Administrative Unit Program Review

AU Full Official Name	**Campus Security and Safety**		
Campus	**National**	AU Review Submission Date	**January 22, 2018**
Completed by	**Terry Marcus** Supervisor, Campus Security and Safety	AU Review Cycle	**2014-2017**
Supervisor	**Joey Oducado** VP for EMSS	Date Submitted to Supervisor	**January 22, 2018**

Mission and Goals

The institutional mission, vision, core values, and goals drive all college's activities. Describe how your unit support each of these.

Institutional Mission
The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical educational programs characterized by continuous improvement and best practices.

How the unit support the college's mission

AU fully supports the institutional mission of the college by providing a safe and secure campus and learning environment for the students, faculty, support staff and administration, and assisting others with the highest commitment to professionalism, service, respect, and integrity.

Institutional Vision
College of Micronesia-FSM will provide educational opportunities of the highest quality and will embrace the life-long pursuit of knowledge and the enrichment of the diverse Micronesian communities we serve (COM-FSM Strategic Plan, 2013-2017, or see http://www.comfsm.fm/strategic-plan/brief-strategic-plan.pdf).

How the unit support the college's vision

AU fully supports the college's vision by providing a safe and secure campus and learning environment for the students, faculty, support staff, administration, and others with the highest standards of professionalism and customer service, while dedicated (or committed) to the principles of integrity, responsibility, and accountability.

Institutional Core Values

How the unit support this

AU fully supports the college's core values by effectively addressing the safety and security needs of college community crucial to supporting an environment in which diverse social, cultural, and academic values are free to develop and prosper.

Institutional Strategic Goals, 2013-2017
1. Focus on student success
2. Emphasize academic offerings in services to national needs
3. Be financially sound, fiscally responsible, and build resources in anticipation of future needs.
4. Invest in and build a strong capacity in human capital.
5. Become a learning organization through development of a learning culture guided by learning leaders.
6. Evoke an image of quality.

How the unit support this

The college's Campus Security and Safety is responsible for maintaining security and providing emergency response crucial to ensuring a safe and secure campus and learning environment for the students. These include but by any means not limited to, crime prevention, crime and incident reports, investigations, medical emergencies, fire emergencies, and responding to all other incidents requiring emergency assistance.

Non-sworn security personnel provide patrol protection of the college's campuses, seven days a week, 24 hours a day, 365 days a year.

AU Mission, Goals and Objectives

Mission Statement	Goals	Objectives
It is the mission of the COM-FSM campus security and safety to provide a safe and secure environment that enhances the well-being of students, faculty, staff, and visitors, and protect all college's property.	Promote student success by providing programs and services that support the delivery of quality academics in a mission-driven, learner-centered environment.	**2016-2017 Assessment Cycle** **Objective 1.** Maintain compliance with applicable US federal regulations, such as but by any means not limited to the Jeanne Clery Disclosure of Campus Crime Statistics Act (or the "Clery Act"). **Objective 2.** Provide 24/7 campus security and safety services to ensure a safe and secure environment that enhances the well-being of students, faculty, staff, and visitors, and protect college's property.

Note

There were no assessments for the 2014-2015 and 2015-2016 cycles. On November 2016, oversight of Campus Security and Safety was transferred from the Offie of Facilities and Maintenance, Department of Administrative Services, to the VP for Enrollment Management and Student Services (EMSS).

AU Description, Data, and Trends Analysis

Describe the purpose, components, and staffing of the AU	The college's Campus Security and Safety is firmly committed to providing a safe and secure campus environment. It is 24 hours a day, seven days per week, 365 days per year service oriented AU with a mission of providing a safe and secure environment that enhances the well-being of students, faculty, staff, and visitors, and protect all college's property. The college's Campus Security and Safety is responsible for public safety at all campuses. It is responsible for a number of campus safety and security programs including emergency management, community safety and security education, and physical security, including behavioral threat assessment, and special event management. In order to provide 24 hours per day, seven days per week, 365 days per year security and safety services, with three shifts per day (8:00 AM to 4:00 PM, 4:00 PM to 12:00 midnight, and 12:00 midnight to 8:00 AM), the recommended college-wide staffing level for the college's campus security and safety is: (a) a security and safety supervisor; and (b) 46 full-time (or regular) non-sworn security personnel.

Current Staffing. Complete the table below.

List each position by classification	Percent of Employment	Months per Year of Employment	Source of Funding	FTE
Security and Safety Supervisor	100%	12 Months	Annual Budget	1
Security and Safety Officers	100%	12 months	Annual Budget	28

Other Resources. Complete the table below

List each position by classification	Services Provided	Number of Hours	Overall Cost	Sources of Funding
Security and Safety Officers, on-Special Contract (8 FTEs)	Security and safety services	40 hours per week	$41,600.00 per annum, more or less	Annual Budget

Utilize the data provided in the above table in a discussion of the appropriateness of the staffing levels of the AU

In order to provide 24 hours per day, seven days per week, 365 days per year security and safety services, with three shifts per day (8:00 AM to 4:00 PM, 4:00 PM to 12:00 midnight, and 12:00 midnight to 8:00 AM), the recommended college-wide staffing level for the college's campus security and safety is a security and safety supervisor, and 46 full-time (or regular) non-sworn security personnel.

Currently, AU has: (a) a security supervisors; (b) 28 non-sworn security personnel on regular contracts; and (c) eight non-sworn security personnel on special contracts. AU needs 10 additional non-sworn security personnel, college-wide.

National Campus, Palikir, Pohnpei
The campus has an area of 73 acres. The recommended staffing for the campus' security and safety is 13 non-sworn security personnel, and a security and safety supervisor who has college-wide oversight of the college's campus security and safety. To provide a 24/7 security and safety services, a minimum of three officers are assigned per shift (or three shifts per day). Thus, 24/7 = 168 hours per week x three non-sworn security personnel = 504 hours per week. The 13 full-time (or regular) non-sworn security personnel can provide 520 hours of security works per week. As of review, the campus has only 11 non-sworn security personnel, and a security and safety supervisor, as results of the: (a) termination of one security officer, and (b) resignation of two non-sworn security personnel. Of these 11 non-sworn security personnel, nine are employed as regular (or full-time) staff, while two on-special contracts. **Currently, National Campus has an inadequate staffing level for its campus security and safety.**

Career and Technical Education Center (CTEC), Kolonia, Pohnpei
The campus has an area of 16.6 acres. The recommended staffing for the campus' security and safety is nine non-sworn security personnel. To provide a 24/7 security and safety services, a minimum of two officers are assigned per shift (or three shifts per day). Thus, 24/7 = 168 hours per week x two non-sworn security personnel = 336 hours per week. The nine full-time (or regular) non-sworn security personnel can provide 360 hours of security works per week. As of review, the campus has only eight non-sworn security personnel, as results of the: (a) transfer or promotion of one security officer to security and safety supervisor,(b) termination of two non-sworn security personnel, and (c) the passing of one security officer. Of these eight non-sworn security personnel, two are employed as regular (or full-time) staff, while six on-special contracts. **Currently, CTEC has an inadequate staffing level for its campus security and safety.**

Chuuk Campus, Weno, Chuuk
The campus has an area of two acres. The recommended staffing for the campus' security and safety is nine non-sworn security personnel. To provide a 24/7 security and safety services, a minimum of two officers are assigned per shift (or three shifts per day). Thus, 24/7 = 168 hours per week x two non-sworn security personnel = 336 hours per week. The nine full-time (or regular) non-sworn security personnel can provide 360 hours of security works per week. As of review, the campus has only seven non-sworn security personnel. Currently, the campus has an inadequate staffing level for its campus security and safety.

Yap Campus, Colonia, Yap
The campus has an area of seven acres. The recommended staffing for the campus' security and safety is five non-sworn security personnel. To provide a 24/7 security and safety services, a minimum of two officers are assigned per shift (or three shifts per day). Thus, 24/7 = 168 hours per week x one security officer = 168 hours per week. The five full-time (or regular) non-sworn security personnel can provide 200 hours of security works per week. As of review, the campus has only five non-sworn security personnel. **Currently, the campus has an inadequate staffing level for its campus security and safety.**

FSM Fisheries and Maritime Institute (FSM FMI), Colonia, Yap
The recommended staffing for the campus' security and safety is five non-sworn security personnel. To provide a 24/7 security and safety services, a minimum of two officers are assigned per shift (or three shifts per day). Thus, 24/7 = 168 hours per week x one security officer = 168 hours per week. The five full-time (or regular) non-sworn security personnel can provide 200 hours of security works per week. As of review, the campus has only fives security officers. **Currently, the campus has an inadequate staffing level for its campus security and safety.**

Kosrae Campus, Tofol, Kosre
The campus has an area of five acres. The recommended staffing for the campus' security and safety is five non-sworn security personnel. To provide a 24/7 security and safety services, a minimum of two officers are assigned per shift (or three shifts per day). Thus, 24/7 = 168 hours per week x one security officer = 168 hours per week. The five full-time (or regular) non-sworn security personnel can provide 200 hours of security works per week. As of review, the campus has only four non-sworn security personnel as a result of the retirement of one security officer. **Currently, the campus has an inadequate staffing level for its campus security and safety.**

To address the gaps in the staffing level of non-sworn security personnel at the campuses, the college currently requires campus officers overtime works, and hire additional non-sworn security personnel on-special contracts; while the hiring of full-time non-sworn security personnel is in progress.

How does this AU serve the population of the college?

The college's Campus Security and Safety is firmly committed to providing a safe and secure campus environment. It is 24 hours a day, seven days per week, 365 days per year service oriented AU with a mission of providing a safe and secure environment that enhances the well-being of students, faculty, staff, and visitors, and protect all college's property. It is responsible for public safety at all campuses. It is responsible for a number of campus safety and security programs including emergency management, community safety and security education, and physical security, including behavioral threat assessment, and special event management.

Since the previous AU program review, what significant changes have occurred that impact the services of the AU?

This is the first program review conducted for the AU.

What methods are used to evaluate AU's effectiveness to the population that interacts with it?	What do the results of the above methods of evaluation indicate about the effectiveness of the AU?	How have the results of the analysis been used to make improvements to services provided by the AU?
Annual assessment	See AU's 2016-2017 Annual Assessment Report (Results and Improvement Plan Sections) http://wiki.comfsm.fm/@api/deki/files/5241/=2016-2017_EMSSCS%2526S_Annual_Assessment_Report-TracDat.pdf	See AU's 2016-2017 Annual Assessment Report (Results and Improvement Plan Sections) http://wiki.comfsm.fm/@api/deki/files/5241/=2016-2017_EMSSCS%2526S_Annual_Assessment_Report-TracDat.pdf

Provide any other data that are relevant to this AU's program review

Annual Security and Fire Safety reports, and Clery Crime and Fire Data Surveys as required by US Federal Government, e.g., US Department of Education (US ED), including institutional surveys as administered by the college's Office of Institutional Effectiveness (then, Institutional Research and Planning Office). For examples:

Annual Security and Fire Safety Reports (2008-2017)
See http://www.comfsm.fm/?q=security-stats

Clery Crime and Fire Data (2014-2016)
See http://www.comfsm.fm/?q=clery-stats

Student Orientation Surveys, e.g., Fall 2015 Orientation Survey as administered by OIE (then IRPO)
87.00% of the respondents signified that they "understood and now aware of the services" provided by the college's Campus Security and Safety; while 12.00% expressed neutrality, and 1.00% disagreed (See, p. 12 of 18, http://wiki.comfsm.fm/@api/deki/files/5242/=Student_Orientation_Survey_Results_AY_2015-16.pdf).

Spring 2017 Campus Climate Survey
A survey conducted during spring 2017, in collaboration with the Guam Coalition Against Sexual Abuse and Family Violence (GASAFV), and is part of the Pacific Partners Project. See http://wiki.comfsm.fm/@api/deki/files/5243/=SP17_CCS_Summary_COMFSM.pdf.

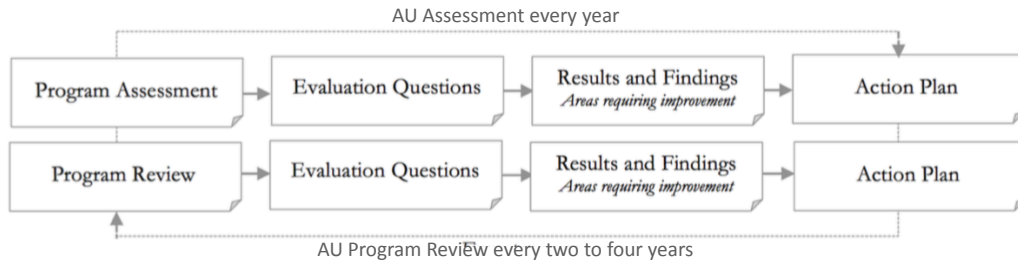| Strength, Weaknesses, Opportunities, Challenges (SWOC) Analysis	
Based on analysis in the preceding sections, what are the AU's **strengths?**	1. 24 hours per day, seven days per week, 365 days per year security and safety services, with three shifts per day (8:00 AM to 4:00 PM, 4:00 PM to 12:00 midnight, and 12:00 midnight to 8:00 AM). 2. **College-wide Emergency Response Plan and Procedure** and a cross-functional emergency response team. The Plan and Procedure represent all-hazard approach covering a wide spectrum of emergencies, e.g., natural disasters, threats or acts of violence, fires, and other hazards, potential or actual, seriously disrupt the overall operation of the college or threaten the health or safety of members of the college community. 3. The AU has a security and safety operations and procedures manual that serves as a guide for its non-sworn security personnel. 4. Strong synergy between the AU and other administrative units and academic divisions.
Based on analysis in the preceding sections, what are the AU's **weaknesses?**	1. Inadequate training. This is being addressed, i.e., the college has contracted the professional services for one year of a consultant to conduct a training needs assessment (TSA), and provide trainings for non-sworn security personnel on report writing, patrolling, investigation, and others. Additionally, trainings on applicable college's policies and procedures, US Federal regulations such as Title IX, the Clery Act, VAWA, FERPA, including relevant FSM and State-specific laws and statutes will also be facilitated for the college's non-sworn campus security personnel. 2. Shortage of non-sworn security personnel to cover sites, i.e., see section on appropriateness of AU staffing level. This is currently being addressed. 3. AU needs a database system to record citations, incident reports, and others; essential to efficiently completing the Clery Crime and Fire Data Survey as annual required by US ED, including other reports required in-house and by external agencies.
Based on analysis in the preceding sections, what are **opportunities** existing for the AU?	1. Collaboration and support from local law enforcement(or public safety) agencies. 2. Security videos-Closed Circuit Television (CCTV) systems. While the college has deployed (or implemented) CCTV systems used actively or forensically, these are relatively available only at the National Campus, and the Career and Technical Education Center (CTEC). Furthermore, CCTV systems need to be upgraded and additional CCTV cameras installed on campus. 3. Fire, alarm and security system requires upgrade. 4. Voice Notification System for initiating voice instructions over externally mounted PA speakers. 5. Two-way UH/VHF radios allowing communications between campuses.
Based on analysis in the preceding sections, what **challenges** exist for the AU?	1. Shortage of non-sworn security personnel to cover sites, i.e., see section on appropriateness of AU staffing level. This is being addressed. 2. Inadequate annual budget appropriation. AU's annual budget has funds appropriated only for salaries, fringe benefits, and supplies ($500 x number of non-sworn security personnel). AU has no funds appropriated to defray costs of other operation expenditures, including acquisition of computer, printers, and essential security equipment. 3. Capacity building which is extremely crucial for AU staff to perform functions more effectively, efficiently and sustainably. Consistent of the college's institutional mission, vision, and institutional directions, AU's vision is the development of a fully professional campus security staff, one that is highly educated and motivated to serve. Currently, most of the AU's non-sworn security personnel only completed high school, and few have at least an associate degree.

Evaluation of the Process used by AU

Describe any on-going systematic method used to evaluate the efficacy of processes used by the AU.

The college has set a direction that requires it to continuously improve programs and services. As such, the AU conducts annual assessment of its programs and services to systematically evaluates the efficacy of its programs, services or activities in order to identify strengths and areas for improvement, and then uses the results from the evaluation of those data to inform decision-making. In a longer term, the AU conducts a more comprehensive review every two to four years of its programs and services (biennial program review).

AU uses the results of its annual assessment for yearly budget allocation and reallocation, i.e., as noted in the prior section of this program review, there were no assessments for the 2014-2015 and 2015-2016 cycles. On November 2016, oversight of Campus Security and Safety was transferred from the Offie of Facilities and Maintenance, Department of Administrative Services, to the VP for Enrollment Management and Student Services (EMSS).

Nonetheless, through this program review, the office is able to identify strengths and areas for improvement; what and how it can contribute to student learning, growth and development; and inform program enhancement and improvement. **S**chematic diagram below illustrates the concept and process of using evaluation questions in the development of assessment plans and reports. Program assessment is an annual process while program review is done every two to four years.

AU Assessment every year

Program Assessment → Evaluation Questions → Results and Findings *Areas requiring improvement* → Action Plan

Program Review → Evaluation Questions → Results and Findings *Areas requiring improvement* → Action Plan

AU Program Review every two to four years

Provide example(s) of how this AU program review has led to continuous quality improvement.

1. To address the current shortage of non-sworn security personnel to cover sites, AU has contracted personal services (special contract) individuals to serve as non-sworn security personnel. AU is also considering hiring female non-sworn security personnel at all campuses, with the exception of FSM FMI.
2. AU has conducted trainings for its non-sworn security personnel college-wide. These trainings included report writing, effective patrolling, investigation, apprehending and handling threats or actions of violence, and others.
3. AU is working with the security and safety consultant to updating its current security and safety operations and procedures manual, including standard reporting forms.
4. With the assistance of the Information Technology Office's webmaster, AU has updated its webpage: http://www.comfsm.fm/?q=security-mission, to include updated contact information, and allowing viewers to access the Annual Security and Fire Safety Report, and Clery Crime Statistics and Fire Data as required by US ED and other applicable US Federal agencies. AU shall also upload into its webpage the College-Wide Emergency Response Plan and Procedures.
5. AU is processing orders for uniforms of its non-sworn security personnel, college-wide. Currently, uniforms are issued only non-sworn security personnel at the National Campus and the Career and Technical Education Center (CTEC).
6. AU is currently collaborating with the offices of the VPEMSS and the director for student life (DSL) to conduct a Campus Climate Survey.   In spring 2017, a campus climate survey was administered to a sample of 64 students as part of the Pacific Partners Project under a grant of the Guam Coalition Against Sexual Assault and Family Violence (GCASAFV).
7. Increased the recommended number of non-sworn security personnel: Kosrae and Yap Campuses, including FSM FMI from three to five; and Chuuk Campus and CTEC from six to nine.
8. AU supervisor has completed several trainings (security management and supervision) provided by the security and safety consultant.
9. VPEMSS and AU supervisor have access to the security video, CCTV systems at the National Campus.

Service Area Outcomes Assessment				
List AU's Service Area Outcomes by completing the expandable table below.				
Service Area Outcomes	Date Assessment Completed	Date(s) Data Analyzed	Date(s) Data Used for Improvement	Number of Cycle Completed
2016-2017 Assessment Cycle. Objective 1. Maintain compliance with applicable US federal regulations, such as but by any means not limited to the Jeanne Clery Disclosure of Campus Crime Statistics Act (or the "Clery Act").	October 3, 2017	October 2-3, 2017	October 3, 2017	1
2016-2017 Assessment Cycle. Objective 2. Provide 24/7 campus security and safety services to ensure a safe and secure environment that enhances the well-being of students, faculty, staff, and visitors, and protect college's property.	October 4, 2017	October 4, 2017	October 4, 2017	1
AU Assessments. Complete the table below				
Outcome Number	Intended Outcome	Means of Assessment	Criteria of Success	Summary of Data Collected	Use of Results

Outcome Number	Intended Outcome	Means of Assessment		
2016-2017 CS&S Outcome 1	Maintain compliance with applicable US federal regulations, such as but by any means not limited to the Jeanne Clery Disclosure of Campus Crime Statistics Act (or the "Clery Act").	See, 2016-2017 Annual Campus Security and Safety Assessment, http://wiki.comfsm.fm/@api/deki/files/5241/=2016-2017_EMSSCS%2526S_Annual_Assessment_Report-TracDat.pdf		
2016-2017 CS&S Outcome 2	Provide 24/7 campus security and safety services to ensure a safe and secure environment that enhances the well-being of students, faculty, staff, and visitors, and protect college's property.	See, 2016-2017 Annual Campus Security and Safety Assessment, http://wiki.comfsm.fm/@api/deki/files/5241/=2016-2017_EMSSCS%2526S_Annual_Assessment_Report-TracDat.pdf		

Note
There were no assessments for the 2014-2015 and 2015-2016 cycles. On November 2016, oversight of Campus Security and Safety was transferred from the Offie of Facilities and Maintenance, Department of Administrative Services, to the VP for Enrollment Management and Student Services (EMSS).

How has AU's assessment of service outcomes led to improvement in services to patrons?

1. To address the current shortage of non-sworn security personnel to cover sites, AU has contracted personal services (special contract) individuals to serve as non-sworn security personnel. AU is also considering hiring female non-sworn security personnel at all campuses, with the exception of FSM FMI.
2. AU has conducted trainings for its non-sworn security personnel college-wide. These trainings included report writing, effective patrolling, investigation, apprehending and handling threats or actions of violence, and others.
3. AU is working with the security and safety consultant to updating its current security and safety operations and procedures manual, including standard reporting forms.
4. With the assistance of the Information Technology Office's (ITO) webmaster, AU has updated its webpage: http://www.comfsm.fm/?q=security-mission, to include updated contact information, and allowing viewers to access the Annual Security and Fire Safety Report, and Clery Crime Statistics and Fire Data as required by US ED and other applicable US Federal agencies. AU shall also upload into its webpage the College-Wide Emergency Response Plan and Procedures.
5. AU is working with the security and safety consultant to update its security and safety operations and procedures manual, including standard reporting forms.

What challenges remain to make AU more effective?

See prior section on AU's weaknesses and challenges.

Describe how the AU's Service Area Outcomes are linked to the Institutional Goals		
Institutional Goals	AU Service Outcomes	Linkages
Institutional Strategic Goals, 2013-2017 1. Focus on student success	**2016-2017 Campus S&S Outcome 1.** Maintain compliance with applicable US federal regulations, such as but by any means not limited to the Jeanne Clery Disclosure of Campus Crime Statistics Act (or the "Clery Act").	AU provides a 24-hour, 365-day services essential to maintaining a reasonably safe and secure environment in which members of the college community can pursue their various activities, and the college can fulfill its mission.
Institutional Strategic Goals, 2013-2017 1. Focus on student success	**2016-2017 Campus S&S Outcome 2.** Provide 24/7 campus security and safety services to ensure a safe and secure environment that enhances the well-being of students, faculty, staff, and visitors, and protect college's property.	AU provides a 24-hour, 365-day services essential to maintaining a reasonably safe and secure environment in which members of the college community can pursue their various activities, and the college can fulfill its mission.

Evaluation of Progress toward previous goals	

List the goals from AU's previous program review	

There were no program reviews done before. As such, this is the first AU's program review.

Describe the level of success achieved in goals listed above	
Goals from previous AU program review	Level of success achieved
Not applicable	Not applicable

In cases where resources were allocated toward goals, evaluate		
Goals from previous AU program review	Resources Allocated	Efficacy of Spending

Not applicable	Not applicable	Not applicable

Short-Term and Long-Term Goals

Using the table below, list the short-term goals (a minimum of two each) for the AU. These goals should follow logically from the information provided in the program review. Use separate table for each additional goal

Short-Term Goal (Two-Year Cycle) 1

Identify Goal	Maintain compliance with applicable US Federal regulations, such as but by no means not limited to, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990), as amended in 2015, the Violence Against Women Act (1994), as amended in 2015, Title IX, Education Amendments of 1972, and the Higher Education Act of 1965.
Describe the plan to achieve the goal (i.e., action plan)	1. In collaboration with the college's ITO, develop and deploy a campus security and safety database system to record citations, incident reports, and others; essential to efficiently completing the Clery Crime and Fire Data Survey as annual required by US ED, including other reports required in-house and by external agencies. 2. Strengthen collaboration with local law enforcement agencies, e.g., enter into a memorandum of understanding with local enforcement agencies to formalize and further strengthen collaboration and mutual support (or cooperation) with local law enforcement agencies. 3. Provide trainings for lead officers (CTEC), the state campuses, and FSM Fisheries and Maritime Institutes on the Clery Act, especially Clery Crime and Fire Data reporting, Title IX, VAWA, and the Higher Education Act of 1965, including applicable FSM national and state statutes and laws. 4. Provide trainings for lead officers and other non-sworn security officers on report writing (e.g., citations, incident reports, chronological reports, etc.), security logs, investigation, including computer information literacy (CIL). 5. Collaborate with the Office of the VP for EMSS, the Office of the DSL, the management team, and apt governance committee(s) to review and update applicable college's policies and procedures, such as but by any means not limited to, policies and procedures on alcohol, illicit substance or drugs, threats or acts of violence, banned weapons, sexual misconduct, and others. 6. Continue to collaborate with the college's ITO to ensure the currency of web info as published on the AU's webpage, e.g., upload updated version of the Emergency Response Plan and Procedures, Clery crime statistics and fire data, annual security and fire safety reports, and others. 7. Complete the annual Clery Crime and Fire Data survey as required by US ED, two weeks prior to the established deadline. 8. Publish the Annual Security and Fire Safety Report a week before the established deadline by US ED.
What measurable outcome is anticipated for this goal?	1. Compliance with applicable US Federal regulations, such as but by no means not limited to, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990), as amended in 2015, the Violence Against Women Act (1994), as amended in 2015, Title IX, Education Amendments of 1972, and the Higher Education Act of 1965. 2. Non-sworn security personnel shall demonstrate adeptness of applicable US Federal regulations, such as but by no means not limited to, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990), as amended in 2015, the Violence Against Women Act (1994), as amended in 2015, Title IX, Education Amendments of 1972, and the Higher Education Act of 1965. 3. Non-sworn security personnel shall demonstrate adeptness of applicable college's policies and procedures. 4. Non-sworn security personnel shall exhibit proficiency in Computer Information Literacy (CIL), conducting investigation, writing citations, incident reports, security logs, and others.

What specific aspect of this goal can be accomplished without additional financial resources?	1. All except for a database system for the college's campus security and safety, computers and their peripherals for security and safety offices at the state campuses, and site visits.
Short-Term Goal (Two-Year Cycle) 2	
Identify Goal	Provide a 24-hour, 365-day services essential to maintaining a reasonably safe and secure environment in which members of the college community can pursue their various activities, and the college can fulfill its mission.
Describe the plan to achieve the goal (i.e., action plan)	1. Maintain an adequate staffing level of non-sworn security personnel by campus. 2. Conduct (or facilitate) in-house training for campus non-sworn security personnel especially in the areas of, but by no means not limited to, applicable college's policies and procedures, disaster (or emergency) preparedness or response, incident report and citation writing, effective patrolling, investigation, first aid/CPR, and others. 3. Routinely organize safety and fire drill. 4. Conduct (or facilitate) in-house training for campus non-sworn security personnel on the college's emergency response plan and procedures, including routine operations and procedures. 5. Expand security and safety orientation to include other students (continuing and returning) including faculty and staff. Work (or coordinate) with the Office of the DSL to utilize the lecture-forum time to providing sessions covering campus security and safety. 6. In collaboration with the Facilities and Maintenance Office to assess campus lighting, college-wide, to ensure security and safety of students, employees, and guests; including safeguard college's properties and facilities. 7. Ensure that recommended numbers of non-sworn security personnel are posted per work shift, three shifts per day, seven days a week. 8. Coordinate with units from other departments on scheduled special events for effective security and safety management and coordination. 9. Conduct surveys, e.g., campus climate survey, satisfaction surveys, and the like, to determine the level of effectiveness and efficacy of the college's campus security and safety in terms of meeting the needs of the college community.
What measurable outcome is anticipated for this goal?	1. 24-hour, 365-day security and safety services essential to maintaining a reasonably safe and secure environment in which members of the college community can pursue their various activities, and the college can fulfill its mission. 2. Non-sworn security personnel shall exhibit adeptness of applicable US Federal regulations, college's policies and procedures, and others, including disaster (or emergency) response and/or preparedness. 3. Non-sworn security personnel are first aid/CPR certified. 4. Meet the recommended staffing level on non-sworn security personnel by campus.
What specific aspect of this goal can be accomplished without additional financial resources?	All except for site visits.
Long-Term Goal (Five-Year Cycle) 1	
Identify Goal	Responsive to the college community in the delivery of skillful quality security and safety services by maintaining a well-trained, community oriented, professional work force essential to sustaining (or supporting) a reasonably safe and secure environment in which members of the college community can pursue their various activities, and the college can fulfill its mission.

Describe the plan to achieve the goal (i.e., action plan)	1. Maintain an adequate staffing level of non-sworn security personnel by campus. 2. Continue to facilitate and/or provide in-house trainings for non-sworn security personnel on college's policies and procedures, disaster (or emergency) preparedness, applicable US Federal regulations and requirements, routine security and safety operations, computer and information literacy (CIL), and others. 3. Professionalize non-sworn security personnel by upgrading academic credentials of non-sworn security personnel through staff development, e.g., from high school diploma to a certificate of achievement or an associate degree; or from an associate degree to a post associate degree.
What measurable outcome is anticipated for this goal?	1. A well-trained, community oriented, professional security and safety workforce essential to sustaining (or supporting) a reasonably safe and secure environment in which members of the college community can pursue their various activities, and the college can fulfill its mission. 2. Non-sworn security personnel shall demonstrate adeptness on college's policies and procedures, disaster (or emergency) preparedness, applicable US Federal regulations and requirements, routine security and safety operations, use and application of computer and information, and others. 3. 50% of the non-sworn security personnel with high school diploma will earn either a certificate of achievement or an associate degree.
What specific aspect of this goal can be accomplished without additional financial resources?	All except for site visits.
Long-Term Goal (Five-Year Cycle) 2	
Identify Goal	Effectively use technology to create a safe and secure college community.
Describe the plan to achieve the goal (i.e., action plan)	1. Evaluate current technology use and determine opportunities for expanding existing and /or adapting new technologies, e.g., Voice Notification System for initiating voice instructions over externally mounted PA speakers, and others. 2. In collaboration with the college's ITO, conduct an inventory of CCTV cameras deployed (or installed); locations where these CCTV cameras are installed; and assess the appropriateness of their locations; determine systems upgrading needs; and identify needs for additional CCTV cameras. 3. In collaboration with the college's Facilities and Maintenance, assess the efficacy (or efficiency) current fire safety and alarm systems, deploy (or install) fire alarm systems on college's buildings and facilities, college-wide. 4. Further enhance communication system allowing inter-campus security and safety communication via radio communication facility, e.g., two-way UH/VHF radios allowing communications between campuses. 5. Provide training for non-sworn campus security personnel on computer and information technology literacy (CIL).
What measurable outcome is anticipated for this goal?	1. AU shall use technology to create a safe ands secure college community, e.g., CCTV systems upgraded and deployed college-wide, fire safety and alarm systems deployed (or installed) on all college's buildings and facilities, college-wide. 2. Two-way UH/VHF radios allowing communications between campuses. 3. Non-sworn security personnel shall demonstrate proficiency in computer and information technology, including other technologies or systems used for security and safety, e.g., CCTV systems, fire safety and alarm systems, etc.
What specific aspect of this goal can be accomplished without additional financial resources?	All except for upgrades on the CCTV systems including acquisition of additional CCTV cameras, upgrades and the deployment of fire alarm systems on college's buildings and facilities, college-wide, two-way radio communication.
Requests for Resources	

Complete a new table for each short-term and long-term goals listed in the immediately preceding section that would require additional financial resources. These requests for resources must follow logically from the information in this AU program review.

Short-Term Goal (Two-Year Cycle) 1

Goal number and goal description	Short-Term Goal 1. Maintain compliance with applicable US Federal regulations, such as but by no means not limited to, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990), as amended in 2015, the Violence Against Women Act (1994), as amended in 2015, Title IX, Education Amendments of 1972, and the Higher Education Act of 1965.	
Type of Resources	Requested Dollar Amount	Potential Funding Source
Six desktop computers and six printers	$9,000.00, more or less	Annual budget, FY 2019, i.e., via ITO
Campus Security and Safety Database, web-based	$1,000.00, more or less	Annual Budget, FY 2019
Site Visit	$6,000.00, more or less	Annual Budget, FY 2019

Short-Term Goal (Two-Year Cycle) 2

Goal number and goal description	Short-Term Goal 2. Provide a 24-hour, 365-day services essential to maintaining a reasonably safe and secure environment in which members of the college community can pursue their various activities, and the college can fulfill its mission.	
Type of Resources	Requested Dollar Amount	Potential Funding Source
Site visit, see Short-Term Goal 1	Not Applicable	Not Applicable

Long-Term Goal (Five-Year Cycle) 1

Goal number and goal description	Long-Term Goal 1. Responsive to the college community in the delivery of skillful quality security and safety services by maintaining a well-trained, community oriented, professional work force essential to sustaining (or supporting) a reasonably safe and secure environment in which members of the college community can pursue their various activities, and the college can fulfill its mission.	
Type of Resources	Requested Dollar Amount	Potential Funding Source
Site Visit	$6,000.00, more or less	Annual Budget, FY 2020

Long-Term Goal (Five-Year Cycle) 2

Goal number and goal description	Long-Term Goal 2. Effectively use technology to create a safe and secure college community.	
Type of Resources	Requested Dollar Amount	Potential Funding Source
Site Visit	$6,000.00, more or less	Annual Budget, FY 2021
CCTV systems upgrades, including acquisition of additional CCTV cameras	Need to get estimates from ITO.	Annual budget, FY 2020-2021

AU Program Review Summary

This section provides the reader with an overview of the highlights, and key segments of the AU program review. It should include new information that is not mentioned in the preceding sections of this document.

None. There are no new information that is not mentioned in the preceding sections of this program review that should be mentioned in this section.

Response Page

AU Vice President or appropriate immediate Management Supervisor

☐ I concur with the findings contained in this AU program review.

☑ I concur with the findings contained in this AU program review with following exceptions (include a narrative explaining the basis for each exceptions):

Joey A. Oducado
VP for Enrollment Management and Student Services
College of Micronesia-FSM
P.O. Box 159
Kolonia, Pohnpei FM 96941

January 22, 2018

☐ I do not concur with the findings contained in this AU program review (include a narrative explaining basis):

Administrative Unit Program Review now Appendix D, under the College of Micronesia-FSM Program Assessment and Program Review Manual, http://www.comfsm.fm/publications/handbook/Program-Assessment-and-Program-Review-Procedures-Manual.pdf.