

**Directives of the Board of Regents Meeting
College of Micronesia
September 5-6, 2011
Pohnpei, Federated States of Micronesia**

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

1. The Board hereby directs that CRE expense reports shall be compiled and submitted by the respective CRE VP/Dean to COM Central Office Fiscal Officer on a monthly basis. This action is taken to address the concern as expressed by the auditor regarding the late submission of COM's A-133 audit reports to the federal government in the past couple of audits.
2. The Board hereby approves a \$25,000 financial assistance to COM-FSM to be utilized as the COM-FSM Board of Regents and Administration determine as appropriate or needed for its expenses related to its accreditation activities. The funding source shall be income from the COM Endowment Fund.
3. The Board hereby approves the following guidelines for the preparation of the Fiscal Year 2012 budget:
FY2012 budget levels for different programs and operations will be generally the same as-fy11's levels, however, a couple of specific recommendations are noted as follows:
 - a. CRE VP/Dean salary continues to be capped at \$32,000; and equally divided among the three major functions as follows: Smith-Lever 33.34%; Hatch: 33.33%; and RI I: 33.33%. In the event that the RIIA (Residential Instruction for Insular Area) funding from the US federal government were not appropriated by the US Congress in the future, it is expected that the COM Endowment Income's interest would be used to support the RI component of the salary based on the 33.33% formula level.
 - b. Any salary amount beyond the \$32,000 will be covered with the partner college's funds for the reasons that the VP/Dean also is/are involved with other college activities such as Accreditation Committees, and others.
 - c. After the FY2012's USDA/NIFA funding is confirmed, a determination will be made as to whether the cap can be increased to \$35,000 or some other appropriate amount due to inflationary factors and/or to accommodate step increases as appropriate;
 - d. BOR's budget for APAFS and other Endowment Fund oversight meetings is approved for \$10,000;
 - e. BOR's budget for boardmanship training and related meetings/workshop, such as ACCT, is approved for \$10,000;
 - f. \$5,000 is provided, again, to all 6 extension sites as supplemental to the "All Others" budgets.
 - g. The current salary schedule for the COM Central Office staff shall be increased by 5% as one of the means to provide for cost of living allowances to employees who have reached the maximum steps in their respective positions for years;
 - h. To the extent possible, starting in fy12, the budget format should identify certain amount of Hatch funds that will be allocated for specific USDA-approved projects; or to individual researchers, provided that they already have USDA-approved projects. Funding for such

USDA-approved projects may be used for travel, equipment, supplies, etc. as the researchers deem appropriate or necessary to implement such USDA-approved projects. It should be noted that such funding shall conform to the colleges' rules, regulations and procedures for disbursements.

4. The Board hereby authorizes an interim operation budget, based on the fy11 funding level, starting on October 1, 2011 to December 31, 2011 or until the Board approves the Fiscal Year 2012 Budget.
5. The Board hereby directs the COM Executive Director to prepare responses to issues and concerns that Ellen Danus, Special Assistant, Equal Opportunity Staff, NIFA/USDA had raised in her eight emails dated Sept. 3, 2011. The Board hereby notes that it has read Ms. Danus' emails and has immediately taken actions and/or recommended steps to be taken to immediately address the concerns as raised by the NIFA officials. Responses to Ms. Danus emails should be submitted within two weeks or by Sept. 20th or as soon as practicable.

Executive Director shall consult with the Presidents of PCC, COM-FSM and CMI so that applicable existing colleges' plans, policies, rules and regulations, should be taken into consideration as the responses are developed. Examples of action the Board had recommended shall include, but not limited to the following:

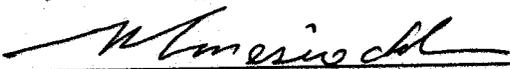
- a. If the local colleges do not have policies on Individual Vehicle Records (IVR) and/or Vehicle Daily Use Logs (VDULs) for all vehicles maintained by Land-Grant programs, then, these such instruments shall be developed and implemented to supplement the local colleges' policies;
- b. Federal land-grant rules, regulations and policies regarding vehicle usage specific to the Land Grant programs shall be provided to the partner colleges immediately, if such have not been provided recently;
- c. Use of COM-FSM's CRE vehicles shall be guided by the COM-FSM existing policies so that vehicle use outside of the working hours shall be approved by the College President. The same policy should be reviewed with respect to the other two colleges (CMI and PCC) and implemented as appropriate or needed at these other two colleges;
- d. Executive Director shall provide funding for the immediate procurement of one program vehicle each for Kosrae and Yap extension operations. It is recommended that a safe, trouble-free and reasonably priced vehicle, appropriate to the island terrain and road condition, should be sufficient for this purpose. As to the future, some proactive measures should be taken to ensure that program needs for vehicles are scheduled and addressed in a timely fashion;
- e. Executive Director, in consultation with the college presidents, shall evaluate and determine whether it would be appropriate to propose a policy on "reimbursement of use of personal vehicles for official use". One of the issues to consider is whether such policy could be implemented without creating unintended and/or expensive collateral problems if it were also applied to colleges' non-Land Grant vehicles;
- f. Federal policies regarding the "request for travel approval" shall be provided to the Colleges for information and use. Request for travel to international destinations shall be submitted to NIFA for approval prior to the travel. Researchers' travels using Hatch funds must be directly related to, or in support of, USDA-approved research projects.

Request for domestic travel using federal (Smith-Lever, Hatch, etc.) funds should be approved by the President of the employing colleges as well as the COM Land-Grant Director unless such travel was already approved in advance as a line item in the budget.

- g. Executive Director should provide in the budget, whether at the local college or at the COM Central Office, a certain pool of funds that could be used to enable researchers to travel to professional conferences or workshops, to present their research and meet with professional colleagues. While some of these travel have been made in the past, it is suggested that a more formal and regular schedule and funding should be established so that researchers would be able to plan ahead of time for such professional growth opportunities;
- h. CRE Vice Presidents/Dean shall provide, by September 20, a list of "all employees paid with Hatch and Smith-Lever Funds for off-island trips, dates, estimated costs, location, and purpose for FY2007 thru FY2011. This list will also include all source of funding (e.g. SARE, FAO, etc.).
- i. Executive Director, in consultation with the college Presidents, should have an evaluation made on the effectiveness of the Carripac program and funding with respect to the Micronesian colleges in the past 6 years. Such evaluation will be useful not only for future of the Residential Instruction for Insular Area (RIIA) and Distance Education federal funding but also for the COM Endowment Income support for Instruction programs of the Micronesian colleges. Program "outcomes" such as number of graduates, number of graduates with job, and other criteria should be used to determine the effectiveness of this Program;
- j. Executive Director in consultation with COM-FSM President will provide responses to the additional questions the federal officials have cited with respect to the manner in which the COM-FSM Carripac program has been operating and the way the funding has been used.

6. The next Board meeting will be held in Majuro, Marshall Islands on November 29-30, 2011.

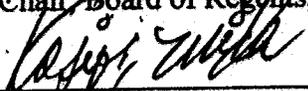
Adopted this 6th day, September 2011, in Kolonia, Pohnpei, Federated States of Micronesia.



Chair, Board of Regents, College of Micronesia



Vice Chair, Board of Regents, COM



Secretary/Treasurer, Board of Regents, COM