze put in place by the President.</li> </ul> <p><b>[Peer Counseling]</b></p> <ul style="list-style-type: none"> <li>• Yap Site Manager is still yet to hire.</li> <li>• The work-study students are now equipped with new health information to teach to their peers.</li> </ul> <p><b>[Yap Campus]</b>  There are 8 full time faculty on board, however, only 5 are teaching during the summer while 3 are on vacation. 2 faculty resigned in spring semester and</p>

**[Pohnpei Campus]**

- Recruited five new World Teach volunteer instructors for Fall 2009 and Spring 2010 semesters allowing for manageable instructor and students ratio and increased cost-effectiveness.
- Hired two part-time instructors who are also Department Chairs at PICS to teach in the T&T Division which will improve the consistency of courses being delivered at both institutions to effectively lessen the gap between high school and College courses.

**Fall Semester 2009 Full Time vs. Part Time Faculty**

	CC	FMI	KC	PC	NC	YC
<b>Total</b>		6	14	36	50	17
<b>Full Time</b>		5	8	20	40	8
<b>Part Time</b>		1	6	16	10	9
<b>% Full Time</b>		83%	57%	56%	80%	47%

**[Human Resources]**

**September 2009 Full Time Retention Vs. Turnover Rates**

Campus	Employee #	Retention Rate	Turnover Rate
CC	52	100%	0
FMI	16	94%	1 or 6%
KC	37	97.3%	1 or 2.7%
PC	67	91.1%	6 or 8.9%
NC	175	2.2%	4 or 2.2%
YC	32	96.9%	1 or 3.1%
<b>System-Wide</b>	<b>379</b>	<b>96.5%</b>	<b>13 or 3.5%</b>

**Profile College Faculty by Degree and Origin Fall 2009**

the positions are currently being announced.

**[Kosrae Campus]**

- 8 full-time instructional faculty members and 6 part-time certified faculty members continued instructional delivery for fall 2009 term.
- 2 new part-time faculty were certified for fall 2009:
  - a. T. Tara (Vocational-Agriculture)
  - b. K. Hayes (Academic- Social Sciences)
- 1 part-time faculty was recertified for fall 2009:
  - a. A. Phillip (Academic-Social Sciences)
- 3 part-time faculty members with valid certifications continued teaching for fall 2009.
  - a. A. Sigras (Exercise Sports Science)
  - b. R. Isaac (Computer Applications)

**[Human Resources]**

College employees qualified personnel and provides for on-going staff development activities coordinated by supervisors and through staff development program.

**[Pohnpei Campus]**

<b>Name</b>	<b>Degree</b>	<b>Origin</b>
Alosima, Alan	BS/Civil Engineer	Manuel Enverga. University
Daniel, Deeleeann	BA/Math, MA/Math	UH Hilo UH Manoa
Elidok, Taylor	BA/ED MA/ED	Southwestern Adventist, SDSU
Esteban, Bertoldo	MA/ET	Marikina Institute of Science & Tech.
Garcia, Emmanuela	MS/Management Engineering	St. Louis University
Jano, Shirley	BA/Management MA/ED	Southwestern Adventist SDSU
Jonas, Robert	MA/ED	UH Manoa
Tadlock, Stacy	MA/English Language & Literature	Eastern Michigan University
Lamsis, Pablo	BS/Industrial Ed. MA/ED (in progress)	Nueva Vizcaya State U. Central Luzon State U.
Mangonon, George	MBA	St. Louis University
Perman, Debra	BBA MBA	UH at Hilo Walden University
Permitez, Nelchor	PhD/Ed. Management	Eulogio Amang Rodriguez Institute of Science & Technology
Ranahan, Jean	M.Ed. BA, English	University of Maine St. Joseph College, Maine
Recana, Cirilo	MA/Teaching	Marikina Institute of Science & Technology
Rice, Howard	BA/Communications	MSU

Roby, Joycelyn (TA)	AS/HTM BS/HTM (in progress)	COM-FSM MSU
Silbanuz, Phyllis	MS/CIS	University of Phoenix
Silbanuz, Salba (TA)	COA/CM Journeyman Certificate (in progress)	COM-FSM US Dept. of Labor
Victor, Romino	AAS/BT in Electrical Journeyman Certificate BA/V. Ed. (in progress)	COM-FSM US Dept. of Labor
Edgar, Gardner	BS/Technology	Texas State University
Macaraig-Santos, Sheila	MS/HTM	Adventist University
Yarofmal, Xavier	BA/Elementary Ed. M.Ed (In progress)	UOG, SDSU

- Hired 3 professional individuals and 2 honored students to assist the students with their academic needs.
  - The long vacant position of the Student Services Specialist III at Upward Bound Program. Was finally filled by Glenda Cornelius.
  - All special contracts for Security Guards, Custodians, PCTI Coordinator, Landscape Technician and Agriculture Extension Agent were extended for another year.

**[Kosrae Campus]**

Full-time instructional faculty Degree Profile:

1. R. Bueno-B.S (Luzonian University Foundation, PI); M.A(National Teachers College, PI)
2. E. Damayon-B.S. (Far Eastern University, PI); M.A. (Marikina Institute of Science & Technology, PI)
3. S. Iltu- B.S (University of Guam, Guam); M.A. (University of

Hawaii at Manoa, Hawaii)

4. M. Ribauw- N.Z.C.E. (New Zealand Qualification Authority, NZ) ; B.S.(La Trobe University, Australia)
5. M. Filipowski-B.A (University of Idaho, USA); M.F.A (University of Idaho, USA)
6. R. Velasquez Menendez- B.S.; M.A. (Pangasinan State University, PI)
7. L. Raisinghani- B.A; M.S; M.A. (Maharshi Dayanand Saraswati University, India)
8. N. Acosta- B.S.I.E; M.S.( Marikina Institute of Science & Technology, PI)
9. \*\*\*N. Mike-B.A; M.Ed. (University of Guam, Guam)  
\*\*\* Instructional Coordinator ...12-Month Faculty... is required to teach 1 course per regular semester.

- A personnel requisition for secretary position was submitted to HRO for processing.

**[Yap campus]**

5 US	Masters – 4; MD – 1
2 Philippine Islands	PhD – 1; Masters - 1
10 FSM	Bachelors + graduate credits - 3
	Master's – 1
	Medical Officer – 1; Dental Officer – 1
	Bachelors - 3
	Associate / Journeymen Cert. – 1

- Vacant positions now are:
  1. Lang. / Lit. Instructor
  2. Electronics Instructor
  3. Peer Counseling Ctr. Mgr
  4. Administrative Assistant

**[FMI]**

- For the second time, the position for Instructor in Marine Engineering was put on announcement. This second time there is one person applying. We will review the application but from the outset, I can say that the person is a master mariner and may not be able to discharge the functions of the position being announced.

<p>5C: Update personnel policies and procedures to meet on-going human resources needs</p>	<p><b>[President]</b>  1. Board approved a recommendation from the Administration do carry out a job audit that will include the revision of salary schedules for employees at the college. Request for Proposal has been sent out major newspaper outlets in the region.  2. Board requested the administration at its August 2009 meeting to revisit the non-contract renewal section of the personnel manual.</p> <p><b>[Human Resources]</b>  Revisions to Section VIII were approved and implemented in August 2009.</p> <p><b>[FMI]</b></p> <ul style="list-style-type: none"> <li>The position for one cook was announced when the position became vacant do to the resignation of the incumbent. The announcement was closed and there were 7 applicants, with one foreigner among them.</li> </ul>	<p><b>[Human Resources]</b></p> <ul style="list-style-type: none"> <li>Policy 002 revised and implemented in March 2008 reflecting revised responsibilities for faculty. Job duties for staff are being worked on at this time as part of the job audit project.</li> <li>Personnel Committee continues with its policy development plan this academic year.</li> <li>HR provided policy information and training during site visits.</li> </ul>
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**Strategic goal 6:** Ensure sufficient and well-managed fiscal resources that maintain financial stability

Objectives	Accomplishments	Comments/additional detail
<p>6A: Enhance new and existing revenue resources to promote growth and increase cost effectiveness</p>	<p><b>[President]</b>  1. BOR approval of placing 10% to emerging market will enhance existing revenue resources at the College.  2. Cash management at Citibank is earning higher interests that can enhance existing revenue resources.</p> <p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>Continue with the promotion of energy conservation. The college ended up with positive fund balance relating to the Utility budget for 2009.</li> </ul> <p><b>[VPCRE]</b></p> <ul style="list-style-type: none"> <li>Aquaculture Agent Steven Young Uhk of Yap CRE was awarded a WSARE grant of \$29,892.</li> <li>Kosrae AES Researcher Dr. Virenda Mohan Verma was</li> </ul>	<p><b>[VPCRE]</b></p> <ul style="list-style-type: none"> <li>Steven Young Uhk project is entitled "<i>Utilization of the Tilapia Invasive Species as a Low Cost Protein Feed to Improve Egg Production</i>"</li> <li>Dr. Verma's Project title is: "<i>On-Farm implementation and Demonstration of Integrated Sustainable Agriculture and Livestock Production systems for Small Scale Farmers in Micronesia.</i>"</li> </ul>

	<p>awarded a WSARE grant of \$38,220.</p> <p><b>[VPIA]</b></p> <ul style="list-style-type: none"> <li>• Area Health Education Center Grant awarded with COM-FSM share at 243, 000.</li> </ul> <p><b>[Pohnpei Campus]</b></p> <ul style="list-style-type: none"> <li>• The grant proposal to USDA Rural Development Office submitted two years ago was awarded on September 25, 2009. The \$50,000 matching grant was to be spent on training of businessmen and entrepreneurs by PSBDC.</li> <li>• Collected \$6,029.00 or 50% upon signing the MOA with Pohnpei State Government on World Park Pre-Planning Technical Assistance.</li> </ul>	
<p>6B: Diversify resources of the College</p>	<p><b>[President]</b></p> <ol style="list-style-type: none"> <li>1. Recent approval of AHEC grant proposal for Nursing and Public Health Programs through collaborations between regional institutions will assist the college in diversifying its fiscal resources.</li> <li>2. Recent approval by US Federal Government for 25% indirect costs for the College will assist in diversifying the resources at the College.</li> <li>3. The grant writing position has been advertised and closed and put on hold due to budget constraints, however, we need to hire someone to enhance the College's capability of diversifying its fiscal resources.</li> </ol> <p><b>[VPAS]</b></p> <p>Facilitate hiring of the grant writer to begin working on the gear up grant and the Title III grant.</p> <p><b>[DCR]</b></p> <ul style="list-style-type: none"> <li>• Putting the framework for maintaining the college's endowment fund by organizing the first alumni association, created an executive community, and requested the alumni association to create an alumni subcommittee of the endowment fundraising steering committee. The committee will be represented on the endowment fundraising steering committee. This Endowment Fundraising Steering Committee will accomplish the following as its first act</li> </ul>	<p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>• Recommended hiring on special contract first while the announcement is out.</li> </ul> <p><b>[DCR]</b></p> <ul style="list-style-type: none"> <li>• The fundraising committee members include Joysleen Daniel, Taylor Elidok, Strickson Fredrick, Mayson Fredrick, Amanda Jack, Josephine James Saimon, Ruthy Lebehn, Daisy Nanpei Cantero, Jean Welles and Xavier Yarofmal. As the treasurer for CCAA executive committee, Amanda Jack is the chair of the newly created fundraising committee.</li> </ul>

	<p>toward finalizing the comprehensive endowment fundraising plan:</p> <ul style="list-style-type: none"> <li>- Conduct SWOT analysis</li> <li>• Get together in working groups to write out the plan and implementation strategies, as well as leading the implementation.</li> </ul> <p><b>[Kosrae Campus]</b></p> <ul style="list-style-type: none"> <li>• A donation for the endowment fund was received from Regent Lyndon Cornelius in the amount of \$500.00.</li> </ul> <p><b>[Yap campus]</b></p> <ul style="list-style-type: none"> <li>• FY 2009 – Yap Campus has contributed \$5,000 to the Endowment Fund through fundraising events.</li> </ul>	
<p>6C: Budgeting and resource allocation</p>	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>• Development of FY 2011 Budgets will be based on priorities and approved budget guidelines. Any budget that will not follow the priorities and approved budget guidelines will be returned to originators to comply with this objective.</li> </ul> <p><b>[VPCRE]</b></p> <ul style="list-style-type: none"> <li>• VP-CRE Office submitted budgets to COM-FSM President's Office and to COM-LGP for all sites for FY'10, with analysis of concerns.</li> </ul> <p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>• Facilitate the formulation of the 2011 budget. Worked with IRPO Office to carry out the process.</li> <li>• Facilitate the transfer of the IMF fund from the FSM National Government for the college. Renovation projects have been requested from programs and campuses so we can establish priority to us the fund.</li> </ul> <p><b>[Pohnpei Campus]</b></p> <ul style="list-style-type: none"> <li>• Completed and send the Inventory report for PC Bookstore for FY 2009 to Bookstore Manager.</li> <li>• Able to collect 90% of summer 2009 Account receivable.</li> </ul> <p><b>[Business Office]</b></p> <ul style="list-style-type: none"> <li>• Transmitted the FY 2010 budgets to campuses and offices for</li> </ul>	<p><b>[Business Office]</b></p> <ul style="list-style-type: none"> <li>• Finance Committee will determine budget savings from personnel budget (salaries, benefits and housing) and recommended to continue the freezing of reprogramming for fiscal year 2010.</li> </ul> <p><b>[VPCRE]</b></p> <ul style="list-style-type: none"> <li>• VP-CRE participated in special efforts to balance the FY'09 budget and the FY'10 budget through the Finance Committee and the PR Committee.</li> </ul> <p><b>[IRPO]</b></p> <ul style="list-style-type: none"> <li>• Training for all campuses planning and resource committee, student services committee will be conducted during first quarter of next fiscal year.</li> </ul>

	<p>reference in monitoring and controlling their respective budgets. At Finance Committee, the FY 2010 budget was revisited to find means and ways of balancing expenditures with the actual revenue.</p> <p><b>[IRPO]</b></p> <ul style="list-style-type: none"> <li>IRPO director conducted training on performance budgeting in Yap and Chuuk .Follow-up is being provided via internet to ensure linkage between planning and resource allocations at the college.</li> </ul> <p><b>[Student Life]</b></p> <ul style="list-style-type: none"> <li>The division continues to comply fully with the budget and fiscal resources policy and guidelines which resulted in remaining within the overall budget ceiling of the division.</li> </ul>															
<p>6D: Develop and implement college sustainability plans that will lead to the careful stewardship of natural and man-made resources, saving of revenue, and enhancement of the college experience; serves as a model for the nation</p>	<p><b>[President]</b></p> <ol style="list-style-type: none"> <li>Administration has put a freeze on some line items of the FY 2009 in order to balance the FY 2009 budgets so that college will end the fiscal year 2009 in positive fund balance.</li> <li>Development of FY 2010 budgets will be linked to planning, assessment, and resource allocation or accomplishments.</li> <li>College will be using the FSM Budget Reporting format starting in FY 2010 and this will ensure that the College is accountable for all funds it is using.</li> </ol> <p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>The plan is to prepare ourselves for the second phase of the EU funding which will be the EDF10 which will include COM-FSM portion of the renewable energy fund for trainings and curriculum development in this area.</li> </ul> <p><b>July-September 2009 Power Consumption (Kw)</b></p> <table border="1" data-bbox="537 1214 1272 1279"> <thead> <tr> <th></th> <th>CC</th> <th>FMI</th> <th>KC</th> <th>PC</th> <th>NC</th> <th>YC</th> </tr> </thead> <tbody> <tr> <td><b>Total</b></td> <td></td> <td>45,840</td> <td>11,847</td> <td>41,002.6</td> <td></td> <td>19,443</td> </tr> </tbody> </table> <p><b>[VPCRE]</b></p> <ul style="list-style-type: none"> <li>CRE distributed 1250 pieces of planting materials for outer islands and Kosrae.</li> </ul>		CC	FMI	KC	PC	NC	YC	<b>Total</b>		45,840	11,847	41,002.6		19,443	<p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>Japanese solar installation at COM-FSM will need to be worked out between PUC, COM-FSM and the Japanese Government.</li> </ul> <p><b>[VPCRE]</b></p> <ul style="list-style-type: none"> <li>CRE across the nation is supporting an FAO project to address a Response to Soaring Food Prices in collaboration with FSM R&amp;D.</li> </ul>
	CC	FMI	KC	PC	NC	YC										
<b>Total</b>		45,840	11,847	41,002.6		19,443										

	<ul style="list-style-type: none"><li>• A team of CRE staff from Kosrae and Pohnpei presented Food Security training to Mwokillao Atoll residents.</li></ul> <p><b>[FMI]</b> There were 1, 673, 340 gallons of fresh water used.</p> <p><b>[Yap campus]</b></p> <ul style="list-style-type: none"><li>• YSPSC has changed its regulations to include all public corporations or government funded organizations / agencies under the government rate. Consequently, Yap Campus now is being charged government rate instead of commercial rate as previously done. This has resulted in a much higher utility charges each month.</li></ul>	<ul style="list-style-type: none"><li>• Funding is provided from the Agriculture Development in the American Pacific (ADAP) project to CRE for this effort.</li></ul>
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6E: Ensuring sufficient fiscal resources.

**[Business Office]**

Statement of Revenues and Expenditures (SRE) for Unrestricted Fund (UF) for nine months ended June 30, 2009 indicate a fund balance (FB) change of \$1.876 Million, consisting of \$1.400 Million for National campus and \$476K for state campuses.

The SRE for Restricted Fund (RF) for nine months ended June 30, 2009 shows a negative FB change of 95K.

The net consolidated FB change for UF and RF is \$1.782 Million.

The key performance measure of having positive fund balance for fiscal year 2009 may not be accomplished due to shortfall of revenue from tuition and fees. The administration has instituted certain measures to reduce the deficit for fiscal year 2009.

**[Business Office]**

The breakdown of FB change per campus of \$1.876 Million are as follows:

- National operations - \$1.400M
- Pohnpei campus - 452k
- Chuuk campus - ( 29k)
- Kosrae campus - ( 12k)
- Yap campus - 86k
- FSM-FMI - ( 21k)

Similar to second quarter, the third quarter is expected to provide positive FB change due to timing of recording revenues and expenses. The recorded revenues represent 100%, while expenditure is only at 75% level.

RF consists of revenue and expenditures from PELL of \$8.013 Million, TRIO programs of \$1.037 Million and OMIP grant of \$84K. The negative FB change represents the college's match in OMIP grants, and travel advances.

<p>6F: Managing and administration of fiscal resources.</p>	<p><b>[Business Office]</b>  Started reviewing, reconciling and analyzing of accounts, and preparing audit schedules for the upcoming audit of the college's financial statements for fiscal year 2009.</p> <p>As reported in prior quarter, the college received an unqualified opinion from the external auditor for the audit of the college's financial statements for fiscal year 2008.</p> <p>6F2. Market value of Endowment Fund reflected an increase by 12% in the amount of \$273k, from \$2.321 Million as of March 31, 2009 to \$2.593 Million as of June 30, 2009.</p> <p>The current percentage of allocation to non- U.S. equities need additional 14% to comply with the asset allocation approved by the board on March, 2009.</p>	<p><b>[Business Office]</b>  Communicated and coordinated with campuses and offices to ensure proper year-end closing.</p> <p>6F2. The market value and unrealized gain (loss) from April 01, 2009 to June 30, 2009 for each money market manager are as follows:</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="text-align: right; border-bottom: 1px solid black;"><u>Market Value</u></th> <th style="text-align: right; border-bottom: 1px solid black;"><u>Gain(Loss)</u></th> </tr> </thead> <tbody> <tr> <td>-</td> <td></td> <td></td> </tr> <tr> <td>• Met West (LCV) - \$ 587k</td> <td style="text-align: right;">\$ 587k</td> <td style="text-align: right;">\$ 93k</td> </tr> <tr> <td>• Renaissance (LCG) - 330k</td> <td style="text-align: right;">330k</td> <td style="text-align: right;">35k</td> </tr> <tr> <td>• Atlantic (S/MCG) - 200k</td> <td style="text-align: right;">200k</td> <td style="text-align: right;">49k</td> </tr> <tr> <td>• SEIX (Fixed Income)- 1.069M</td> <td style="text-align: right;">1.069M</td> <td style="text-align: right;">19k</td> </tr> <tr> <td>• Brandes (Global) - 407k</td> <td style="text-align: right;">407k</td> <td style="text-align: right;">76k</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;"><u>\$2.593M</u></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;"><u>\$ 272k</u></td> </tr> </tbody> </table>		<u>Market Value</u>	<u>Gain(Loss)</u>	-			• Met West (LCV) - \$ 587k	\$ 587k	\$ 93k	• Renaissance (LCG) - 330k	330k	35k	• Atlantic (S/MCG) - 200k	200k	49k	• SEIX (Fixed Income)- 1.069M	1.069M	19k	• Brandes (Global) - 407k	407k	76k		<u>\$2.593M</u>	<u>\$ 272k</u>
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**Strategic goal 7: Build a partnering and service network for community, workforce and economic development**

<b>Objectives</b>	<b>Accomplishments</b>	<b>Comments/additional detail</b>
<p>7A: Increase involvement of the community in college affairs</p>	<p><b>[President]</b></p> <ol style="list-style-type: none"> <li>1. Board of Regents and the President met with Speaker of Kosrae Legislature and Lt. Governor and updated them on new happenings at the college.</li> <li>2. Met with Chuuk State Leadership and discussed with them the concerns of WASC Commissioners on sustainability of power at Chuuk Campus.</li> <li>3. Met with Vice President of the FSM and discussed with him the concerns of the WASC Commissioners regarding the sustainability of power at Chuuk Campus.</li> </ol>	<p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>• The conference was held and turned out to be successful.</li> </ul> <p><b>[VPCRE]</b></p> <ul style="list-style-type: none"> <li>• VP-CRE met with FSM R&amp;D staff to develop the FAO project in Response to Soaring Food Prices.</li> <li>• VP-CRE met with R&amp;D Environmental Office to help develop an up-coming evaluation tour of 10</li> </ul>

**[VPAS]**

- Tuna Commission Conference was completed on October 7, 2009 later than planned. Total billings for the rental and other use are \$9,000 dollars.

**[VPIA]**

1. Delivered a presentation on FSM CTE curriculum standards at the Micronesia Teacher Conference held in July 09
2. Conducted a workshop on how to integrate the CTE curriculum standards into the existing public school curriculum. Participants included FSMNDOE and all state DOE.
3. College readiness" presentations were provided by COM-FSM director of academic affairs, acting director of vocational education, and national campus faculty during the FSM National Department of Education sponsored teacher conference held at COM-FSM Gym July 27-31 -

**[Pohnpei Campus]**

- T&T Advisory Council meetings were held and TOR was developed.
- PCTI completed 2 sets of training in EXCEL and ACCESS and one (1) training in Advance Accounting for Pohnpei State Government employees.
- PCTI completed Summer Day Camp successfully with 13 participants.
- PCTI completed ACCESS and Spread Sheet training for Office of Public Defender, FSM National Government.
- Signed MOA for \$12,058.00 with State Governor's Office for technical consultation for World Park Pre-Planning Work.
- PCTI Coordinator attended State DOE/COM-FSM Pohnpei Campus partnership meetings.
- Signed MOA with National Police for Basic Computer Application training with 14 participants.
- Signed MOA with Social Services to join Basic Computer Applications training with 3 participants.
  
- PCTI Coordinator met with Mayor Peterson and Speaker Susaia of Kolonia Town Hall regarding possible future training.
- Pohnpei Campus partnered with 18 Governmental employers under

atolls focusing on the potential effects of sea-level rise and possible responses. CRE staff will accompany the tour to assist with agriculture issues and Water Quality issues.

	<p>the SEG work-study program</p> <ul style="list-style-type: none"> <li>• Held the second annual parents orientation in this year's event. This time the presentation was done in the vernacular language to encourage and improve participation from parents.</li> <li>• Worked with Pohnpei State Government involving students participation on the Earth Day clean up</li> <li>• Worked with VPSS identifying student on the upcoming Disaster Exercise sometimes in October.</li> <li>• Two Partnership Meetings between Pohnpei Campus Management Team and Pohnpei State Director of Education and his key staff were held during this quarter. The main purpose of the meetings was collaboration between the two institutions to improve quality of education and services to our students.</li> <li>• Pohnpei Campus CD, IC, SSC and VPAS met with Governor Ehsa and his key staff on September 17<sup>th</sup>. This was the second quarterly meeting with the Governor. The purpose of the meeting was to enhance working relationship between the college and the Government of Pohnpei State.</li> <li>• UBP organized and conducted summer residential program at the National Campus with 65 UB participants and two students from UB Program at the College of Marshall Islands.</li> <li>• 27 UB seniors enrolled in the summer at both Pohnpei &amp; National campus as Summer Bridge Program and 100% completed and enrolled during fall.</li> <li>• Out of the 27 UB seniors, 24 visited University of Guam and Guam Community college for a week for a college orientation and cultural tour.</li> <li>• After the summer program UB parents and invited guests witnessed the success of the summer as the awards were presented.</li> <li>• UB Alumni (Belan Yoma) was invited as the key note speaker.</li> <li>• UB alumni (Pelsihpa Mihkel &amp; Resel Elias) were also invited and given special recognition for their academic achievements. They both completed their studies and Earn four-year degree from University of South Pacific and Fiji School of Medicine; one in Law and the other one in Pharmacy.</li> <li>• Recruited 35 new sophomores into the UB program for this program</li> </ul>	
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	<p>year 2009 – 2010. Went thru the process of recruitment by involving students and parents to a point which they interviewed and made their commitments to the program.</p> <p><b>[Yap campus]</b></p> <ul style="list-style-type: none"> <li>• Yap State Youth Congress sponsored a Summer Youth Summit and invited Yap Campus staff to partake in the discussion panel. It was a very successful event with live broadcast by the radio station.</li> <li>• Recruitment Campaign in villages has been on-going. A total of 12 groups (comprised of a total of 316 individuals) have been visited to share information on college programs and services. New high school graduates and their parents / guardians have been contacted personally by campus staff to share information and to encourage enrollment at COM-FSM.</li> <li>• As a result of the ongoing recruitment campaign, village groups are requesting campus tour.</li> <li>• Yap State Scholarship Office works with high school students and encourages them to attend COM-FSM before transferring to a college / university outside the FSM. This is because of the fact that students who attend COM-FSM tend to remain in the FSM to work compared to students who go outside the FSM for post secondary education.</li> </ul>	
<p>7B: Enhance and promote employment opportunities</p>	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>• College is one of the establishments in the FSM that has promoted the employment opportunities for its graduates as well as the FSM citizens.</li> </ul> <p><b>[Pohnpei Campus]</b></p> <ul style="list-style-type: none"> <li>• Internship and cooperative education classes are implemented whereby students complete OJT under the supervision of the employer.</li> <li>• 10 ETSP seniors were admitted at our college early to take summer classes.</li> <li>• 13 ETSP students attended summer school abroad in the UB programs in Kosrae, RMI and Hawaii. The students successfully passed their classes Of 99 ETSP seniors served and graduated in</li> </ul>	

June, 97 enrolled at our institution.

- 97 ETSP seniors received Pell Grant.
- UBP hired 10 instructors to help out the academic components for this year 2009 – 2010.
- UBP academic Coordinator is now on board to help with the curriculum part of the program.

**[Yap campus]**

- Ongoing training programs are trainings for all DOE teachers without an AS/AA degree as required for certification as mandated by law, and health assistant / community health workers. Thus far, about 10 teachers in the neighboring islands are still working toward their associate degrees while more than 80 teachers from Yap Proper still need to complete their degree programs. Health Assistants / Community Health Workers still need several courses to complete their certificate program.
- 40 Yap DOE teachers enrolled in fall 2009; 5 Yap Health Services staff enrolled in HATP this Fall also.

**[Kosrae Campus]**

- The cooperative education course in the Electronics Advanced program stirred up a lot of interests and support from public and private agencies, especially where students are placed.

**[FMI]**

- Two graduates have already boarded Kyowa Line's ships for their one-year shipboard training which will qualify them to enter other maritime colleges like, PNG Maritime College, Fiji School of Fisheries and Maritime, Australian Maritime College, New Zealand Maritime School and other maritime schools within the Pacific region. Four others have boarded a ship operated by Matson Navigation Company but they attended Philippine Merchant Marine Academy (PMMA). Their boarding was a prior commitment although it was facilitated through FMI because of the training scheme.

<p>7C: Develop new and enhance existing programs to meet the changing educational and workforce needs of our communities</p>	<p><b>[President]</b>  1. Implemented Public Health Program at National Campus during Fall Semester 2009.  2. Submitted sub-change report on AS Degree Program in Nursing and intend to implement this program at the college during spring semester 2010.</p> <p><b>[Pohnpei Campus]</b></p> <ul style="list-style-type: none"> <li>• Development of a proposal to require and include OJT courses to all the T &amp; T programs.</li> <li>• Have one student majoring in Bookkeeping working with Business Office/Bookstore as an intern student-completed 42.5hours-59% of her required time allotted for internship.</li> </ul>	<p><b>[VPCRE]</b></p> <ul style="list-style-type: none"> <li>• VP-CRE submitted to FSM SBOC for funding a proposal to create an Apprenticeship program under which 9 COM-FSM graduates would be hired each year for the next 5 years and attached to the CRE state offices for training in Natural Sciences and Food Sciences to encourage future participation in Careers in these fields.</li> <li>• CRE is providing logistical support to the FAO funded project to Respond to Soaring Food Prices for the FSM R&amp;D</li> <li>• CRE will provide expertise to support the Environmental Assessment tour of the FSM atolls to determine the potential efforts and response to climate Change and rising sea levels</li> <li>• VP-CRE was requested to give closing remarks at the SPC funded Food Processing Training in PNI</li> <li>• CES PNI staff provided collaborative support with faculty of UoG and NMC to train farmer s in Animal Nutrition, alternative feeds and Traditional Medicines for swine.</li> </ul>
<p>7D: Provide Cooperative Extension Services to the community</p>	<p><b>[President]</b>  1. Approved 2 travel authorization for 2 CRE staff to travel to eastern islands of Pohnpei to provide extension services during the month of September 2009.  2. BOR approved the recommendation from the administration of the College to modify the MOU between COM and COM-FSM that may improve the cooperative extension services to the community.</p> <p><b>[VPCRE]</b></p>	<p><b>[VPCRE]</b></p> <ul style="list-style-type: none"> <li>• CES Programs in all states reach out to farmers and community at large to provide information and training in areas as diverse as: <ul style="list-style-type: none"> <li>➤ baby pig management ,</li> <li>➤ invasive species control,</li> <li>➤ traditional crop preservation and use,</li> <li>➤ human nutrition,</li> <li>➤ animal nutrition,</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• CES PNI staff continued to provide technical support and assistance to individuals, NGOs, schools, communities through Pohnpei State in the areas of aquaculture, crop and livestock productions, and EFNEP program activities. During the 4<sup>th</sup> quarter, total of 572 clients/participants have been assisted through CES PNI planned programs.</li> <li>• CRE provides community training in all facets of Agriculture and Food sciences including Food-Processing in all four states. Specific accomplishments are available in the State reports and on-line reports at COM-LGP.</li> </ul> <p>[  <b>Kosrae Campus]</b>  CRE are distributing seeds for planting to our clientele and farmers under a UNFAO project.</p>	<ul style="list-style-type: none"> <li>➤ environmental protection,</li> <li>➤ community resource development, sewing and artisanal handicrafts,</li> <li>➤ youth protection and development</li> <li>➤ aquaculture</li> <li>➤ agro-forestry</li> </ul> <p>and can be expanded based on the demands of the particular state</p> <p>The following was submitted by AES Researcher from Yap as an example of the diverse activities and recognition received:</p> <ul style="list-style-type: none"> <li>• Invited to attend 2<sup>nd</sup> Pacific Extension Summit held in Nadi, Fiji and present a lecture on the role of COM-Land Grant system in extension.</li> <li>• The Summit provided an opportunity for diverse people to come together and engage in the drive to transform extension and outreach for better service delivery for the Pacific Island people.</li> <li>• Collaboration with Hawaii Agricultural Research Corporation helped to analyze the important chemical constituents of Yap noni varieties.</li> <li>• Gargey Project received an 'Honorary mention' in the 2009 Western Extension Director's Award of Excellence ceremony.</li> <li>• Improved well-being of families at Gargey is a notable feature</li> <li>• A business tie-up request was received from Innomark, Inc, Utah to export fresh/frozen noni fruits from Yap.</li> <li>• Three online reports submitted.</li> <li>• One poster was accepted for presentation during the 10<sup>th</sup> International Congress of Ecology in Brisbane.</li> <li>• Invited as a special guest to attend the 4<sup>th</sup> International Noni Symposium in Chennai, India.</li> <li>• Invited to attend and contribute to Phytosanitary</li> </ul>
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		Capacity Evaluation workshop organized for the quarantine officers in FSM.
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**Strategic goal 8:** Promote the uniqueness of our community, cultivate respect for individual differences and champion diversity

<b>Objectives</b>	<b>Accomplishments</b>	<b>Comments/additional detail</b>
8A: Increase community involvement in college affairs	<p><b>[Pohnpei campus]</b></p> <ul style="list-style-type: none"> <li>• JICA utilized the Pohnpei Campus Gym and the Vocational front area on July 4, 2009 for their 20<sup>th</sup> Anniversary of JOCV activity (Stamp Rally) in the FSM.</li> <li>• Conservation Society of Pohnpei (CSP) rented the PC Conference Room from July 14-16, 2009 to host their first ever FSM Watershed Learning Exchange between Pohnpei and Kosrae state and their local and community partners.</li> <li>• CES in collaboration with Animal Scientist from UOG and CNMI conducted livestock trainings for local farmers on August 3-5, 2009 at the PSBDC classroom #1.</li> <li>• FSM Petro Corp conducted their BOR meeting at the PSBDC conference room on August 4-5, 2009.</li> <li>• Church Group headed by Mr. President James utilized the vocational front area for their car wash fundraising on August 15, 2009.</li> <li>• On August 20, 2009, the Alokapw Youth utilized the vocational front area for their car wash fundraising.</li> <li>• Tuna Commission utilized the PSBDC large classroom and computer lab for their meeting on September 27-30, 2009.</li> <li>• SPC &amp; FSM Resources and Development are utilizing the AV and Computer Lab for the SPC/FSM Phytosanitary Capacity Evaluation Training.</li> </ul> <p><b>[Yap campus]</b></p> <ul style="list-style-type: none"> <li>• About 30 students, faculty, and staff have signed up to provide assistance to the Yap Canoe Festival Organizing Committee scheduled for October 23<sup>rd</sup> – 25<sup>th</sup>, 2009.</li> </ul>	

	<p><b>[Student Life]</b> The result of invitation extended to the surrounding community led to DSO participated in Church Services provided by local Protestant Church as well as by local Catholic Parish.</p> <p><b>[Sports and Recreation]</b></p> <ul style="list-style-type: none"> <li>• Attended the Oceania University Sports Association (OUSA) meeting, by attending the meeting, I was informed that the OUSA group is funding two athletes and a coach to the first ever OUSA Championships in 2010 Australia. The Sports Division will identify and train a male and a female athlete to prepare for these games.</li> </ul>	
<p>8B: Cultivate respect for individual differences, and champion diversity</p>	<p><b>[President]</b></p> <ol style="list-style-type: none"> <li>1. College continued to hire foreign nationals to promote diversity among its faculty and staff.</li> <li>2. College prioritizes developmental courses in English and math due to diversity of learners at the College.</li> <li>3. College course and program offerings in Micronesia Studies, Japanese and Chinese languages also promote cultural differences.</li> </ol> <p><b>[Pohnpei campus]</b></p> <ul style="list-style-type: none"> <li>• Continued team work amongst and with the diverse personnel and students.</li> <li>• Rapport and camaraderie amongst and between personnel and students is improved through better communication and understanding.</li> <li>• In addition to teaching courses according to their learning outcomes, more instructors are promoting moral values such as respect, positive discussion and attitude, proper boundaries, and behavior in and out of the classroom.</li> </ul> <p><b>[Human Resources]</b></p> <ul style="list-style-type: none"> <li>• 14 ethnic groups from around the world in addition to the four states of the FSM are represented in the employees hired and work for the College.</li> </ul>	<p><b>[Human Resources]</b></p> <ul style="list-style-type: none"> <li>• Saipan, Hawaii, UK, US, Palau, Canada, Romania, Sri Lanka, India, Nauru, Kiribati, Thailand, Philippines, Fiji, Yap, Kosrae, Pohnpei, &amp; Chuuk.</li> </ul>

	<ul style="list-style-type: none"> <li>• New Employee orientation includes cultural information and awareness.</li> </ul>	
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**Strategic Goal 9:** Provide for continuous improvement of programs, services and college environment

Objectives	Accomplishments	Comments/additional detail
<p>9A: Improve institutional assessment and evaluation</p>	<p><b>[President]</b></p> <ul style="list-style-type: none"> <li>• Expanded the capability of SIS database for the purposes of collecting data needed for institutional assessment and evaluation.</li> <li>• Secured partial funding from PPEC to assist 4 staff from the College to attend WASC Level II assessment workshop for the purposes of improving the institutional assessment and evaluation at the College.</li> </ul> <p><b>[VPIA]</b></p> <ul style="list-style-type: none"> <li>• General Education Program student learning outcomes were revised and an assessment plan was recommended for approval by curriculum committee in June 2009. Three outcomes out of 5 are being assessed with common assignments in math, science and English at all campuses being completed during the fall 2009 semester.</li> </ul> <p><b>[Student Support Services Program]</b></p> <ul style="list-style-type: none"> <li>• Director participated in a series of meetings for Student Services Committee and Student Services Management Team, learning and reviewing the procedures in developing program evaluation using the rubrics. As a result of these meetings, Director has developed and submitted the program evaluation for review and comments. Director has developed a timeline with SSSP staff members to revisit functional responsibilities and the program rubric.</li> </ul> <p><b>[Student Life]</b></p> <ul style="list-style-type: none"> <li>• The office of Student Life continues to involve in all the committees, Standard Standing Committees and other ad hoc committees.</li> </ul> <p><b>[Counseling]</b></p> <ul style="list-style-type: none"> <li>• Counselors' participation in Standards I, II, and other standing</li> </ul>	<p><b>[President]</b></p> <p>Inputting/accessing data in SIS Database has been limited by the bandwidth. This is a FSM Telecom issue.</p> <p><b>[VPCRE]</b></p> <ul style="list-style-type: none"> <li>• All CRE staff are being tasked to provide the following: <ul style="list-style-type: none"> <li>➤ FTE Certifications</li> <li>➤ Individual Plans of Work</li> <li>➤ 3 Objectives and assessment plans</li> <li>➤ on-line activity reports per annum</li> </ul> </li> </ul> <p>staff evaluation reports are up-to-date</p>

committees results in continuous improvement of program and services.

**[Pohnpei Campus]**

- Developed and submitted more assessments at the course level and program evaluations for T&T.
- Increased faculty involvement in the development and implementation of assessment plans for courses in General Education, math, science, and English.
- Improved faculty involvement in committees for reviewing and making recommendations on assessment plans.
- English/SS Division developed a survey as requested by the Staff Development Committee as a means to improve retention.
- Math Division developed suggestions to improve retention.
- Held the second annual parents orientation in this year's event. This time the presentation was done in the vernacular language to encourage and improve participation from parents.

**[Kosrae Campus]**

- Assessment plans are continually develop administrative services.

**[Yap campus]**

Assessment is still ongoing. Cycle 1 has ended; Cycle 2 has started and in progress.

**[FMI]**

FMI has completed evaluating all the four safety courses and is now doing the watch keeping rating courses and should complete them by the end the semester.

**[Health Services]**

Participated in meetings of the following:

- Student Service Committee
- Student Service Management
- Staff Development Committee
- H1N1 Ad hoc Committee
- Self Study-Standard I

<p>9B: Integrate planning, evaluation and resource allocation for continuous improvement</p>	<p><b>[President]</b>  1. Attended a training workshop delivered by Mr. Jimmy Hicks of IPRO on how to integrate assessment/evaluation, planning and resource allocation that will assist in preparing FY 2010.</p> <p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>• Chaired the Planning and Resources Committee and conducted several meetings to work out plans for restructuring the college to be sustainable, maintain quality and responsive to the needs of manpower development for the FSM. Two subcommittees were developed out of the bigger committee, first to address the streamlining issues and secondly to take care of the recommendation from the Accreditation on need to upgrade Chuuk Campus power generation.</li> </ul> <p><b>[VPSS]</b></p> <ul style="list-style-type: none"> <li>• VPSS took part in the Planning &amp; Resource Committee meetings to address how to streamline the programs &amp; services at all sites.</li> <li>• As chair of the ad hoc committee on streamlining of the programs and services the chair called several meetings of the committee to address how to modify the current structure of the college. The committee has started flagging all the instructional programs based on the mission of the college, quality of programs, and sustainability of programs, whether programs were mandated, and whether programs were duplicated. To date, all the instructional programs have been flagged. We will be looking at the instructional services based on the data available to date.</li> <li>• As chair for the Self Study Standard III Working Group, the group met several times each month since July to work on the descriptive summary, self evaluation, and the planning agenda for the standard. As of end of September all the draft descriptive summary and self evaluations of the four sections (human resources, technology, fiscal and physical) are done.</li> </ul> <p><b>[Human Resources]</b></p> <ul style="list-style-type: none"> <li>• HRO completed its one year assessment plan and provided report of results to relevant parties while following through on its improvement plans.</li> </ul>	<p><b>[VPCRE]</b>  CRE Annual Plan of Work now incorporates three areas to support student recruitment and retention</p> <p><b>[Human Resources]</b>  Results of the job audit will be used for improvement of the current system impacting quality of personnel and services.</p>
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	<ul style="list-style-type: none"> <li>• A job audit is in progress at the College.</li> </ul> <p><b>[Yap campus]</b></p> <ul style="list-style-type: none"> <li>• FY 2011 PBB is in progress to be tied in with assessment of programs and services on campus.</li> </ul> <p><b>[Sports and Recreation]</b></p> <ul style="list-style-type: none"> <li>• Improvement of logs and activity surveys</li> </ul>	
<p>9C: Increase research and data driven decision making</p>	<p><b>[President]</b> 1. Due to expansion of the SIS database president's office continued to make informed decisions based on data.</p> <p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>• Conducted Research for Standard IV Accreditation Committee to do the analysis part of the self study. Descriptive Summary and Self Evaluation has been completed and reviewed by members.</li> </ul> <p><b>[Human Resources]</b> HRO continues to collect and shares information on personnel issues to aid discussions and decision making. Same information is used in the assessment plan and development of new improvement plans for the unit.</p> <p><b>[IRPO]</b> IRPO director provided data report for Board meeting on August 2009 at Kosrae Campus. Data reports consisted of fall'09 enrollment data by programs, gender, student type, etc. As well as data on enrollment trends from fall'05-fall'09.</p>	<p><b>[VPCRE]</b></p> <ul style="list-style-type: none"> <li>• CRE continues to integrate into the COM-FSM system to enhance a comprehensive community effort. CRE Staff are attending more college meetings and are being consulted more by state on national agencies than was happening five years ago.</li> <li>• CRE-AES researchers are being invited to make presentations at more international scientific meetings.</li> </ul> <p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>• Members of the committee turned in their write ups and Susan Moses consolidates them.</li> </ul>
<p>9D: Develop an integrated data system</p>	<p><b>[President]</b> 1. This has been the focused of the administration and Information Technology Division as we continue to include in the fiscal year's budget the funds for SIS and Network consultant.</p> <p><b>[VPAS]</b></p> <ul style="list-style-type: none"> <li>• Facilitated the development of the SIS Procedure Manual. Work has been delayed due to busy schedule and awaiting Joey to complete the compilation of all submissions from different offices.</li> </ul> <p><b>[Admissions and Records]</b></p>	<p><b>[President]</b> The problem associated with the expansion of the database has been linked to inputting data into the database and this delays accessing of data. Working on correcting this.</p>

	<p>Registrar travelled to Chuuk Campus last August 8 to 12, 2009 to provide technical support to selected student services staff especially those related to facilitating the Fall 2009 registration; as such, selected student services staff and the instructional coordinator received follow-up training on the COM-FSM SIS, and Fall 2009 registration was delivered consistent with the system-wide registration procedure.</p> <p><b>[IRPO]</b>  Assessment Plan worksheet and checklist were reviewed and approved by members of the Assessment Committee which resulted from three committee meetings chaired by IRPO director.</p> <p><b>[IT]</b>  Work on SIS phase II continues. We have a working portal which selects students and faculty will be allowed to beta test to provide feedback. The schedule live date for the portal will be before the next early registration period, or by Oct. 31<sup>st</sup> 2009.</p> <p>The developer's 2<sup>nd</sup> site visit for onsite work at the national campus for SIS phase II is complete.</p> <p>A student portal which all registered students can use to check their e-mail, see their account information, their class schedule and their grade, is near end phase of completion. This advancement should greatly improve with communication, self assessment and information sharing with students and their academic advisors.</p> <p>The ICT Committee has named the portal "MyShark" and endorsed it. The plan now is to conduct training to faculty and students before the planned early registration in November, 2009.</p>	
<p>9e: Enhance decision making and communications at the college through</p>	<p><b>[Developmental Community Relations]</b></p> <ul style="list-style-type: none"> <li>• Ensure that the college will have established standards to guide multimedia production and fundraising efforts by identify guidelines that</li> </ul>	<p><b>[Developmental Community Relations]</b>  A sample for California State University will be utilized.</p>

<p>implementation, monitoring and evaluation of the new governance policy and revised standing committee structure.</p>	<p>will be compiled to generate two handbooks. One handbook for publications and another for fundraising schemes.</p> <ul style="list-style-type: none"> <li>• Ensure that the continuous improvement cycle is progressing by participating in committee meetings and completing committee assignments. Serving as committee member of the following committees or working groups: <ul style="list-style-type: none"> <li>○ Accreditation Committee</li> <li>○ Self Study Steering Committee</li> <li>○ Publication Committee</li> <li>○ Endowment Fundraising Steering Committee</li> <li>○ Planning and Resources Committee</li> <li>○ Recruitment Admission and Retention Committee</li> <li>○ Enrollment Management Committee</li> <li>○ Cabinet</li> <li>○ Assessment Committee</li> <li>○ Sponsored Programs Committee</li> <li>○ Facilities, Security and Maintenance Committee</li> <li>○ Facilities and Campus Environment Committee</li> <li>○ Information Communication Technology Committee</li> </ul> </li> </ul> <p><b>[Human Resources]</b></p> <ul style="list-style-type: none"> <li>• All HRO staff attends Accreditation committee meetings on Standard I, II, and III.</li> </ul> <p><b>[Pohnpei Campus]</b></p> <ul style="list-style-type: none"> <li>• Disciplinary process of 8 eight students under the new alcohol policy effective in fall 2009.</li> <li>• Communication with National Campus staff senate regarding the effectiveness of betel nut policy.</li> </ul>	
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COLLEGE OF MICRONESIA - FSM, Enrollment Management Indicator Data Fall 2009

#	Indicator	Target ratios	National	Pohnpei	Chuuk	Kosrae	Yap	FMI
1	<b>Student/Faculty Ratio</b>	<b># of faculty</b>	48	31	31.5	8	11.5	6
2	<b>Learning resources staff ratio</b>	<b># LRC staff</b>	17	2	3	1	1	1
3	<b>LRC volume capacity</b>	<b># of LRC volumes</b>	59,742	9,998	19,876	7,330	7,860	1,553
4	<b>LRC seating capacity</b>	<b># LRC seats</b>	167	28	60	34	32	7
5	<b>Counselors (FAO, OAR &amp; Counseling)</b>	<b>1 counselor of each type for every 250 students</b>						
5a	<i>Counselor FAO</i>	<i># of FAO Counselor</i>	3			1		
5b	<i>Counselor OAR</i>	<i># of OAR counselor</i>	2			1		3
5c	<i>Counselor General Counseling</i>	<i># of general counselor</i>	3			0		3
6	<b>Student life specialists</b>	<b># of recreation staff</b>	6			0		1
7	<b>Nurse/Health</b>	<b># of nurse</b>	1			1		
8	<b>Administrative staff</b>	<b># of administrative staff</b>				5		4
9	<b>Overall Environmental</b>	<b>Electrical power &amp; email access during all school hours; 1 female toilet for every 30 students &amp; 1 male toilet facility for every 40 students, accessible drinking water per building; a bookstore and campus store or available food source</b>						
9a	Electrical power	Is power available 100% of instructional day?	100%			Yes		Yes
9b	Email access	Is email accessible all school hours?	100%			Yes		Yes
9c	Toilets (female)	# of female toilet	31			5		4
9d	Toilets (male)	# of male toilet	31			4		8
9e	Accessible drinking water	# of buildings w/ accessible drinking water	13			6		3
9f	Building	# of buildings	15			6		3
9g	Bookstore	Is there a bookstore available?	Yes			Yes		No
9h	Refreshment source	Is there a food source/store available?	Yes			Yes		Yes
10	<b>Daytime security</b>	<b># of security guard</b>	3			1		3
11	<b>Classroom capacity</b>	<b># of classroom</b>	15	19		3		6
12	<b>Maintenance</b>	<b># of maintenance staff</b>	19			2		4
13	<b>Janitors</b>	<b># of janitor</b>	11			1		1
14	<b>IT technicians</b>	<b># of IT technician</b>	4			1		1
15	<b>Student computers</b>	<b># of student computer</b>	161	73		48		10
16	<b>Faculty computers</b>	<b>1 computer for every full time faculty &amp; 1 for each 1 part time FTE</b>						
16a	Faculty computers (full time)	# of full time-faculty computer		20		8		5
16b	Faculty computers (partly time)	# of FTE part time-faculty computer		16		1		3

College of Micronesia - FSM  
**Institutional Priorities FY 2009**

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## Introduction

The institutional priorities for FY 2009 guide major improvement efforts for the College of Micronesia – FSM. The institutional priorities form a basis of allocation of resources (human and financial) to support improvement efforts of the college and are a foundation for reporting on the college to the Board of Regents, FSM national government and other key stakeholders.

### 1. Improve communications, governance and technical assistance by:

- a. Promoting linkages with K – 12 and external stakeholders. **PRPS 1, 3, 4, 5 WR 1, 4, 5 REPORT against SG 4a**
- b. Promoting the college as a major source of technical assistance for the nation. **PRPS 1, 3 REPORT against SG 7c**
- c. Ensure that all WASC recommendations on communications and governance are met by implementation of the communications and governance policies and plans with emphasis on completing all decision grids for roles and responsibilities and decision making and development of written processes and procedures. **PRPS 1, 3 WR 1, 2, 3, 4, 5 REPORT against SG 4a**

### 2. Enhance instructional and student services (Promoting all aspects of the college as a learning centered community college) by:

- a. Expanding service learning opportunities on all campuses through student organizations and academic courses. **REPORT against SG 1a (instruction) 2b (student services)**
- b. Increasing opportunities for improved transfer and continuing education opportunities for students. **REPORT against SG 2b**
- c. Conducting training for all faculty and staff for the college on student centered learning, TESOL techniques and improved assessment activities. **REPORT against SG 5a**
- d. Implementing at least one learning community at each campus per semester. **REPORT against SG 1a**
- e. Revising program and course outlines to reflect learning centered learning approaches. **REPORT against SG 1a**
- f. Revising job descriptions of faculty and staff to reflect learning centered work activities. **REPORT against SG 5c**
- g. Implementing a uniform general education core assessment across all campuses. **REPORT against SG 9a**

### 3. Improve fiscal stability and facilities by:

- a. Implementing a comprehensive strategy for the college's endowment fund. **WR 4 REPORT against SG 6b**
- b. Developing a plan for attaining fiscal stability of the college. **PRPS 1 REPORT against SG 6a**
- c. Conducting a comprehensive review of college operations for equity in resource allocation, based on data and evidence collected in FY 2008. **WR 4, 6 REPORT against SG 9b**
- d. Implementing the college's facilities master plan with emphasis on:
  - i. Promoting infrastructure development for Chuuk campus permanent site **WR 8 WR 9 REPORT against SG 3a**
  - ii. Improving preventive maintenance and energy management in new and existing building **WR 9 REPORT against SG 3b**
  - iii. Promoting facilities design and renovation to enhance a learning centered physical environment **WR 9 REPORT against SG 3a**

### 4. Ensure Continuous improvement by:

1. Implementing and monitoring progress on the college's enrollment management plan and conducting formative assessment. **PRPS 4, 5 REPORT against SG 2a**
2. Review and revision of the college's technology plan that evaluates, supports and plans for the future of instruction, student services and administrative functions across the college's sites. **WR 4 REPORT against SG 4b**
3. Raising the profile of the college through enhanced research and reporting. **PRPS 1 REPORT against SG 9c**
4. Monitoring implementation of the institutional assessment system for all programs and services of the college to **ensure program review occurs for all programs and services** and met training needs of faculty and staff with emphasis on closing the loop to determine change based on evidence. **PRPS 4, 6 WR 3, 4, 5, 6 REPORT against SG 9a**
5. Providing continuous improvement through a comprehensive staff training program. **WR 4 REPORT against SG 5a**
6. Preparing for development of the college's self study to meet WASC accreditation standards in FY 2010. **PRPS All WR All REPORT against all strategic goals as appropriate**
7. Meeting all WASC Recommendations by March 31, 2009 **REPORT against all strategic goals as appropriate**
8. Following up on implementation and status of FY 2008 priorities. **PRPS All WR All REPORT against all strategic goals as appropriate**

**PRPS # (President's Retreat 2007 Problem Statement #) WR # (WASC Recommendation #)**

## President's Retreat 2007 – Problem statements, action strategies & interventions

Problem statement & action strategies	Interventions
<p>1. <b>There is insufficient dialogue and information exchange between external stakeholders and the college in regard to economic and social development needs, program development, service delivery and funding for students and the college [Goal 7a].</b> The college needs to:</p> <ul style="list-style-type: none"> <li>a. Improve dialogue and information exchange between the College and stakeholders pertaining to funding for students and the college.</li> <li>b. Improve dialogue and information exchange between the College and stakeholders pertaining to the delivery of College services.</li> <li>c. Improved communication and exchange of information between stakeholders and the college for program development/improvement.</li> <li>d. Improve dialogue and information exchange between the College and stakeholders pertaining to College programs and services related to economic growth and social development.</li> </ul>	<p>1a – d: Incorporate into development of the college's communication plan.</p>
<p>2. <b>Inadequate development, understanding and application of quality standards for an effective student centered learning environment [Goal 9b].</b> The college needs to:</p> <ul style="list-style-type: none"> <li>a. Enhance/develop and implement quality standards throughout the system in all areas.</li> <li>b. Improve understanding of standards</li> <li>c. Assess/use results as basis for decision making</li> </ul>	<p>2a &amp; 2c: Incorporate action strategies into development of the i) institutional assessment plan (set up a process for quality standards), ii) improvement of reporting, iii) key indicators of the strategic plan iv) governance structure &amp; v) enrollment management indicators. 2b: Include in training of above items.</p>
<p>3. <b>Governance processes including development, implementation and evaluation do not include all necessary internal and external stakeholders [Goal 4a].</b> The college needs to:</p> <ul style="list-style-type: none"> <li>a. Develop implementation plan for Communication Policy</li> <li>b. Develop implementation plan for Shared Governance Policy</li> </ul>	<p>3a: Communications plan development 3b: Governance policy implementation</p>
<p>4. <b>The academic level of the majority of incoming students is inadequate to meet college level standards [Goal 2c].</b> The college needs to:</p> <ul style="list-style-type: none"> <li>a. Improve dialogue and communication between NDOE, SDOEs and the college to improve K-12 &amp; 13 educational outcome</li> <li>b. Promote the value of education among all stakeholders</li> <li>c. Collaborate with K12 in designing and implementing a plan to raise the awareness and importance of vocational education/technical programs</li> </ul>	<p>4a &amp; 4b: Incorporate into development of communications plan &amp; reporting of results on i)COMET, ii) IAP results &amp; iii) TRIO 4c: Incorporate into development of i) communications plan and ii) retention (&amp; recruitment) plan</p>
<p>5. <b>The success and retention rate of students at the college is less than 40% [Goal 2c].</b> The college needs to:</p> <ul style="list-style-type: none"> <li>a. Enhance working relations with K-12 to bridge the gap for students entering college (increase the number and/or per cent of degree students entering the college, reduce the number and/or per cent of under prepared students entering the college, provide realistic expectations to students entering the college, provide supplemental course and programs, etc.)</li> <li>b. Increase quality and effectiveness of remedial programs at the college.</li> <li>c. Promote programs and services (retention plan, increased tutoring, improved advising, mentoring etc.) that increase student success and retention within the College</li> <li>d. Improve quality control in student services College wide.</li> <li>e. Improve quality control in administrative services College wide.</li> <li>f. Ensure consistency and quality of instructional services College wide</li> <li>g. Improve facilities and technology availability and accessibility.</li> <li>h. Develop and implement an institutional assessment plan.</li> <li>i. Improve the image of the College</li> </ul>	<p>5a: Incorporate into development of communications plan 5b: Incorporate into development of the i) IAP, ii) retention (&amp; recruitment) plan, &amp; iii) increase training for remedial instruction and support services 5c: Develop a retention (&amp; recruitment) plan 5d, 5e, 5f: Same as problem statement 2 above 5g: Incorporate into revision, improvement and expansion of enrollment management indicators, and facilities master plan 5h: IAP 5i: Develop a plan that indicates how each part of the college contributes to its image</p>

**College of Micronesia-FSM**  
**Summary of Compact II Expenditures**  
**From October 01, 2008 to September 30, 2009**

<b>Divisions</b>	<b>National</b>	<b>Pohnpei</b>	<b>Chuuk</b>	<b>Kosrae</b>	<b>Yap</b>	<b>Total</b>
<b><u>October 01, 2008 - June 30, 2009</u></b>						
201	199,558.02					199,558.02
211	82,334.56					82,334.56
212	174,732.49					174,732.49
213	91,484.84					91,484.84
214	287,788.40					287,788.40
215	170,114.26					170,114.26
217	14,147.93					14,147.93
221						-
271	178,971.80					178,971.80
272	63,929.88					63,929.88
273	1,703.42					1,703.42
112		564,779.79	418,651.54	210,545.42	209,371.21	1,403,347.96
114		106,678.33	76,381.12	48,601.20	31,687.28	263,347.93
	<b>1,264,765.60</b>	<b>671,458.12</b>	<b>495,032.66</b>	<b>259,146.62</b>	<b>241,058.49</b>	<b>2,931,461.49</b>

<b>Divisions</b>	<b>National</b>	<b>Pohnpei</b>	<b>Chuuk</b>	<b>Kosrae</b>	<b>Yap</b>	<b>Total</b>
<b><u>July 01, 2009 to September 30, 2009</u></b>						
201	85,634.88					85,634.88
211	24,286.83					24,286.83
212	50,529.21					50,529.21
213	27,800.94					27,800.94
214	99,579.52					99,579.52
215	52,083.41					52,083.41
217	7,271.96					7,271.96
221	6,171.84					6,171.84
271	69,266.99					69,266.99
272	24,772.96					24,772.96
273	(340.68)					(340.68)
112		165,976.09	143,617.81	81,107.97	70,373.18	461,075.05
114		37,080.47	23,053.35	16,933.63	13,887.85	90,955.30
	<b>447,057.86</b>	<b>203,056.56</b>	<b>166,671.16</b>	<b>98,041.60</b>	<b>84,261.03</b>	<b>999,088.21</b>

<b>Divisions</b>	<b>National</b>	<b>Pohnpei</b>	<b>Chuuk</b>	<b>Kosrae</b>	<b>Yap</b>	<b>Total</b>
<b><u>October 01, 2008 - September 30, 2009</u></b>						
201	285,192.90					285,192.90
211	106,621.39					106,621.39
212	225,261.70					225,261.70
213	119,285.78					119,285.78
214	387,367.92					387,367.92
215	222,197.67					222,197.67
217	21,419.89					21,419.89
221	6,171.84					6,171.84
271	248,238.79					248,238.79
272	88,702.84					88,702.84
273	1,362.74					1,362.74
112		730,755.88	562,269.35	291,653.39	279,744.39	1,864,423.01
114		143,758.80	99,434.47	65,534.83	45,575.13	354,303.23
	<b>1,711,823.46</b>	<b>874,514.68</b>	<b>661,703.82</b>	<b>357,188.22</b>	<b>325,319.52</b>	<b>3,930,549.70</b>

College of Micronesia - FSM  
 Summary of Expenditures  
 From October 01, 2008 to September 30, 2009

	Actual Expenditures	Compact II Share	COM-FSM Share
<b>Campuses:</b>			
<b>Pohnpei</b>	1,504,206	874,515	629,692
<b>Chuuk</b>	1,452,507	661,704	790,804
<b>Kosrae</b>	744,695	357,188	387,507
<b>Yap</b>	634,998	325,320	309,678
	<b>4,336,407</b>	<b>2,218,726</b>	<b>2,117,680</b>
<b>National</b>			
211 Social Science	138,462	106,621	31,841
212 Education	253,370	225,262	28,109
213 Business	156,134	119,286	36,848
214 Math & Science	497,477	387,368	110,109
215 Lang & Lit	288,598	222,198	66,401
217 Agriculture	32,968	21,420	11,548
221 Exercise Sport Sc	17,081	6,172	10,909
271 LRC & MITC	355,904	248,239	107,666
273 Media	1,465	1,363	102
313 Counselling	74,865	-	74,865
314 Recreation/Gym	105,513	-	105,513
315 Health Services	47,367	-	47,367
401 Dormitory	132,762	-	132,762
371 Maintenance	854,457	-	854,457
<b>National</b>	<b>2,956,425</b>	<b>1,337,928</b>	<b>1,618,497</b>
<b>System support:</b>			
<b>Office of the President</b>			
151 Office of the President	200,801	-	200,801
900 Land grant	-	-	-
	<b>200,801</b>	<b>-</b>	<b>200,801</b>
<b>Administrative Services</b>			
191 Office of VPAS	64,687	-	64,687
153 HR Office	236,699	-	236,699
152 Research/Planning	80,367	-	80,367
163 Business Office	363,980	-	363,980
155 Dev./Community Rel.	57,987	-	57,987
272 Information Technology	312,451	88,703	223,748
	<b>1,116,171</b>	<b>88,703</b>	<b>1,027,468</b>
<b>Instructional Affairs</b>			
201 Office of the VPIA	325,087	285,193	39,894
216 Vocational Education	-	-	-
	<b>325,087</b>	<b>285,193</b>	<b>39,894</b>
<b>Student Services</b>			
301 Office of the VPSS	257,293	-	257,293
311 Admissions & Records	109,857	-	109,857
312 Financial Aid	133,810	-	133,810
	<b>500,959</b>	<b>-</b>	<b>500,959</b>
<b>System-wide</b>	<b>2,143,017</b>	<b>373,896</b>	<b>1,769,122</b>
<b>Total Expenditures</b>	<b>9,435,849</b>	<b>3,930,550</b>	<b>5,505,300</b>