

# Palau Community College *2019 Annual Report*



2019 Phi Theta Kappa - Beta Omicron Zeta Chapter

**Accredited by Accrediting Commission for Community and Junior Colleges of the  
Western Association of Schools and Colleges**

## Table of Contents

President's Message	3	Physical Plant	21
Board of Trustees	4	Food Services	22
History	5	Student Services	24
Organization Chart	6	Upward Bound	30
Vision & Mission	7	Academic Affairs	32
Unifying Principles	7	Faculty Senate Association	39
Institutional Master Plan	8	Continuing Education	40
Strategic Directions	8	Educational Talent Search	42
Institutional Learning Outcomes	9	Adult High School	44
FAMED	10	Tan Siu Lin PCC Library	45
Executive Committee	11	Cooperative Research & Extension	51
<b>Office of the President</b>		FY 2019 Budget	69
Accreditation/ Institutional Research & Evaluation Office	12	Professional/Support Staff/ & Faculty Listing	70
Development Office	14	Campus Map	77
PCC-Based Scholarships	17		
<b>Administration &amp; Finance</b>			
Human Resources	18		
Finance	19		
Computer Services	20		



## President's Message



On behalf of Palau Community College (PCC) Board of Trustees, faculty, staff, and students, I am pleased to present to you our leaders, constituents, supporters, and colleagues the 2019 Annual Report of the college. The report highlights activities and undertakings during Year 2019.

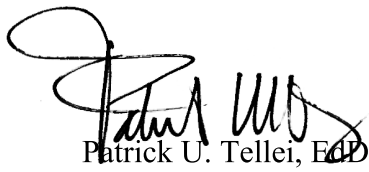
This report is intended to convey key activities of the college in support of its mission that “*Palau Community College is an accessible comprehensive public educational institution helping to meet the technical, academic, cultural, social, and economic needs of students and communities by promoting learning opportunities and developing personal excellence*” which guides our work to transform student lives and be the college for tomorrow’s children.

As we continue to build upon our commitment to serve you, it is important that we continue to engage in a concerted effort to instill in our community the notion that economic prosperity is dependent upon the capacity of our workforce.

We are proud to be the institution of higher education serving our Nation and we look forward to working with you to build our nation’s workforce.

We thank you once again for your continued commitment and support.

Ke Kmal Mesulang.



Patrick U. Tellei, EdD  
President

## Board of Trustees



REV. BILLY G. KUARTEI  
CHAIRMAN



ROMANA WONG  
VICE CHAIRPERSON



EMAIS E. ROBERTS, MD  
SECRETARY/TREASURER



MASA-AKI N. EMESIOCHL  
TRUSTEE



KOBE MOSES  
STUDENT TRUSTEE

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The Board of Trustees guides Palau Community College in carrying out its institutional commitment to meet its vision, mission, and to accomplish its goals set forth in the 15-Year Institutional Master Plan. It provides stability and ensures continuity to the institution by protecting the College from political and external pressures. It sets institutional policies and works with the College President to champion excellence and innovation for generations of students in Palau and the Micronesia region.

The Board of Trustees believes in advocating higher education opportunity to equip students with the academic skills needed to transfer to four-year colleges and universities, and to enhance technical skills to meet workforce expectations in rapidly changing local and global job markets.

The Student Trustee is a voting member elected by the student body to represent them in the College's governing body.

## ***History***

1927 - 1944 Mokko Totei Yoseijo School  
*Japanese Administration*

1948 - 1955 Palau Intermediate School  
Mr. Sadang N. Silmai, Principal  
*Palau District - Trust Territory of the Pacific Islands*

1955 - 1969 Palau Vocational School  
Mr. Sadang N. Silmai, Principal  
*Palau District - Trust Territory of the Pacific Islands*

1969 - 1970 Micronesia Occupational Center  
Mr. Max Jones, Director  
*Palau District - Trust Territory of the Pacific Islands*

1969 - 1977 Micronesia Occupational Center  
Mr. Wilhelm R. Rengiil, Deputy Director  
*Palau District - Trust Territory of the Pacific Islands*

1970 - 1972 Micronesia Occupational Center  
Mr. Norval Marsh, Director  
*Palau District - Trust Territory of the Pacific Islands*

1972 - 1986 Micronesia Occupational College  
Mr. Wilhelm R. Rengiil, President  
*Palau District - Trust Territory of the Pacific Islands*

1981 Micronesia Occupational College  
Mr. Henry J. Hoff, President  
*Palau District - Trust Territory of the Pacific Islands*

1986 Micronesia Occupational College  
Rev. Billy G. Kuartei, Interim President  
Member, College of Micronesia Board of Regents

1986 - 1997 Micronesia Occupational College/Palau Community College  
Mr. Francis M. Matsutaro, President

### **1993**

**Palau Community College was officially inaugurated under the Republic of Palau Public Law (RPPL) 4-2**

1998  
Mr. Mario H. Katosang, Interim President

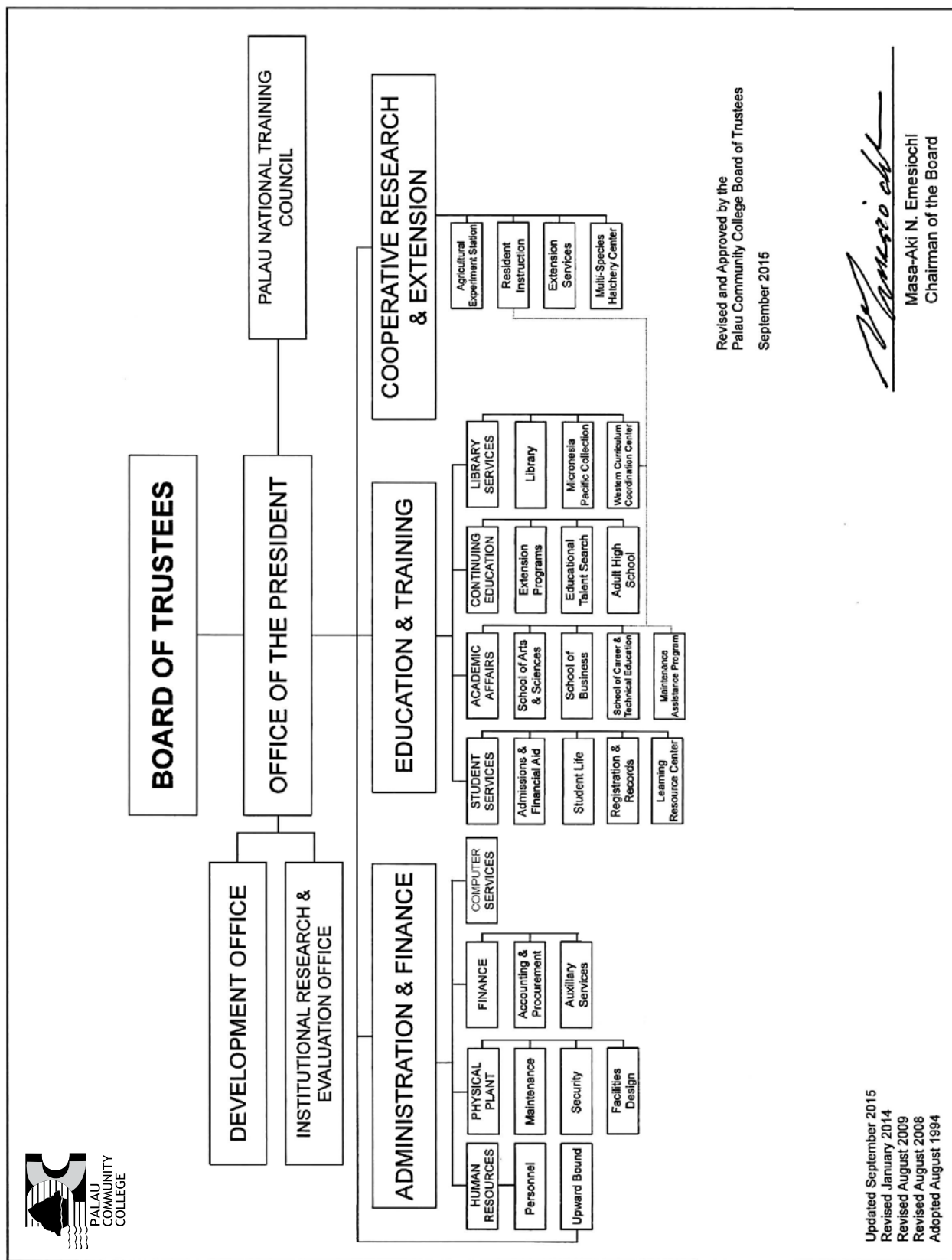
1999 - Present  
Dr. Patrick U. Tellei, President



Palau Tourism & Hospitality School of Excellence



PCC Library



Revised and Approved by the  
Palau Community College Board of Trustees  
September 2015

*Masa-Aki N. Emesiochl*  
Masa-Aki N. Emesiochl  
Chairman of the Board

Updated September 2015  
Revised January 2014  
Revised August 2009  
Revised August 2008  
Adopted August 1994

***VISION*** - *Where We Want To Be*

We Strive to Guarantee Quality and Excellence

***MISSION*** - *Who We Are and What We Do*

Palau Community College is an accessible comprehensive public educational institution helping to meet the technical, academic, cultural, social, and economic needs of students and communities by promoting learning opportunities and developing personal excellence.

**UNIFYING PRINCIPLES**

How We Behave - Semesemel a Ureor

Teamwork - Oba tal tekoi

Quality Services - Kot el ngarbab lomeruul

Open Communication - Diak a berrotel

Managing with Goals - Ulterkokl olengcheled

Promoting Leadership - Oldubech a kedul a dereder

Integrity and Loyalty - Melemalt e melangesmad

Community Ownership - Tekoi el buai

Continuous Improvement - Ouelangch ra melemolem el klungiolel a tekoi

Creativity and Innovation - Sebrakl, ituuk, e melasm a tekoi

People & Respect for Others - Omengull ra tang ma tang el chad



# 15- Year Institutional Master Plan

## 2009-2024

The Institutional Master Plan provides the direction of the College to enhance and provide more programs and services as well as the structural improvement of facilities for student access and success. The Plan also clarifies the vision directions of integrated planning and decision making as the College leadership and all College entities work together to achieve college-wide improvements and build endowment capacity.

### **Strategic Direction 1: Student Success**

PCC will intensify its effort to enhance existing programs and services, as well as develop new ones, all in an effort to improve student success.

### **Strategic Direction 2: Institutional Culture**

The institutional culture of PCC will be one that embraces planned changes to continually improve and links the mission and vision in guaranteeing quality and excellence.

### **Strategic Direction 3: Resources**

The College will diversify and increase resources to provide quality programs and services, facilities, technology, and human resources to support its mission and goals. The College will be prudent in the allocation of resources to support operations and in support of its short, medium and long range plans in line with the strategic directions and mission of the College.

### **Strategic Direction 4: Culture of Evidence**

The College will provide data driven assessment which generates accurate and reliable information, identify specific evidence of its efforts in strategic areas, analyze that evidence, and use its findings to make planning and resource allocation decisions as the basis for continuous improvement.

## Institutional Learning Outcomes

**ILO 1: Critical Thinking & Problem Solving**

Analyze and solve problems by using informed judgment based on evidence, sound reasoning, and/or creativity to differentiate facts from opinions and to specify solutions and their consequences.

**ILO 2: Communication**

Effectively communicate, both orally and in writing, thoughts in a clear, well-organized manner to persuade, inform, and/or convey ideas in academic, work, family and community settings.

**ILO 3: Quantitative and Technological Competence**

Use mathematical skills appropriate to our technological society by analyzing and solving problems that are quantitative in nature and use technology for informational, academic, personal and professional needs.

**ILO 4: Diversity**

Understand and appreciate differences in cultures and behaviors between the self and others by demonstrating respect, honesty, fairness, and ethical principles in both personal and professional life.

**ILO 5: Civic Responsibility**

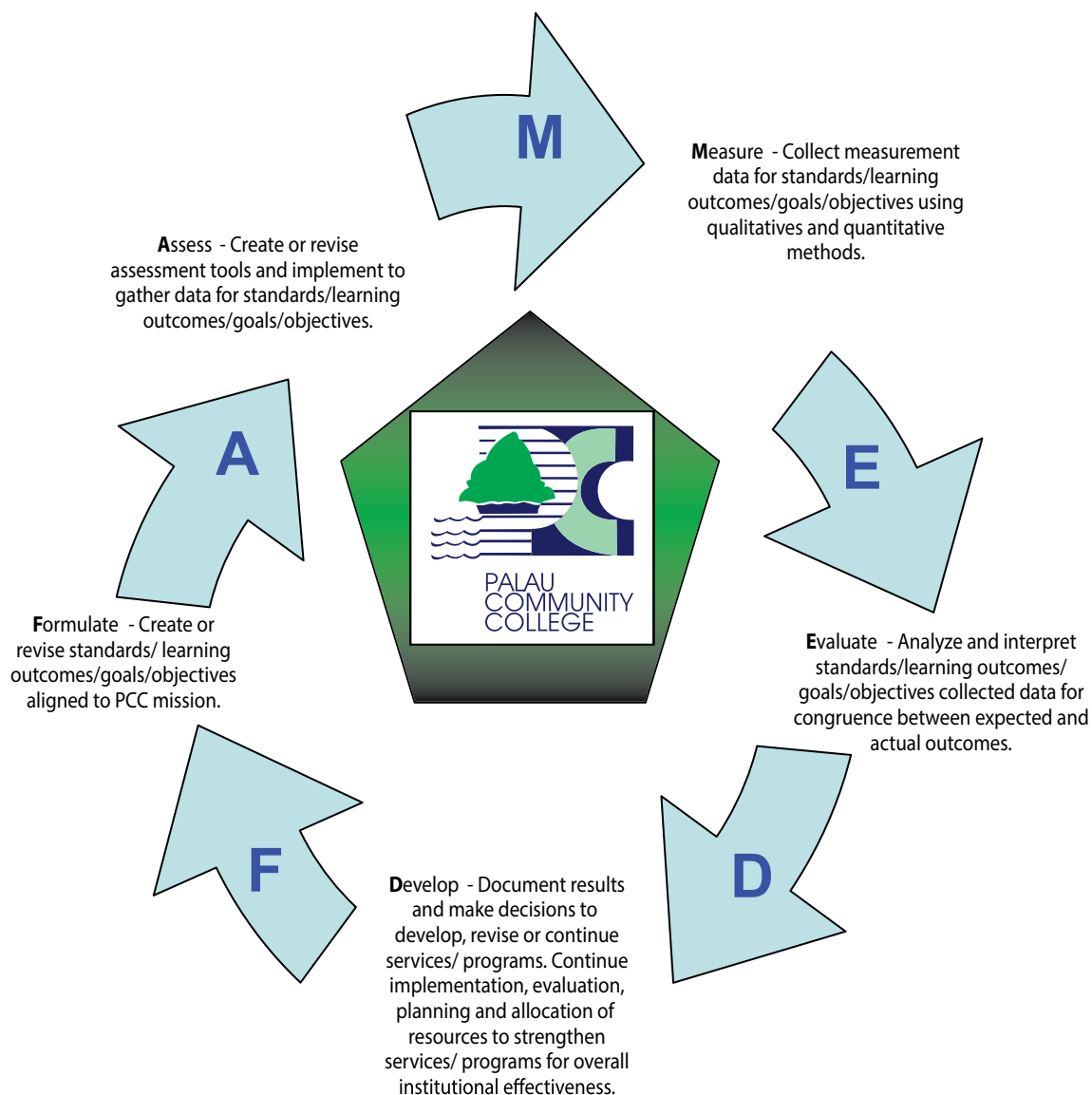
Apply the principles of civility and morality to situations in the contexts of a healthy family, work, community, environment and world.

**ILO 6: Aesthetics**

Apply numerous means of inquiry to experience and appreciate the values of arts and nature.



# Institutional Assessment and Evaluation Process



## Executive Committee

The Executive Committee (EXCOM), the College's management team, is composed of the College President and heads of the College's departments/divisions and programs. It is responsible for planning and decision-making protocols pertaining to the flow of human, facilities, technology, and financial operations of the institution.

The Executive Committee serves as an effective means to gather information, deliberate, report, and discuss issues of concerns in monthly and/or special meetings. Members share information about their departments/divisions' activities, and are responsible for communicating the meeting discussions and decisions within their respective areas.

The Executive Committee identifies the evaluation reports and results for publications by the Institutional Research and Evaluation Office, and the means to report such results in college annual publications or local media. It also reviews and approves program recommendations for implementation.

Dr. Patrick U. Tellei	President
Mr. Jay Olegeriil	Vice President, Administration & Finance
Mr. Thomas Taro	Vice President, Cooperative Research and Extension
Mr. Robert Ramarui	Dean, Academic Affairs
Mr. Sherman Daniel	Dean, Student Services
Mr. Jefferson Thomas	Dean, Continuing Education
Mr. Todd Ngiramengior	Executive Assistant to the President
Mr. Larry Wakakoro	Acting Project Director, Upward Bound
Ms. Clara Maile Andreas	Project Director, Educational Talent Search
Mr. Tchuzie Tadao	Director, Development Office
Ms. Deikola Olikong	Director, IREO/Accreditation Liaison Officer
Mr. Clement Kazuma	Director, Physical Plant
Ms. Hilda N. Reklai	Director, Student Life & Housing
Mr. Bruce Rimirch	Director, Computer Services
Ms. Dahlia M. Katosang	Director, Financial Aid Office
Ms. Uroi N. Salii	Director, Finance
Ms. Lesley B. Adachi	Director, Admissions and Records
Ms. Marie Anderson-Nabeyama	Director, Human Resources
Ms. Ligaya Sara	Institutional Research Analyst
Ms. Pioria Asito	Interim Director, Library Services
Mr. Frutoso Tellei	President, Faculty Senate Association
Mr. Larry Wakakoro	President, Classified Staff Organization
Mr. JB Mad Victorino	President, Associated Students of Palau Community College

## Institutional Research and Evaluation Office (IREO)

### Accreditation

Palau Community College became an accredited institution in 1977 and to date, it has been accredited for forty-two (42) years.

In January, 2019 PCC FSA Training was held for three days to administrators, faculty, classified staff and student representatives. The training provided US Department of Education policy updates, Gainful Employment, Consumer Information Disclosure and requirements to remain eligible for Title IV aid.

On January 15<sup>th</sup>, ACCJC President Richard Winn and Commission Chair Ian Walton visited the college and met with the College Board of Trustees, and the Executive Committee, and provided a lecture on Accreditation to administrators, faculty, classified staff and students. A tour of the campus was provided to them including the Cooperative Research and Extension (CRE) Station at Ngeremlengui State located at the big island of Babeldaob. On January 16<sup>th</sup>, the college had an opportunity to provide President Winn and Chair Walton a tour of the Palau Southern Lagoon (rock islands). On January 17<sup>th</sup>, Dr. Winn and Dr. Walton with the college President, Dr. Patrick U. Tellei paid a courtesy visit to the US Embassy in the Republic of Palau.

In preparation for the college Midterm Report 2020, the college Accreditation Steering Committee continues to update the college ISER 2015 actionable improvement plans. The first draft of the Midterm Report 2020 was submitted to the Accreditation Office on March 29, 2019. The Accreditation Steering Committee met on May 20 – 24, 2019 to review the first draft of the report to ensure that the college reports the facts and any claimed evidence does support the progress of ISER 2015 actionable improvement plans. The second draft of the report is slated for submission in October 2019. The college Midterm Report 2020 will be ready for submission by the end of February 2020.

On April 5<sup>th</sup>, the college submitted the required ACCJC Annual Report and is scheduled to submit the ACCJC Annual Fiscal Report on June 30, 2019 to the Commission. On April 30<sup>th</sup> to May 3<sup>rd</sup>, the college attended the ACCJC Conference – Partners in Excellence 2019 in San Francisco, California. During the conference, the college presented results of its student success since fall 2016 through a concurrent session titled *Undoing Developmental Courses Helped Increased Our Student Success at Palau Community College*. The PowerPoint of this presentation is available on the ACCJC conference website link at <https://accjc-conference.org/conference-presentations/>.

The college continues to educate and involve its constituents with Accreditation Standards, Eligibility Requirements, policies and requirements. It will continue to comply with ACCJC Standards by assuming accreditation as a daily operation responsibility. The college will also continue to support student learning and student achievement by providing professional development to support instructors and instructional services.

**Institutional Research & Evaluation Office****Mission**

The mission of the Institutional Research and Evaluation Office (IREO) is to enhance institutional effectiveness by providing systematic, timely and accurate information along with analysis to support institutional planning and decision making processes.

IREO provides analytical support to the administrative and academic community in areas of analytics, program assessment including the design and development of surveys for decision-support research and assessment.

**Objectives and Services Performed**

During FY 2019, IREO provided support services—analytical, methodological, and statistical expertise—to the college community, consultation on research design, survey development and administration, preparation of decision support materials to academic and administrative units of the college.

Worked with non-instructional units and non-academic units in developing and reviewing internally-developed evaluation instruments. IREO also assisted Academic Affairs (Office of the Dean and Associate Dean) with Student Evaluation of Instructors and a Student Life Survey Form.

IREO administer Institutional Effectiveness Survey for all students and college employees.

**Institutional Publication**

The office has released the 2018-2019 PCC Fact book that provided facts and information about the college, its students, retention, graduation, finances, faculty and staff. The fact book is primarily based on fall data. Trends on Enrollment, Retention and Graduation Rates are included in the fact book.

**Institutional Set-Standards for Student Achievement (ISSA)**

IREO provided and presented report on the college's Institutional-set Standards for Student Achievement for Academic Year 2018-2019 during annual college convocation.

**Integrated Postsecondary Education Data System (IPEDS)**

Institutional Research and Evaluation Office provided and verified data for federally-mandated reporting requirements to the Integrated Postsecondary Education Data System (IPEDS). IPEDS is a system of survey components that collects data from postsecondary education institutions. These data are used at the federal and state level for policy analysis and development; at the institutional level for benchmarking and peer analysis; and by students and parents to aid in the college search process.

## Development Office

The Development Office is responsible to the Office of the President in the areas of institutional development, planning, and public relations.

### **Mission**

To sustain and foster institutional development, planning and community relations to support college programs and services.

### **Personnel**

The Development Office currently has four (4) full-time employees. One is assigned to man the Bookstore on a regular basis.

### **Objectives**

Public Relations - To foster a positive image and perception of the college to the community through newsletters, annual reports, advertisements, college website, and local media outlets.

Endowment - Seek to generate and utilize effective use of resources to increase the PCC Endowment Fund to \$10 Million by 2024 through: the college initiative of enrolling one new bi-weekly donor every week or fifty-two donors each year, sell tickets worth \$25,000 for the annual Thanksgiving Endowment Fundraiser, to increase pledges during the fundraiser, and to reach a \$50,000 goal annually.

## Bookstore

### **Mission**

The PCC Bookstore is dedicated to support academic programs by providing students, faculty and staff needed education-related resources to support and promote student learning and success.

### **Objectives**

To provide textbooks to support learning and teaching in a timely manner by working closely with Academic Affairs to order and purchase textbooks and have the books available at the College Bookstore prior to the first day of instruction.

To provide academic tools/supplies to support learning and teaching in a timely manner for Technical Education courses by working closely with Academic Affairs to purchase needed tools/supplies and to have them available at the College Bookstore prior to first day of instruction.

To sell a variety of educational merchandise to promote the college and to provide a one-stop school supplies shopping center to the college community.

## Annual Thanksgiving Endowment Fundraiser

Endowment Fund Trend	
Year	Amount
1998	\$132,273 (\$100,000 - OEK)
1999	\$230,496
2000	\$314,496
2001	\$324,896
2002	\$413,335 (\$84,000 - OEK)
2003	\$474,233
2004	\$657,911
2005	\$878,185
2006	\$1.1 Million
2007	\$1.5 Million
2008	\$1.125 Million <i>(result of economic decline)</i>
2009	\$1.3 Million
2010	\$1.7 Million
2011	\$2.167 Million
2012	\$2.490 Million
2013	\$3.25 Million
2014	\$3.6 Million (\$50,000 - OEK)
2015	\$3.897 Million
2016	\$4.2 Million (\$50,000 - OEK)
2017	\$4.9 Million
2018	\$5.1 Million
2019	\$5.3 Million



Dr. Gregory Dever & Vice President Thomas Taro during Thanksgiving fundraising live radio talkshow



CTE Lab School students donate to PCC Endowment

Thank you Palau for supporting our Annual Thanksgiving Endowment Fundraising



PCC Student receiving donation from President of Surangel & Sons Company



Kayangel State Government Donates to PCC

**PCC ENDOWMENT BI-WEEKLY CONTRIBUTORS**

**National Government (ROP)**  
**Total Contributors: 5,898**  
**Total Amount: \$38,208.06**

**Palau Pacific Resort (PPR)**  
**Total Contributors: 20**  
**Total Amount: \$1,679.50**

**Social Security Adm.**  
**Total Contributors: 5**  
**Total Amount: \$429.00**

**Palau Housing Authority**  
**Total Contributors: 2**  
**Total Amount: \$104.00**

**Melekeok State Government**  
**Total Contributors: 5**  
**Total Amount: \$345.00**

**Palau Conservation Society**  
**Total Contributors: 2**  
**Total Amount: \$130.00**

**Palau Shipping Company**  
**Total Contributors: 2**  
**Total Amount: \$377.00**

**Workforce Innovation &  
Opportunity Act**  
**Total Contributors: 5**  
**Total Amount: \$278.80**

**Surangel & Sons Co.**  
**Total Contributors: 3**  
**Total Amount: \$118.00**

**Ngchesar State Gov't**  
**Total Contributors: 1**  
**Total Amount: \$130.00**

**Palau Community College**  
**Total Contributors: 142**  
**Total Amount: \$11,255.88**

**Palau Public Utility Corp.**  
**Total Contributor: 1**  
**Total Amount: \$130.00**

**Koror State Government**  
**Total Contributors: 26**  
**Total Amount: \$1,692.96**

**Palau National Communications Corp.**  
**Total Contributors: 18**  
**Total Amount: \$877.00**

**Palau International Coral Reef Center**  
**Total Contributors: 2**  
**Total Amount: \$104.00**

*Palau Community College thanks all Bi-weekly  
Contributors to the college endowment fund !*



**RECIPIENTS OF  
FALL 2018 - SPRING 2019  
PCC-BASED SCHOLARSHIPS**

*Terry Ngirmang  
Nursing Scholarship*



**Charlene Cubacub**



**Kazuko M. Chibana**

*Matson Navigation Scholarship*



**Chama M. Ngiralmu**



**Johnny D. Sumang**

*Pierantozzi Scholarship*



**Valyne T. Ilek**



**Mahealani M. Adelbai**

*David W Shipper Memorial  
Scholarship*



**JB Mad Victorino**

*Moylan's Insurance Scholarship*



**Kyomi Sumang**



**Zhatayen H. C. Cooper**

*Prince Lebuu Scholarship*



**Tarmau S. Ngiramengior**

*FSA Scholarship*



**Zhatayen H. C. Cooper**



**Jedidah E. Masahiro**

## **Administration & Finance**

The Administration & Finance Department supports the mission of Palau Community College through effective management of the financial, human, physical, and technological resources of the College. It is also responsible for dining services and campus security.

### **Human Resource Division**

#### **Mission**

The Human Resource Division (HR) is responsible for the recruitment, training, development and retention of PCC employees. HR division works with PCC's employees to shape policies and procedures ensuring that PCC's business and long term goals are in harmony with that of its working staff.

#### **Personnel**

The Human Resource Division has three full time employees:

- Director
- Personnel Manager
- Secretary

Together, these personnel work to provide HR related services in relation to human resources matters to perform HR division work meeting the expectations and needs of the institution.

#### **Programs and Services**

- Recruitment and Hiring
- Renewal of employment contracts
- Coordinate annual employee performance and merit review
- Provision of suitable Group Life Insurance and Health Insurance
- Assist all departments/divisions by providing trainings as requested or supported by evaluations
- Review PCC's Personnel Rules and Regulations Manual
- Monitor property and equipment use
- Space Rentals (Cafeteria and Parking Lot)

#### **Highlights**

- Program Review completed
- Conduct Annual Convocation
- Renewed Moylan's Auto Insurance
- Renewed PCC Business Owners insurance policy
- 16 New Hires
- 2 Retires
- 19 Resigned
- 1 End of Contract
- 61 Contract Renewal
- 140 Annual Performance Evaluations

## **Finance**

### **Mission**

The Mission of the Business Office is to provide accurate and timely financial services; protect the college's assets; and provide friendly and professional services to the faculty, students and community.

### **Personnel**

The Finance Division currently has six (6) full-time personnel:

- Director of Finance
- Accountant/Business Supervisor
- Student Account Supervisor
- Account Technician (2)
- Payroll Technician

### **Programs and Services**

The Finance Department is responsible for the preparation of the overall institutional budget. It directs budgetary controls in disbursing, accounting and auditing of funds and maintains a system of financial and related statistical reporting. The Finance Department continues to monitor and assess its supporting services for improvements. The Finance Department in addition welcomes Federal Work Study students and Upward Bound senior students to enhance their school experience by working as office aides allowing them to engage in the day to day work environment of the Finance Department.

### **Professional Development**

SDSU Bachelor's Cohort Program

Association of Pacific Island Public Auditors Conference

### **Annual Highlights**

For fiscal year 2019, the College was audited by the auditing firm of **Burger Comer Magliari, CPA** and received an unqualified report in July 2020.

As we continue to better our services, we also strive to develop the staff of the Finance Department. Our Accountant and Business Supervisor, Account Payable Technician, Payroll Account Technician, and Account Receivable Technician are currently enrolled in the San Diego State University Extended Studies Bachelors Program. They have completed 15 of the 18 courses and are expected to complete the program in Fall 2020.

## Computer Services

### Mission

To sustain a user friendly and accessible network service and computer system which provide reliable and secured information for the functions of the College.

### Annual Highlights

#### October- Novemer, 2018

Reformat, reinstall, and reconfigure library server after they were infected by computer viruses, and restore their backup files from the cloud.

#### December, 2018

Registration file server crushed, worked with software vendor (Champlain Company) to have registration software program temporary house and run on their file server, while we are working on purchasing a new file server.

Ordered a new anti viruses software (bitdefender) that is cloud bases with 100 users licenses for college use.

#### January, 2019

Installed new anti viruses software (bitdefender), starting with those who have direct access to internet file server and shared folder.

College President approved service agreement and enter into contract with local service provider (PNCC) to increase FTTP speed from 50 Mbps to 100 Mbps to increase internet speed.

#### February, 2019

Technology Resource Committee started revising Technology plan for 3<sup>rd</sup> cycle 5 year plan.

#### March, 2019

Replaced Point-to-Point device at Dorm with newer device.

Reconfigure TracDat server to more space on c drive and installed bit defender anti viruse software on it.

Purchased network file server for registrar office.

#### April, 2019

President approved 3<sup>rd</sup> cycle 5 year technology plan.

#### May, 2019

Renewed sonicwall firewall subscription for next three years. Such subscription has advance and comprehensive gateway security suite bundle; including Aniti-Virus, Anti-Spyware and intrusion prevention service, premium content filtering service, 24 x 7 Dynamic support plus capture advance threat protection.

#### June, 2019

Collaborated with PNCC technician to resolve internet connection that was down for two days.

PNCC installed additional fiber channel to our existing fiber optic connection as backup.

#### August, 2019

Online file server crushed (moodle server), reinstalled Registrar's file server for temporary use until the new online server arrive.

#### September, 2019

Library Destiny can't be accessed, email to follett software vendor for support, remote access was given for them to fix.

Upgraded all wifi access point hub to latest firmware version (from version 4.0.42.10433 to 4.66.10832).

SIS was re-submitted, needs to work on time-line once agreement is signed.

Expanded network connections to Science lab and Agriculture's office

Upgrade college network firewall to newer firmware (from SonicOS 6.2 to 6.5), and enable cloud backup for network firewall configurations.

Reconfigure network firewall to open up port 8080 for new online server to test their moodle installation and configuration.

## Physical Plant

The Vice President of Administration has worked closely with the college maintenance team to improve the delivery of essential services, coordinate all construction projects, and develop and implement maintenance programs for college facilities to ensure compliance with government and state regulations. These improvement efforts are in line with the 15-Year Institutional Master Plan.

### Service Area Functions

Custodial Services

Grounds maintenance and landscaping

General maintenance services

Air Condition and ventilation services

Sidewalks, steps and parking lots repair and repainting

Logistical support for all campus events

Security Services

### Completed Projects

Renovation of Assembly Hall: Replace vinyl tiles, paint walls, buffed the floor on March 2019.

Renovation of of Temekai Building with new four classrooms on August 2019.

Renovation of Sebus and Smuuch roofs, install insulation, new electrical wires, and replace gutters.

Dormitory B renovation: Repaint interior & exterior walls and rooms, repair roofs, ceiling, shower rooms, and restrooms.

Renovation of Dorm A: Repaint interior and exterior walls, replace stairway rails, lockers, and shower faucets.

Renovation of Btaches building: roofs, ceiling tiles, and install insulations on August of 2019.

Repair and replace Miich building gutters and downspouts on August of 2019.

Replace Small Engine classroom roofs, ceiling, and installed insulations on April 2019.

### Professional Development Training

Maintenance director is currently enrolled in SDSU bachelor's cohort program.



Assembly Hall Renovation



Temekai bldg. roof replacement

**Food Services****Mission**

To provide three (3) healthy meals a day in a clean and conducive environment to help promote the academic, cultural and social needs of students

**Goals**

The unit provides three (3) healthy meals a day to students.

The unit provides a clean and conducive environment to ensure safety of its clients.

**Objectives**

The college provides a survey for all services done in the college; such survey is conducted through the institutional effectiveness survey where the cafeteria unit has to achieve 60% or better of student ratings of satisfactory.

- Fall 2018, Students' Overall Satisfactory Rating of: 81.75%

- Spring 2019, Students' Overall Satisfactory Rating of: 90%

**Highlights**

The Food Services performed the following:

- Charter Day – 300 servings ( Breakfast )
- Christmas Luncheon – 300 servings (buffet menu)
- Endowment End-of-the-Year-Get-Together – 500 servings (finger food)
- Dorm Residents Retreat – 144 servings (2 days set menu)
- Graduation Day – 500 servings (sandwich/chips/fruits)
- Upward Bound Program – 3,000 (servings daily lunch and various activities)
- CTE Awareness Week – 520 servings (sandwiches)
- Number of Internal Work Orders Performed - 159 Number of Servings: 6,020
- Number of Outside Work Orders Performed - 32 Number of Servings: 2,260

**Present Initiatives**

Replace Cooling system of the walk-in chill box

Flooring needs to be resurface / patch

Equip the cafeteria with new industrial appliance

**Community Involvement**

Work Force Investment Act: 100 servings (finger food)

BEEA Workshop: 150 servings (snacks & pre-packed meal)

Mechesil Belau Conference: 1,150 servings (set menu)

**Daily Tasks**

Fall 2018 PCC Cafeteria caters meals (breakfast, lunch & dinner) to **30** dorm residents plus **20** CTE students (lunch only)

Spring 2019 PCC Cafeteria caters meals (breakfast, lunch & dinner) to **34** dorm residents plus **19** CTE students (lunch only)

Summer 2018 PCC Cafeteria caters meals (breakfast, lunch & dinner) to **21** dorm residents.

Daily Meals for Students During Fall 2018 - 22,950

Breakfast, Lunch & Dinner, 7 days a week – **30** dorm residents

Lunch only 5 days a week – **20** CTE Students

Daily Meals for Students During Spring 2019 - 23,850

Breakfast, Lunch & Dinner, 7 days a week - **34** dorm residents

Lunch only 5 days a week – **19** CTE Students

Daily Meals for Students Summer 2019 - 3,843

Breakfast, Lunch & Dinner, 7 days a week – **21** dorm residents

**PROFESSIONAL DEVELOPMENT**

ACCJC Accreditation Basics certified staff: Eudora Lucio , Kaleb Kotlob and Quilva Isims





## STUDENT SERVICES

### Mission

The Division of Student Services directly supports student learning, retention, and success. We engage students in educational, cultural, social, and intellectual programs that enrich the student experience, foster personal development, and promote responsible citizenship, and social responsibility.

### Personnel

Student Services Division is composed of four service area units under the supervision of the Dean of Students. The units are: Office of Financial Aid, Admissions & Records, Student Life & Housing, and Learning Resource Center. These units are managed by three (3) directors that makes up the management team with the Dean of Students. The Student Service Division has 8 professionals and 12 classified staff who provide non-academic support services to the students.

In September 11, 2019, an election for 2019-2020 Student Trustee and Associated Students of Palau Community College (ASPCC) officers and senators was held. Mr. Kobe Moses, majoring in Liberal Arts was elected to the College Board of Trustees. Mr. JB Mad Victorino, majoring in Criminal Justice became the President of ASPCC for school year 2019-2020. A total of 14 officers and senators make up the ASPCC student government.

### Admissions & Records Office

The office continues to provide the following services each semester:

- Recruitment
- Admission applications
- Course Withdrawals/Clearance
- Enrollment Certification
- Grade reporting
- Degree application
- Ordering degrees, caps & gowns
- Processing change of major
- Process data requested from campus community
- Process Graduation Applications
- Re-admission
- Registration
- Reporting of enrollment trend and students' data
- Student Academic Records
- Transcript Services
- Perform evaluation of transfer credits

Director of Admissions & Records, Counselor and Specialist conducted a presentation on Family Educational Rights and Privacy Act (FERPA) to all SS100 class sections (Fall, Spring and Summer).



Financial Aid Session



Student Orientation

**Office of Financial Aid**

Director of Financial Aid, Dahlia Katosang, conducted financial aid workshop for financial aid staff regarding the new federal update which includes new changes for 2019-2020 Free Application for Federal Student Aid (FAFSA). The workshop also reviewed updates on federal regulations that impact our students and overall administration of financial aid programs.

Federal Pell Grant Reports were processed and sent to the grant office on a monthly basis throughout the year. Fiscal Operation report was processed and sent on September 2019 to report the expenditures for the 2018-2019 and request funding for the award year 2019-2020. Financial Aid reconciliation between the Financial Aid Technician and the Student Account supervisor at the business office was done on a monthly basis. Federal Work-Study Placement takes place at the start of each semester where FWS recipients are referred to appropriate FWS supervisors for interview and hiring. Once FWS supervisor approves of the hiring of students, FWS Coordinator completes the processing of FWS placement and student can begin work.

FWS timesheet are issued to the FWS Supervisors by the Office of Financial Aid. FWS timesheets are collected by OFA on a biweekly basis. FWS payroll is prepared based on the timesheet collected and forwarded to Business Office to prepare paychecks for FWS students on a biweekly basis.

In February 12-15 2019, Director Katosang and financial aid staff conducted a total of 4 sessions during the annual Financial Aid Night, which were held in the evenings for all local high school seniors and their parents, to discuss financial aid programs and requirements. Throughout the Financial Aid Nights sessions, financial aid applications including FAFSA were distributed to interested students and they were assisted in completing the forms.

In March 2019, Financial Aid materials were mailed out to all the high school principals and counselors, throughout Micronesian region, for their information and use.

In March 2019, Director Katosang and financial aid staff conducted the annual Financial Aid Orientation 3 sessions for Continuing Students. A total of eight (8) sessions were completed and during each session, federal updates were discussed with students and assistance were provided in completing 2019-2020 financial aid forms and filing the Free Application for Federal Student Aid (FAFSA) electronically.

From Summer 2018 through Spring 2019, Director Katosang and staff conducted a total of 6 Financial Aid Orientation 2 sessions for financial aid recipients. During each meeting, students received important information about their financial aid awards, the new federal updates such as Financial Aid Satisfactory Academic Progress (SAP) requirements that must be adhered to and sign the SAP Agreement prior to receiving their financial aid.

From Summer 2018 to Spring 2019, a total of 3 Financial Aid Orientation 1 sessions were conducted for new students during orientation week to discuss the types of financial aid available at the college and its requirements.

During the Award Year 2018-2019, a total of 667 financial aid applications were received. Out of 667 applications received, 472 financial aid awards (Federal and Non-Federal) were processed for both new and continuing students, in the amount of \$2,015,852

**Student Life & Housing****New Students Orientation**

Fall 2018	55 students
Spring 2019	24 students
Summer 2019	9 students

**Student Housing Accommodation**

Fall 2018	30 students
Spring 2019	32 students
Summer 2019	20 students

**New Residents Orientation**

Fall 2018	2 students
Spring 2019	7 students
Summer 2019	1 students

**Tuesday Night Program**

Fall 2018	60 students
Spring 2019	64 students

**Female Retreat**

Fall 2018	32 students
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**Recreation**

The College Recreation planned and organized College Intramural games every semester. Students participated in Intramural Table Tennis tournaments during spring semester.

**PCC Intramural Games**

Intramural Table Tennis	Spring 2019	15 students
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College Recreation and Housing staff have continuously been assisting and supporting the entire college students' field trips transportation, organization of programs held at the college cafeteria and other college activities. The offices continue to provide support to the rest of the college to promote educational activities.

**Learning Resource Center**

For school year 2018-2019 the Learning Resource Center (LRC) provided services including Instructions, Tutoring, Assisted Lab, Career/Transfer Counseling, PCC Placement Test and Institutional TOEFL as Follows:

Tutoring	80 students	Computer & Study Lab	1,520 students
Institutional TOEFL	0 student	PCC Placement Tests	240 students
Career Counseling/Activities	129 students	Transfer Counseling/Activities	14 students

Starting on October 2018, the Learning Resource Center functioned under the institution itself. It continued to provide tutoring to students who needed assistance in their classes including technological access. The English instructor also acted as a career/transfer counselor who assisted students interested in transferring to a 4-year institution; and also administered the career Game to SS 100 students in an effort to get them thinking about future occupations.

**Annual Highlights**

Student Housing hosted 22 students from UH Manoa and ANU. These students were doing Out-Field studies in Summer 2019.

2 PCC students Ms. Ngedengoll Akira and Trisha Klamioke Alexander participated in an exchange program with Sophia University from January to February 2019 coordinated with Japan Embassy in Palau.

Seven PCC students Mahealani M. Adelbai, Aimie O. Oilouch, Misoya L. Rudimch, McQuinnley F. Mesengei, Ngkeruker J. Wally, Shenna N. Sengebau, and Michael M. Kual participated in the JENESYS Exchange Program in December 2018 Coordinated with Japan Embassy in Palau.

**Staff Development**

Director Katosang attended the Federal Student Aid (FSA) annual conference in November 2018 in Atlanta. Afterwards, she provided training to office staff plus other college personnel and students.

**Committee/Association Membership**

Dean of Student, Director of Financial Aid, and Director of Admissions are members of Committee on Student Financial Aid (COSFA). Dean of Students serves as chairperson of the committee.

Dean of Students, Director of Student Life, Director of Admission & Records, Director of Learning Resource Center and Director of Financial Aid Office are members of the Retention Committee. Dean of Students serves as chairperson of the committee.

Dean of Students is a member of the Committee on Programs & Curriculum (CPC) as a representative from the division.

Dean of Students is a Vice-Chairman of the College's Emergency Preparedness Task Force

Dean of Students, Directors of Student Life, Financial Aid and the Admissions & Records are members of the Executive Committee.

Dean of Students and Director of Admissions & Records are members of Institutional Standard for Student Achievement (ISSA) Committee.

Director Reklai is an Advisor of Beta Omicron Zeta, Palau Community College Chapter of the Phi Theta Kappa, an International Honor Society.

Dean of Students, Directors Reklai and Adachi are members of Institutional Compliance Committee

Director Reklai represent PCC in the Pacific Partners Project (PPP) with Guam Coalition Against Sexual & Family Violence (GCASAFV)

Director Reklai is a member of Emergency Preparedness Task Force.

Counselors are members of the College Faculty Senate Association.

Dorm Manager Ngirachitei was appointed by RMI President to be the Consul in Palau.

Director Reklai, member and a chairperson of Student Review Board (SRB)

Dean of Students and Directors Reklai, Adachi, and Katosang are members of Accreditation Steering Committee (ASC).

Director of Admissions & Records and Registration & Records Specialist are members of American Association of Collegiate Registrars and Admissions Officers (AACRAO).

Director of Admissions & Records & her staff are members of Pacific Association of Collegiate Registrars & Admissions Officers (PACRAO).

All Student Services classified staff are active members of the College Classified Staff Organization.

### Community Involvement

Director of Admissions & Records is a member of Aimeliik Public Land Authority

LRC Administrative Assistant is a member Special Education Advisory Council

Dorm Manager Ngirachitei is a member of Foreign Investment Board (FIB) and also a member of SDA School Board.

Dean Daniel is a Legislator of the 8<sup>th</sup> Olbiil ra Ngerchumelbai (ORN), Airai State

### Assessment

#### Retention Rate

First Time-Degree Seeking students including summer	
Fall 2018 to Spring 2019	75%
Male	82%
Female	69%

<b>First Time-Full Time including summer, part time: 76%</b>
<b>First Time-Part Time: 70%</b>

#### Enrollment Trend

	2019	2018
<b>Fall</b>	444	497
<b>Spring</b>	422	515
<b>Summer</b>	171	230

**Financial Aid Office  
Financial Aid Awards Summary (By Programs)  
School Year 2018-2019**

Federal Programs							
Federal Pell Grant		Federal SEOG		Federal Work Study		Total (Unduplicated)	
Recipients	Award	Recipients	Award	Recipients	Award	Recipients	Award
448	\$1,832,116	237	\$39,600	113	\$115,648	448	\$1,987,364

Non-Federal Programs					
State Scholarships		Tuition Waiver		Overall Total (Unduplicated)	
Recipients	Award	Recipients	Award	Recipients	Award
7	\$7,875	18	\$20,613	24	\$28,488

Federal and Non-Federal Programs		
Federal Grants	Scholarships/ Waiver	Overall Total (Unduplicated)
Award	Award	Award
\$1,987,364	\$28,488	\$2,015,852

## UPWARD BOUND

**UB Mission Statement:** Upward Bound mission is to provide fundamental support and opportunities for participants to succeed in their pre-college performance and ultimately in their higher education pursuits.

**Services:** Provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in pre-college performance and ultimately in their higher education pursuits. Upward Bound serves high school students from low-income families and high school students from families in which neither parent holds a four-year degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education as well as enroll in and graduate from institutions of postsecondary education.

**Grant Update:** UB program is in its second year of the five-year grant funding cycle in school year 2018-2019 with the total funding of \$432,206.00.

**Objectives:** There are six objectives for UB program standardized by the U.S. Department of Education. All six objectives were successfully accomplished for school year 2018-2019.

### **Academic Performance – Grade Point Average (GPA)**

**Objective 1:** 70% of participants served during the project year will have a cumulative GPA of 2.5 or better on a four-point scale at the end of the school year.

A total of 120 participants were served in project year 2018-2019, 107 or 89% of them had a cumulative grade point average of 2.5 or better on a four-point scale at the end of school.

### **Academic Performance of Standardized Test**

**Objective 2:** 40% of UB Seniors served during the project year, will have achieved at the proficient level on state assessments in reading/language arts and math.

Of the 120 program participants served, 22 of them were seniors with an expected high school graduation date in spring 2019. Out of the 22 seniors, 68% or 15 of them achieved at a proficient level in reading/language arts and math on ACT assessment test.

### **Secondary School Retention and Graduation**

**Objective 3:** 70% of project participants served during the project year will continue in school for the next academic year, at the next grade level, or will have graduated from secondary school with a regular secondary school diploma.

Out of 120 participants served, 22 of them who were seniors successfully graduated from high school. Whereas 93 of them who were in 9th, 10th and 11th grades are continuing their high school enrollment at the next grade level in school year 2019-2020. As a result, 96% of total participants served either successfully graduated from high school or continuing their enrollment in high school at the next grade level.



**Secondary School Graduation (rigorous secondary school program of study)**

**Objective 4:** *70% of all current and prior year UB participants who graduated from high school during the school year with a regular secondary school diploma will complete a rigorous secondary school program of study.*

30 students who were admitted into UB program had an expected graduation date in 2019. 97% or 29 of them completed a rigorous secondary school program of study and graduated with a regular secondary school diploma.

**Postsecondary Enrollment**

**Objective 5:** *70% of all current and prior UB participants who graduated from high school during the school year with a regular secondary diploma will enroll in a program of postsecondary education by the fall term immediately following high school graduation, or will have received notification by the fall term immediately following high school from an institution of higher education of acceptance but deferred enrollment until the next academic semester (e.g., spring semester).*

For those 30 participants who had an expected graduation date in 2019, 77% or 23 of them enrolled in various colleges and universities at end of project year in August 2019. Of the 23 students who enrolled in college in fall term, 78% or 18 enrolled at PCC whereas 22% or 05 enrolled at different colleges and universities outside of Palau.

**Postsecondary Completion**

**Objective 6:** *30% of participants who enrolled in a program of postsecondary education, by the fall term immediately following high school graduation or by the next academic term (e.g., spring term) as a result of acceptance by deferred enrollment, will attain either an associate's or bachelor's degree within six years following graduation from high school.*

A total of 33 prior participants enrolled in a program of postsecondary education in fall 2013. 42% or 14 of them have successfully completed either an associate or bachelor's degree.

**Participants:**

9th Grade	10th Grade	11th Grade	12th Grade
17	50	31	22

High School	Number
Belau Modekngei School	11
Emmaus Bethania High School	12
Mindszenty High School	21
Palau High School	70
Palau Mission Academy	6

## ACADEMIC AFFAIRS

### Mission

The Academic Affairs Division is responsible for high-quality instruction in both vocational and academic programs to ensure students acquire the skills and attitudes needed to enter the workforce or to continue their educational careers. Its goals are to provide support to promote student learning and faculty teaching.

### Programs & Services

Twenty-one (21) accredited degree programs

Twelve (12) accredited certificate programs

General Education Program - seven (7) academic departments

RPPL 9-22 certificate programs

Career & Technical Education (CTE) Lab School

Belau Childcare Center (PCC Day Care)

Committee on Programs & Curricula (CPC)

Special Programs – Penn Foster, National Occupational Competency Testing Institute (NOCTI) & Maintenance Assistance Program (MAP)

### 21 Accredited Degree Programs

The two-year degree programs are offered in Associate of Applied Science (AAS), Associate of Science (AS), Associate of Arts (AA) and Associate of Technical Studies (ATS). Thorough and specific descriptions of each type of degrees are available in the College General Catalog 2016-2020. The 21 accredited degree programs are divided into three different schools. The schools are the School of Arts & Sciences, the School of Business and the School of Technical Education. Below are the 21 accredited degree programs.

### List of Programs and types of degrees

#### School of Arts & Sciences

<p>Agricultural Science (AG) Program Types of Degrees - AAS &amp; AS</p> <p>Student Enrollment:      No. of Graduates:  Fall 2018 (17)                      8 graduates  Spring 2019 (18)  Summer 2019 (13)</p>	<p>Purpose:  This program is designed to equip students with employability skills and knowledge for the pursuit of a higher education in the field of agriculture. The program also prepares students to become farm workers or managers, landscaping supervisors, horticulture supervisors, gardeners, and agriculture business managers or have a career which supports farming.</p>
<p>Criminal Justice (CJ) Program Type of Degree - AS</p> <p>Student Enrollment:      No. of Graduates:  Fall 2018 (17)                      5 graduates  Spring 2019 (17)  Summer 2019 (9)</p>	<p>Purpose:  This program is designed to equip students with employability skills/knowledge, and proper work habits/attitudes necessary for employment or for the pursuit of a higher education in the field of Criminal Justice. The program also prepares students interested in becoming police officers, customs agents, criminal investigators, etc., or to transfer to a 4-year college/university.</p>
<p>Community &amp; Public Health (CPH) Program Type of Degree – AS Tracks – Public Health &amp; Emergency Health</p> <p>Student Enrollment:      No. of Graduates:  Fall 2018 (6)                      3 graduates  Spring 2019 (6)  Summer 2019 (0)</p>	<p>Purpose:  This program is designed to provide a sound grounding in basic public health knowledge, attitude and skills, as well as in selected specialized disciplines and topics including public health practitioners in management and implementation of projects and intervention in the community.</p>

<p>Education (ED) Program Type of Degree – AS Tracks – Early Childhood (EDEC); Elementary Education (EDEC); Secondary Education (EDSE); &amp; Special Education (EDSP)</p> <p>Student Enrollment:      No. of Graduates: Fall 2018 (62)              10 graduates Spring 2019 (59) Summer 2019 (44)</p>	<p>Purpose: This program is designed to provide students knowledge, skills and proper work habits/attitudes necessary for employment in this field. The program also prepares students for positions such as classroom teachers in Palau and the Micronesian region or to pursue a higher degree in the field of education.</p>
<p>Environmental/Marine Science (ES) Program Type of Degree – AS</p> <p>Student Enrollment:      No. of Graduates: Fall 2018 (15)              3 graduates Spring 2019 (11) Summer 2019 (3)</p>	<p>Purpose: This program is designed to provide students technical knowledge, skills and proper work habits/attitudes necessary for employment in this field. The program also provides the option for employees in the field to improve their skills, and for the pursuit of a higher education in the field of environmental/marine sciences.</p>
<p>Liberal Arts (LA) Program Type of Degree – AA</p> <p>Student Enrollment:      No. of Graduates: Fall 2018 (107)            10 graduates Spring 2019 (100) Summer 2019 (27)</p>	<p>Purpose: This program is designed for student who wish to complete their first two years of general college work prior to transferring to a four-year college/university or for students desiring two years of general education beyond high school.</p>
<p>Library &amp; Information Services (LS) Program Types of Degrees – AAS &amp; AS</p> <p>Student Enrollment:      No. of Graduates: Fall 2018 (7)              1 graduates Spring 2019 (5) Summer 2019 (0)</p>	<p>Purpose: This program is designed to provide students with knowledge, skills and proper work habits/attitudes necessary for employment in the field of library and information services. The program also prepares students to work and advance in their careers in areas such as libraries, special libraries, archives, museums, and other information-based professions.</p>
<p>Nursing (NU) Program Types of Degrees – AAS &amp; AS</p> <p>Student Enrollment:      No. of Graduates: Fall 2018 (31)              8 graduates Spring 2019 (25) Summer 2019 (2)</p>	<p>Purpose: This program is designed to provide students with technical knowledge, skills and proper work habits/attitudes necessary for employment in this field. The program also prepares students to work as registered nurses and license practical nurses in Palau as well as advance in their careers to pursue higher degrees in this field.</p>
<p>Palauan Studies (PW) Program Type of Degree – AAS</p> <p>Student Enrollment:      No. of Graduates: Fall 2018 (0)              0 graduates Spring 2019 (0) Summer 2019 (0)</p>	<p>Purpose: This program is designed to provide students with technical knowledge, skills and proper work habits/attitudes necessary for employment or for pursuit of a higher education in this field. The program also prepares students to work and advance in careers such as Pacific Island Studies, anthropology, art, music, education, urban and regional planning.</p>
<p>Science, Technology, Engineering Mathematics (STEM) Disciplines Program Type of Degree – AA</p> <p>Student Enrollment:      No. of Graduates: Fall 2018 (6)              0 graduates Spring 2019 (6) Summer 2019 (0)</p>	<p>Purpose: This program is designed for individuals interested professional careers in science, technology, engineering or mathematics. The program also provides basic knowledge and skills necessary for the pursuit of a higher education in this fields.</p>

**School of Business**

<b>Business Accounting (BA) Program</b> Type of Degree – AS  Student Enrollment:      No. of Graduates: Fall 2018 (16)              1 graduates Spring 2019 (16) Summer 2019 (6)	<b>Purpose:</b> This program is designed to provide students with knowledge, skills, and proper work habits/attitudes necessary for entry-level accounting jobs. The program also provides an opportunity for students to further education in a four-year college/university to become a certified accountant in the future.
<b>Business Administration (BU) Program</b> Type of Degree – AS  Student Enrollment:      No. of Graduates: Fall 2018 (25)              6 graduates Spring 2019 (24) Summer 2019 (10)	<b>Purpose:</b> This program is designed to provide students with knowledge, skills, and proper work habits/attitudes necessary for entry/intermediate level positions in the field of business administration. The program also provides a foundation for those interested in starting and managing small business.
<b>Information Technology (IT) Program</b> Type of Degree – AS  Student Enrollment:      No. of Graduates: Fall 2018 (15)              0 graduates Spring 2019 (11) Summer 2019 (2)	<b>Purpose:</b> This program is designed for individuals interested in professional careers in the information technology field. The program also provides basic knowledge and skills needed for employment or for the pursuit of a higher education in the field of information technology.
<b>Office Administration (OA) Program</b> Type of Degree – AAS  Student Enrollment:      No. of Graduates: Fall 2018 (14)              4 graduates Spring 2019 (10) Summer 2019 (1)	<b>Purpose:</b> The program is designed to provide students with technical knowledge, skills and proper work habits/attitudes necessary for employment in this field. The program also prepares students to work and advance in entry level and intermediate positions such as clerks, receptionists, and secretaries.
<b>Tourism &amp; Hospitality (TH) Program</b> Types of Degrees – AAS & AS Tracks – Tour Services; Hotel Operations Food/ Beverages Operations; & Hospitality Management  Student Enrollment:      No. of Graduates: Fall 2018 (33)              11 graduates Spring 2019 (31) Summer 2019 (11)	<b>Purpose:</b> The program is designed to provide students with technical knowledge, skills, and proper work habits/attitudes necessary for employment in this field. The program prepares students to work and advance in their careers in positions or management in the areas of Tour Services, Food and Beverage Operations, Hotel Operations, and Hospitality Management.



**School of Technical Education**

<p>Air-Conditioning &amp; Refrigeration Technology (AC) Type of Degree – AAS</p> <p>Student Enrollment:      No. of Graduates:  Fall 2018 (4)                      1 graduates  Spring 2019 (2)  Summer 2019 (1)</p>	<p>Purpose:  The program is designed to provide students with technical knowledge, skills, and proper work habits/attitudes necessary for employment in the field of air conditioning and refrigeration. The program prepares students to work and advance in their careers in positions such as air conditioning and refrigeration technicians, parts counter salesperson or operators of their own air conditioning and refrigeration service and repair shops.</p>
<p>Automotive Mechanics Technology (AM) Program Type of Degree – AAS</p> <p>Student Enrollment:      No. of Graduates:  Fall 2018 (13)                      5 graduates  Spring 2019 (15)  Summer 2019 (7)</p>	<p>Purpose:  The program is designed to provide students with technical knowledge, skills and proper work habits/attitudes necessary for employment in the field on automotive technology. The program also prepares student to work and advance in their careers in positions such as automotive mechanics and parts counter salesperson.</p>
<p>Construction Technology (CT) Program Type of Degree – AAS</p> <p>Student Enrollment:      No. of Graduates:  Fall 2018 (9)                      2 graduates  Spring 2019 (8)  Summer 2019 (2)</p>	<p>Purpose:  The program is designed to provide students with technical knowledge, skills and proper work habits/attitudes necessary for employment in this field. The program also prepares students to work and advance in their careers in positions such as carpenters, masons, plumbers, private contractors, hardware store clerks, and other related construction work.</p>
<p>Electrical Technology (ET) Program Type of Degree – AAS</p> <p>Student Enrollment:      No. of Graduates:  Fall 2018 (3)                      2 graduates  Spring 2019 (2)  Summer 2019 (1)</p>	<p>Purpose:  The program is designed to provide students with technical knowledge, skills and proper work habits/attitudes necessary for employment in this field. The program also prepares students to work and advance in their careers in positions such as electricians, electrical maintenance personnel or power distribution personnel.</p>
<p>General Electronics Technology (GE) Program Types of Degrees – AAS &amp; AS</p> <p>Student Enrollment:      No. of Graduates:  Fall 2018 (9)                      3 graduates  Spring 2019 (10)  Summer 2019 (7)</p>	<p>Purpose:  The program is designed to provide students with technical knowledge, skills and proper work habits/attitudes necessary for employment in the field of electronics. The program also prepares students to work and advance in their careers in positions such as electronic technicians, assemblers, testers, parts counter salespersons, or operators of their own electronic parts distributor establishments or service and repair shops.</p>
<p>Small Engine &amp; Outboard Marine Technology (SE) Program Type of Degree – AAS</p> <p>Student Enrollment:      No. of Graduates:  Fall 2018 (14)                      4 graduates  Spring 2019 (13)  Summer 2019 (6)</p>	<p>Purpose:  The program is designed to provide students with technical knowledge, skills and proper work habits/attitudes necessary for employment in the field of small engine and outboard marine. The program also prepares students to work and advance in their careers in positions such as mechanics, troubleshooters, parts counter salespersons, or operators of their own small engine service and repair shops.</p>



**12 Accredited Certificate Programs**

Palau Community College offers 12 accredited certificate programs. The following programs are Certificate of Completion. Detailed information of the certificate programs is found in the 2016-2020 General Catalog, pages 66-68.

- Agricultural Science - General Agriculture & Horticulture
- Automotive Mechanics Technology - Automotive Air-Conditioning Servicing; Engine Servicing; Power Train Servicing; & Under Chassis Servicing
- Construction Technology – Carpentry
- Law Enforcement – Law Enforcement
- Electrical Technology - Commercial/Industrial Wiring & Motor/Motor Control
- General Electronics Technology - Consumer Electronics Technology & Industrial Control Technology

**General Education Program**

The purpose of general education courses is to give students an opportunity to succeed in college life by providing the perfect avenue to practice critical thinking, communication, good reasoning, numeracy, understanding diversity, respecting other culture and ethnicity, as well as allowing for personal opinions to develop. To support the College 21 accredited degree programs, the College offers General Education Program consists of seven academic departments. They are English (EN), Health & Physical Education (HP), Mathematics (MA), Music/Fine Arts (MU/FA), Other Languages (OL), Sciences (SC), and Social Sciences-Humanities (SS/HUM). The College General Education Program courses guarantee appropriate trainings, skills and knowledge of the six (6) institutional student learning outcomes (ILOs).

**RPPL 9-22 Certificate Programs**

Palau Community College offers three different levels of certification programs under PRRL 9-22. Detailed information of the RPPL 9-22 certificate programs is found in the 2016-2020 General Catalog, pages 69-72. To invest in a skilled Palauan citizen workforce by mandating the creation of a vocational certification program at the Palau Community College and creating a tax incentive for businesses to hire the said vocationally certified students and for other related purposes.

**Certificate of Competence: Non-High School Graduates**

- Construction – General Construction; Plumbing; Air Conditioning
- Automotive – Automotive Maintenance; Heavy Equipment Maintenance
- Outboard Motor Small Engine – Outboard Motor Small Engine Maintenance

**Certificate of Completion: High School Graduates**

- Construction – Carpentry; Field Construction; Masonry/Concrete Construction; Exterior Trimming & cabinet Making; Residential Wiring; Residential Plumbing
- Automotive – Automotive Maintenance; Automotive Engine Servicing; Automotive Electrical System;
- Automotive Air Conditioning
- Outboard Motor Small Engine – Outboard Motor Small Engine Repair

**Certificate of Mastery: PCC Graduates**

- Air Conditioning & Refrigeration Technology
- Automotive Mechanics Technology
- Construction Technology
- Electrical Technology
- General Electronics Technology
- Small Engine/Outboard Marine Technology

**Number of Certificate of Mastery Awarded**

- Air Conditioning & Refrigeration Technology – 1
- Automotive Mechanics Technology – 5
- Construction Technology – 2
- Electrical Technology – 2
- General Electronics Technology – 3
- Small Engine & Outboard Marine Technology – 4

**Career & Technical Education (CTE) Lab School**

In fall 2018, CTE Lab School enrolled nine (9) new students to make the School enrollment of 17 students (8 high school juniors and 9 high school freshman). School Year 2018-19 is the second year for the School's operation. There are three instructional assistants that works as classroom teachers under the supervision of the School's administrator. The School is a 4-year program enrolling only ten (10) new students every fall semester. Ten new students are selected from a pool of admissions applications. Applicants are students who've recently graduated from an 8<sup>th</sup> grade level of any elementary school in Palau. The School is strictly for Palauan citizens only. The School is a 4-year program, the schedule below identifies each semester's coursework.

Year One		Year Two		Year Three		Year Four	
1 <sup>st</sup> Spring	2 <sup>nd</sup> Fall	2 <sup>nd</sup> Spring	3 <sup>rd</sup> Fall	3 <sup>rd</sup> Spring	4 <sup>th</sup> Fall	4 <sup>th</sup> Spring	
10 <sup>th</sup> grade	11 <sup>th</sup> grade	12 <sup>th</sup> grade High School Diploma	1 <sup>st</sup> fall 1 <sup>st</sup> year college	1 <sup>st</sup> spring 1 <sup>st</sup> year college	2 <sup>nd</sup> fall 2 <sup>nd</sup> year college	2 <sup>nd</sup> spring 2 <sup>nd</sup> year college AAS Degree	

**Belau Childcare Center (PCC Day Care)**

PCC Day Care program is a partnership effort between Palau Community College, Palau Community Action Agency and the Ministry of Health. The main purpose of the program is to assist low income/no income parents/students who may need child care support for their children while they are pursuing an education at Palau Community College. The Center is open from 8:00 am to 5:00 pm from Mondays to Fridays. The Center is closed during weekends and holidays. During School Year 2018-19, there were four employees working at the Center serving 45 children.

**Committee on Programs & Curricula (CPC)**

The Committee on Programs and Curricula is a standing College committee appointed by the College President. Committee's membership comprises of faculty representatives from the School of Arts & Sciences, School of Business, School of Technical Education and General Education Departments, including one of the Associate Dean as the Committee Chairperson, Dean of Students, Director of Library Services, Accreditation Liaison Officer, and Dean of Academic Affairs as an ex-officio member. The function of this Committee includes (1) review & make recommendations for new courses/programs; (2) review appropriateness of commercial test & make recommendations for adoptions; (3) review & make recommendations for revisions of course outlines and their five-year validity; (4) ensure program assessment every three years; (5) evaluation of transcripts; (6) course/program articulation with other higher education institutions; (7) ensured implementation of approved modifications and catalog addendums; and (8) keep records of any academic articulation between the College and any other educational agencies on file. The Committee reports to the Dean of Academic Affairs; the Dean of Academic Affairs reports to the College President.

## Special Programs

### Penn Foster: Career School

Penn Foster was established in 1890 as a distance learning institution. Penn Foster provides programs and services that are designed to meet individual's life-long learning needs especially adult learners. Penn Foster programs of study lead to career-specific diplomas, certificates and credentials of higher learning. To explore Penn Foster programs and services, one may visit the school's website at <https://www.pennfoster.edu/career-school>.

### National Occupational Competency Testing Institute (NOCTI)

A national leader in career and technical education, NOCTI is the leading provider of industry credentials and resources for career and technical education (CTE) programs across the United States. With over 50 years of experience, NOCTI is a pioneer in creating customized and standardized credentialing solutions and is a valuable partner in the CTE community's efforts to improve individual knowledge and skills. Palau Community College is an approved NOCTI Area Test Center and is responsible for coordinating and administering NOCTI examinations in Palau. To explore NOCTI programs and services, one may visit NOCTI's website at <https://www.nocti.org>.

### Maintenance Assistance Program (MAP)

Maintenance Assistance Program (MAP) grants are used to promote and develop insular institutions and capabilities that improve the operation and maintenance of infrastructure in the island areas. MAP grants allow Palau Community College to provide trainings needed by Palau government agencies. Trainings include small engine diagnosis and repair, electrical wiring, information technology, automotive diagnosis and repair, and others.

## Highlights

### Enrollment

Item	Fall 2018	Spring 2019	Summer 2019
Degree Declared Students	423	389	152
Undeclared Students	48	12	18
Dual Students	4	15	1
Unclassified Students	5	4	0
Enrichment Students	0	2	0
CTE Lab School	17	17	

### Personnel - 45

Dean	Associate Dean	FT Faculty	Instructional Assistant	Specialist	Secretary
1	1	31	9	1	2

### Activities

2018	Institutional Effectiveness Training	2018-2019 Convocation	Celebration of U.S. Constitution	Accreditation Training
2019	CTE Awareness Week	ACCJC Biennial Conference, California	Commencement Exercises with 87 graduates	



**PCC Faculty Senate Association (FSA)**

**The Faculty Senate Association conducted the following activities in 2019:**

1. Held monthly meetings as stated in its bylaws
2. Awarded the 2nd half of SY2018-2019 FSA Scholarship
3. Hosted its 10th Gentlemen's Gourmet fundraising event  
Major Event Sponsors:
  - Ngaramaiberel
  - Shimbros Inc., Palau
  - Western Caroline Trading Company
4. Awarded FSA Spring 2019 Graduation Awards
5. Held its annual end of the year rock island retreat
6. Submitted its Annual Report for Year 2018 to the Office of the Registrar of Corporations
7. Awarded the 1st half of SY2019-2020 FSA Scholarship
8. Held election of new officers for SY2019-2021
9. Revised and approved its bylaws
10. Hosted a holiday luncheon for all members and the Academic Affairs Division.



Faculty Senate Association Christmas Get-Together Luncheon

## CONTINUING EDUCATION

### Mission

Continuing Education is an outreach arm of the College accessible and flexible to respond to the diverse educational and training needs of the community it serves by ensuring that quality service is provided to meet the customers' expected outcome.

### Objectives

Work closely with ministries, agencies, private sectors and non-profit government organizations to assess training needs and establish program sponsorship.

Provide appropriate and effective apprenticeship programs.

Provide crash courses to support in-service training of newly hired teachers who lack the basics in teaching skills.

The division oversees the Adult High School and the Educational Talent Search programs which provide educational services to elementary and high school students. The division has three full time staff, a Dean, a secretary, and an office clerk, who are responsible for not only meeting the identified objectives, but also provide support to the Talent Search and Adult High School activities.

### Highlights

Continuing Education Division successfully conducted 26 sets of trainings to the different age groups of clients for the year 2019. Total of 557 clients benefited from the trainings. In summer 2019 Continuing Education Division conducted a reinforcement courses aligned with the objectives of the Ministry of Education's student's learning targets for grades 3<sup>rd</sup> to 8<sup>th</sup>. Courses offered were Math, English Reading and Palauan Language and Culture, Music and Environmental Science. Participants are students from both private and public elementary schools of Palau.

With collaboration between PCC, Ministry of Health and Palau Red Cross Society, Care Giver Training continued to be offered.

Continuing Education Division also hosted numerous different meetings, which include college students' organizations, college divisions and departments and national government agencies as well.



Computer Training

**2019 Continuing Education Training**

<b>Training/Workshop</b>	<b>Hours</b>	<b># of Participants</b>	<b>Instructor/Trainer</b>	<b>Participating Agency</b>
Care Giver Training Sec. 02	15	10	Dr. Silvia Osarch , Dr. Santos , Amos & John Mark	Community
Care Giver Training Sec. 03	15	8	Dr. Silvia Osarch , Dr. Santos , Amos & John Mark	Community
Care Giver Training Sec. 04	15	17	Dr. Silvia Osarch , Dr. Santos , Amos & John Mark	Community
Care Giver Training Sec. 05	15	40	Dr. Silvia Osarch , Dr. Santos , Amos & John Mark	Community
Basic Microsoft Word, Excel and Outlook	12	9	Johvanna Yaoch	Community
Basic Microsoft Word, Excel and Outlook	10	11	Johvanna Yaoch	PPUC
Mangrove Crab	60	10	Miguel Delo Santos	FSM & Palau
Basic Conversational Mandarin	3	13	Shun-Yun Tsai "Susan"	National Agencie
Basic Conversational Mandarin for Hotel Management	3	13	Shun-Yun Tsai "Susan"	Hotels & Restaurants
Basic Conversational Mandarin	3	31	Tung-Hsueh Chen	Hotels & Restaurants
SKP: Singapore Math	40	111	Lady N, Emadech O, Delina R, Kayleen J, & Ramson R	Elem. School
SKP: English Reading & Writing	40	66	Lady N, Ms. Emadech O, Gaudencia J & Stephanie A	Elem. School
SKP: Palauan Orthography	40	39	Valentina O. & Mr. Eric Reklai	Elem. School
SKP: Marine Science	40	16	Pheobe Sengebau	Elem. School
SKP: Music	40	12	Howard Charles	Elem. School
SKP: Art	40	29	Samuel Adelbai	Elem. School
SYP:Traditional Women Dance (Delal a ngeloik)	40	10	Luciana Shiro	High School
SYP:Palauan Chant (Chesols)	40	15	SariangTimulch & Floriano Felix	High School
SYP:Palauan Proverb (Olachitnger)	40	15	SariangTimulch & Floriano Felix	High School
SYP: Pandanus Weaving (Omengaus el such)	40	10	Dilchur Ruloked & Jury Kebekol	High School
SYP: Mythology (Uchelel a Belau)	40	15	Hermana Ramarui	High School
SYP: Intro. To Native Flora (Omesubel a dellomel)	40	15	Albert Soaladaob	High School
SYP: Omesubel a Bai	40	5	Elmer Rdiall	High School
SYP: Omeruul el Biskang	40	5	David Taro	High School
Quick Book Training	9	20	Ltelatk Fritz	State Gov & MOS Staff
Ecological Monitoring Course	60	12	Evelyn Ikelau R. Otto & Lincy Lee Marino	State Gov. Rangers
<b>TOTAL</b>	<b>780</b>	<b>557</b>		

## EDUCATIONAL TALENT SEARCH (ETS)

### Mission

To increase the number of youth from disadvantaged background to complete high school, and to complete a program of post-secondary education institution of their choice.

### Personnel

The project has a total of six (6) full time staff who oversee the implementation of activities and services.

### Program and Services

The Budget Year 2018-2019 is the second year of the fourth cycle of our federal grant. ETS serves six (6) elementary schools and three (3) high schools in accordance with the guidelines provided by the regulations and requirements of Educational Talent Search Grant.

Elementary Schools and High Schools Breakdown		
Schools	Number of Participants	Number of Tutors
<b>Elementary Schools</b>		
Airai Elementary School	25	1
George B. Harris Elementary School	40	3
Koror Elementary School	97	3
Maris Stella School	18	1
Melekeok Elementary School	34	1
Meyuns Elementary School	37	2
<b>High Schools</b>		
Emmaus-Bethania High School	25	1
Mindszenty High School	48	1
Palau High School	174	6
<b>TOTAL</b>	498	19

### Objectives

These objectives are mandated by the U.S. Department of Education and must be accomplished on an annual basis.

1. Secondary School Persistence: 80% of non-senior participants served each project year will complete the current academic year and continue in school for the next academic year, at the next grade level.
2. Secondary School Graduation (regular secondary school diploma): 70% of seniors served during the project year will graduate during the project year with a regular secondary school diploma within the standard number of years.



3. Secondary School Graduation (rigorous secondary school program of study): 30% of seniors served during the project year will complete a rigorous secondary school program of study and will graduate during the project year with a regular secondary school diploma within the standard number of years.
4. Postsecondary Education Enrollment: 51% of participants, who have graduated with a regular secondary school diploma, during the project year, will enroll in an institution of higher education by the fall term immediately following high school graduation or will have received notification, by the fall term immediately following high school, from an institution of higher education, of acceptance but deferred enrollment until the next academic term (e.g. spring term).
5. Postsecondary Attainment: 20% of participants served during the project year, who enrolled in an institution of higher education, by the fall term immediately following high school graduation or by the next academic term (e.g. spring term) as a result of acceptance but deferred enrollment will, complete a program of postsecondary education within six years.

### Highlights

In Fall Semester 2018, the project recruited at local target schools, attended Principals' Meeting, provided orientation to tutors, and implement tutoring sessions on Mondays to Thursdays. ETS participants participated in numerous cultural field trips to Babeldaob, Airai & Koror areas, Diving sites, and Rock Islands for observations and exposure to developing projects, historical and cultural sites, and Olbiil era Kelulau sessions.

In Spring Semester 2019, ETS participants took part in numerous trips to Babeldaob, Airai & Koror areas, diving sites, and rock islands for observations and exposure to developing projects, historical and cultural sites, and work on all subject area related assignments. Tutoring continues for participants in needed subjects. Provide college entrance exam, financial aid assistance, and scholarship information.



ETS Motivational Workshop for GBH students

**PCC ADULT HIGH SCHOOL (AHS)**

Enrollment History	Academic Year	# of Enrollees
Melekeok	2002-2004	18
Ngardmau	2002-2005	15
Sonsorol	2001-2005	9
Ngchesar	2005-2007	12
Airai	Spring 2008	18
Airai	Spring 2011	17
Airai (College Prep.)	Fall 2013	5
Peleliu	Spring 2011-2012	24
Peleliu (College Prep.)	Fall 2013-Spring 2014	8
Ngeremlengui	Spring 2012	15
Ngeremlengui	Fall 2013-Spring 2014	14
Ngardmau	Fall 2014	16
Ngiwal	Fall 2015-Spring 2017	13
Ngeremlengui	Fall-2016-2017	15
Airai	Fall 2018	8
Melekeok & Ngchesar	Fall & Spring 2019	12
<b>Total 219</b>		
<b>PCC Main Campus</b>		
Koror	Fall 2000-Spring 2001	160
"	Fall 2001-Spring 2002	297
"	Fall 2002-Spring 2003	289
"	Fall 2003-Spring 2004	189
"	Fall 2004-Spring 2005	166
"	Fall 2005-Spring 2006	172
"	Fall 2006-Spring 2007	111
"	Fall 2007-Spring 2008	149
"	Fall 2008-Spring 2009	146
"	Fall 2009-Spring 2010	154
"	Fall 2010-Spring 2011	78
"	Fall 2011-Spring 2012	60
"	Fall 2012-Spring 2013	33
"	Fall 2013-Spring 2014	34
"	Fall 2014-Spring 2015	55
"	Spring 2016	31
"	Fall 2017	32
"	Fall 2019	11
<b>Total</b>		<b>2,167</b>

Semester	# of Graduates	Track	
		College	Vocation-al
Spring/Summer '02	29	29	
Spring '03	30	30	
Spring '04	36	36	
Spring '05	24	24	
Spring '06	19	19	
Spring '07	20	20	
Spring '08	17	16	1
Spring '09	15	14	1
Spring '10	20	14	6
Spring '11	20	20	
Spring '12	15	9	6
Spring '13	25	13	12
Spring '14	17	5	12
Spring '15	9	9	
Spring '16	15	5	10
Spring '17	1		1
Spring '18	8	1	7
Spring '19	17	2	15
<b>Total</b>	<b>337</b>	<b>266</b>	<b>64</b>

## **Tan Siu Lin PCC Library**

Tan Siu Lin PCC Library is an important part of the Palau Community College campus community as a learning resource with an institution of higher learning. The library, with its comprehensive collection of resources, research assistance, access to information and communications technology, is a critical part of every student's academic experience. As a "learning resource" which directly supports student learning, the library reports directly to the Office of the President. The mission of the PCC Library is to support the academic programs at the college and to promote lifelong learning in the wider community through high-quality, accessible resources, information literacy training, and public outreach activities.

### **Performance Report**

#### **Summary**

During fiscal year 2018–2019, the Tan Siu Lin PCC Library worked to provide comprehensive resources and services to PCC students, faculty, staff and to the general community. Key improvements and undertaking took place in the areas of Grant Projects ; Collection Development; Orientations, Instruction and Community Outreach Activity.

#### **Grant Projects**

The Institute of Museum and Library Services (IMLS) Library Services and Technology Act (LSTA) grant activities between PCC and the Ministry of Education (MOE) are ongoing. The 2018-2019 grant cycle provided \$30,000.00 library initiatives in Palau. Thru the grant money, library materials were purchased for the school libraries and a one week workshop hosted by Ministry of Education (MOE) and Palau Association of Librarians (PAL). Follett site licenses were renewed for libraries participating in the Palau Union Catalog, an online catalog of most of the library collections in Palau. These grant activities were completed by September 2018.

#### **Personnel**

PCC continues to search for a new Director of the Library Services. Library now is currently managed by Pioria Asito while the search continues.

The PCC Library currently employs nine full-time staff members: one Interim Director, three Library Technicians, and five Library Assistants. One Library Assistant resigned but the vacancy has been filled. All Seven library staff members have completed their degrees in the AAS Library & Information Services Program at PCC. Two staffs are still pursuing their degrees in AAS Library & Information Services Program. Out of the nine staffs, two staff are continuing taking required credit courses in preparation to enroll the San Diego State University's bachelor program.

#### **Professional Development**

Trainings and workshops for library staff continue to be supported by the college. The Ministry of Education (MOE) and Palau Association of Librarians (PAL) offered a week long workshop for the librarians in Palau to learn new activities that promotes children's interest in reading, speaking, listening and creating. Some of the library staffs were able to attend and learn needed skills to use for our outreach and annual summer library programming.



Library Summer Kids Program

### Equipment Purchase

During August 17-18, 2019, two Security Gates for 2<sup>nd</sup> floor finally arrived and installed. One double-panel for the main entrance and one single-panel leading up to the Academic Affairs on 3<sup>rd</sup> floor. The installation of the security gates ensure the security of the library resources.



New Library Security Gate



**Collection Development**

During the 2018-2019 fiscal year, the library collection expanded through materials that have been donated to the library. These donations included fiction, non-fiction and DVD materials which have helped to expand the general collection, the children's collection, entertainment collection and the foreign language collections. Approximately 1,245 titles were added to the collection.

**No Fee Cards:** To encourage reading, the library offered free library cards to new users.

**Orientations, Instruction, and Community Outreach**

From October 2018 to September 2019, the library provided library orientations and instruction sessions to 66 students. The library also provided group tours and research assistance to 25 students from Palau High School and 19 students from Seventh Day Adventist School. Over 20 students from Emmaus Kindergarten had a chance to tour the library especially the Kid's section of the library. During their visit, they had an opportunity to get their free library cards.

The Palau Public Library and the PCC Library collaborate project, Bookmobile Outreach program, began in September this year. This outreach activity will serve both public and private elementary schools throughout Palau. The outreach program services will provide opportunity for the elementary students for interlibrary loan services and other library programs. PCC Library continues to provide varieties of activities to the children at the PCC Day Care on a weekly basis.

An annual Summer Library Program was done during the week of July 03-07, 2019. Over twenty students participated where they enjoyed a range of activities from learning to weave to math and spelling games.



Bookmobile Outreach program



Library Summer Kids program

In spring 2019, PCC library initiated the first Federated States of Micronesia (FSM) & the Republic of the Marshall Islands (RMI) Library Orientation. The goal of the project was to help the students gain appropriate library skills needed to support their learning and to help ensure their educational success. To encourage students to continue to use the library services, a Reward Program was established and implemented to entice the students to continue using the services. Rewards are given to students from the RMI and the FSM entities that have the most number of hours using library services in every two weeks. Library services include but not limited to research work, reading newspapers, and the computer lab.



Library FSM Orientation program



Reward Program

### Library Evaluations

The library continues to administer the Library User Satisfaction Survey during each spring semester to students, as well as to faculty, staff, administrators, and the general public. The survey attempts to assess the services for improvement purposes. In addition, a Library Computer Lab Evaluation Survey is done during fall semester from computer lab users at the end of each mid-term exam period in order to identify areas of improvements.

### Present and Future Initiatives for 2019 - 2020

- Continue to search for a new ALA-credentialed Director of Library Services.
- Continue to engage PCC maintenance to provide regular maintenance of the library (lighting, air conditioning units, and necessary door/window repairs) in order to continue to provide quality services and to protect our learning resources.
- Implement an annual Library Amnesty Program to library patrons in order to recover overdue materials.
- Purchase new materials to improve and update the library general collection.
- Continue to recognize value and cater to community component of the library users which is the largest segment of library borrowers.
- Continue to collaborate with the Palau Public Library to implement the Palau Bookmobile services.
- Continue to provide training and professional development opportunities for staff, including trainings on provision of reference services and implementation of new distance reference services.
- Continue to do outreach program at the PCC Day Care Center on weekly basis.

**Statistics**

The following tallies illustrate the number of computer users, total hours of computer use, and number of library visits, circulation of books and materials, number of patrons and circulation by patron type, number of books cataloged, number of resources donated, and facilities use.

	<b>Computer Users</b>
October 2018	251
November	156
December	222
January 2019	96
February	214
March	117
April	159
May	91
June	220
July	137
August	231
September	275
<b>Total</b>	<b>2,169</b>

	<b>Hours of Computer Use</b>
October 2018	360
November	205
December	247
January 2019	99
February	257
March	168
April	190
May	151
June	211
July	339
August	354
September	462
<b>Total</b>	<b>3,043</b>

	<b>Gate Count Number of Library Visits</b>
October 2018	8,986
November	9,031
December	3,446
January 2019	7,067
February	7,985
March	7,906
April	7,754
May	4,800
June	9,355
July	5,103
August	2,869
September	7,271
<b>Total</b>	<b>81,573</b>

	<b>Circulation of Books and Materials</b>
October 2018	12,942
November	4,514
December	14,961
January 2019	18,222
February	3,220
March	824
April	703
May	835
June	1,526
July	980
August	600
September	822
<b>Total</b>	<b>60,149</b>

Number of Patrons and Circulation by Patron Type		
Patron Type	Number of Patrons	Circulations
Board of Trustees	4	1,488
Community Adult	3,104	134,111
Community Elementary	2,931	15,894
Community High	1,938	15,301
Faculty	78	7,281
PCC Staff	108	13,514
PCC Student	3,134	46,783
<b>Total for Patron</b>	<b>11,297</b>	<b>234,372</b>

Donated Resources			
Month	DVD (ea/bx/set)	Magazines	Books (ea.)
October 2018	2	1	94
November	5	16	39
December	1	154	80
January 2019	0	0	62
February	4	0	22
March	3	22	36
April	28	4	21
May	0	10	65
June	64	6	323
July	0	0	17
August	0	0	46
September	99	26	97
<b>Total</b>	<b>206</b>	<b>239</b>	<b>902</b>

	Books Cataloged
October 2018	0
November	514
December	59
January 2019	73
February	71
March	56
April	67
May	0
June	135
July	154
August	1
September	62
<b>Total</b>	<b>1,192</b>

	Conference Room Usage
October 2018	10
November	7
December	10
January 2019	4
February	13
March	6
April	7
May	6
June	1
July	0
August	6
September	3
<b>Total</b>	<b>73</b>

## **COOPERATIVE RESEARCH & EXTENSION**

### **Mission**

The mission of Cooperative Research and Extension of the Palau Community College is to collaborate with partners and clients to generate, develop and disseminate practical, relevant and sustainable technologies and knowledge in agriculture, environment, food, nutrition and human sciences to benefit the people of Palau.

### **Executive Overview**

Integrated research and extension programs to address economic, social, and ecological issues continued with special emphasis on the national priority areas. These programs were conducted through the cooperative research and extension department of Palau Community College (PCC). Dissemination of research findings and technologies to sustain and improve the quality of life in our communities was carried out.

Mitigation and adaptation programs on climate change; food security, food safety and childhood obesity programs were launched and supplemented programs on proper hygiene and healthy lifestyle that are important in safeguarding the well-being of citizens. The rising sea level due to climate change has become a really serious concern as we witnessed the catastrophic effects of this phenomenon on shorelines. The increasing cost of food and fuel has forced people to make adjustments necessary for the new economic, social and environmental conditions and find innovative methods of farming of crops, livestock, and aquaculture species. Research and extension activities promoted agricultural productivity and food security, self-sufficiency, and enhancing quality of life. The utilization, processing and development of new products from staple food crops that are acceptable to the native population and in local markets continued. Trials on taro varieties for their sustainability to grow under atoll conditions continued and the micro propagation of elite (disease-free and high yielding) varieties that will improve the quality and quantity of certain crop varieties for food security were ongoing. Continued germplasm maintenance of staple root crops has insured the genetic conservation of these valuable resources for future generations. This has also facilitated the continue supply of planting materials to growers and allow in-vitro multiplication of other food crops.

Aquaculture demonstration projects continued to transfer the technical know-how to the citizens of Palau and Micronesia to enable them to actively engage in projects that could provide alternative income generation with the overall aim of improving the socio-economic conditions of islanders. Efforts were made to initiate and improve the socio-economic conditions of islanders. Efforts were made to initiate and improve site-specific multi-species aquaculture and transfer simple and appropriate feeding technology for targeted aquaculture species to farmers to formulate their own feeds. Other projects provided stock enhancement to replenish depleted stocks.

Other outreach programs continued on issues ranging from food safety and quality, food security, families and youths relationships. Health and nutrition programs continued on the importance of healthy lifestyles, which included physical activity and consumption of safe and nutritious local food to combat obesity, diabetes, heart diseases and other NCDs.



Sustainable agriculture and Integrated Pest Management (IPM) programs provided farmers information on agricultural production practices that protect the fragile island ecosystem integrity and biodiversity. Programs continued on resistant crop varieties and practical biological pest control measures to provide useful tools for stakeholders to combat crop pests and diseases and increase productivity. The use of beneficial organisms was emphasized to reduce pest threats on crops.

## AGRICULTURE PROGRAM

### Maintenance of Root Crops Germplasm

Continuous maintenance of root crops germplasm such as planting, weeding and fertilizer application of taro, yam, cassava, sweet potato, banana, and pineapple germplasm was done this year to ensure good growth and maintenance of these field collections. In addition to annual Olchotel Belau Fair (OBF), CRE distributed total of 650 taro, 150 pineapple, and 500 sweet potatoes planting materials to the farmers.



Root crops: cassava, taro, sweet potato, and yam farm



**Olchotel Belau Fair (OBF) Exhibition**

PCC-CRE joined the OBF on October 24, 2018 and conducted the following activities.

1. Distribution of taro, banana, and rambutan planting materials to the community: Six hundred taro plants, two hundred banana plants, and one hundred fifty rambutan plants were distributed.
2. Demonstration of table top garden: Table top garden demonstration was conducted to promote vegetable home gardening that aimed to reduce childhood obesity issue in Palau.
3. Distribution of books to the community: The total of 50 books for manual on taro, cassava and upland crop production books were distributed to the interested community members.



CRE booth displaying various plants at OBF



CRE staff planting breadfruit tree

**Breadfruit maintenance and distribution**

CRE agriculture staff continued caring for the breadfruit plants Ma'afala from Hawaii that were propagated by tissue culture. Sixty of these breadfruit plants were planted in Peleliu, Kayangel and Sonsorol.



Breadfruit planting campaign and stock of plants ready for distribution to the community

### Breadfruit Training

PCC-CRE hosted Ma'afala bread fruit tree grafting and pruning training in collaboration with Bureau of Agriculture (BOA). Over 30 participants attended and completed the training.



Breadfruit training at PCC Assembly Hall

### Fruit tree grafting and pruning training

PCC-CRE, in collaboration with Bureau of Agriculture conducted a fruit tree grafting and pruning training for tree improvement project. A fruit tree specialist from Japan International Research Center for Agricultural Sciences (JIRCAS) Hide Omae gave lecture and practical practices on fruit tree grafting and pruning techniques to produce high quality fruits. Over 20 participants from CRE, BOA, and Palau Organic Grower Association joined the training.



Hide Omae Fruit tree grafting and pruning



**Weeding of taro experiment plots for sustainable agriculture based on the technical components of conservation agriculture**

Weeding of taro experimental plots in Research and Development Station (R&D), PCC-CRE for collaborated research with PCC-CRE and Japan International Research Center for Agricultural Sciences (JIRCAS) based on conservation agriculture techniques of minimal soil disturbance, cover crops and mulching materials was done to keep good growth.

**Planting taro trial plot for watershed management project**

In collaboration with JIRCAS, taro trial plots were planted for watershed management project in R&D station PCC-CRE.



CRE R&D experimental plots



Watershed management project

### Tissue Culture Training

Tissue culture training and trials are being set up in collaboration with local and international horticulture specialists on endemic species. This small-scale trial run for satellite lab will be used to develop effective Standard Operating Procedures for tissue culture of important plant species and capacity for larger scale tissue culture and grow out.



Laboratory set up for tissue culture trial

### Salt tolerance of taro varieties in salt water intruded mesei in Airai State, Palau

Salt water inundation and seepage into coastal and low-lying taro patches has been a threat; in order to run tolerance test for species of taro, a selected site with salt water and water level gauge was chosen that was low-lying and identified as at risk due to salt water inundation. The normal taro variety and salt water resistant variety were planted at the site in order to gauge the effects of salt water and tidal surge. This area will be monitored and several other sites will be selected in order to gauge effectiveness of salt-water variety of taro. In addition, work with Washington based Ridge to Reef NGO has brought on nutrient sequestering methodology that may be useful for setting up drought resistant areas for crops.



Salinity and water level probe



Experiment of salt water tolerant taro patch



**Planting Sweet Potato for Watershed Management Project**

In collaboration with JIRCAS, sweet potato experiments plots were planted for watershed management project in R&D station.

**Mango flower induction experiment**

Plant growth regulator, paclobutrazol was applied directly to the root zone of mango plants to regulate vegetative growth which can enhance flowering according to the experimental design.



Campus mango tree used for induction experiment

**Planting fruit trees for FAO tree project**

PCC-CRE planted mango, avocado, guava, breadfruit, and rambutan for FAO fruit tree project. Plastic mulching was done to control weeds and save labor for weeding.

**Genetic identification and tissue culture of Breadfruits (*Artocarpus* sp.) and Taro (*Colocasia*) other important ethnobotanical food and medicine species in Palau.**



Transfer of tissue cultured breadfruit and taro

This year tissue culture collaboration and Material Transfer Agreement for genetic review of *Musa* species (banana) is underway for 3-year review of banana cultivars at plots. Probes quotes have been gathered and submitted for ordering to set up with visiting professor from Tokyo University. Additionally, contact has been established for *Artocarpus* sp. tissue culture and productions in French Polynesia (visit pending review of stock, biotypes and partnership agreement). Additionally, visit to Japan has resulted in a stock assessment of equipment needed to do soil analysis; talks are underway to establish basic soil science laboratory, which will double as water quality as well.

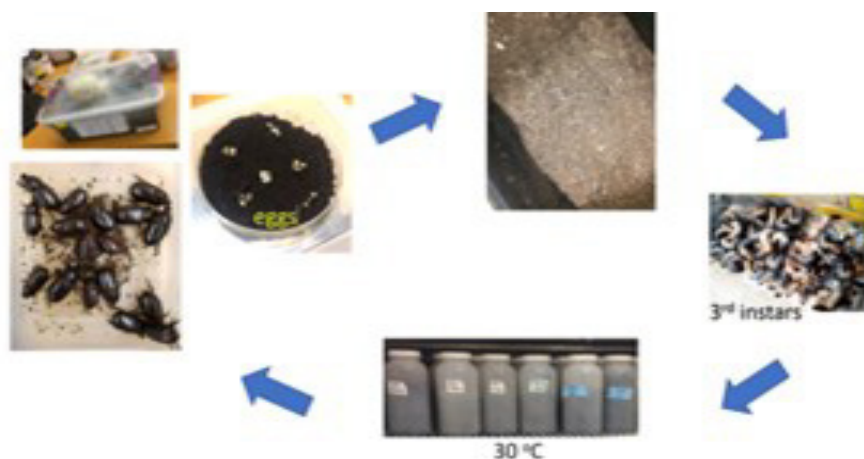


Soil analysis equipment

### **Invasive species on Coconut Rhinoceros Beetles**

Invasive species work has begun on Coconut Rhinoceros beetles in collaboration with BOA and other national and international partners; assessment locations have been set and protocol for insect identification and grow out facilities has been developed and will be implemented upon MOU signing with BOA to capture invasive assistance via GEF programs.

Student has been sent for four-year degree in Guam to help with technology training and establishment of techniques for trapping that can be further used in Palau (as well as growth chamber). Damage assessment will continue as increased damage has been observed in Koror and other States; SPC members are considering collaboration on CRB assessment and viral development.



CRB Rhinoceros assessment and viral development

## AQUACULTURE PROGRAM

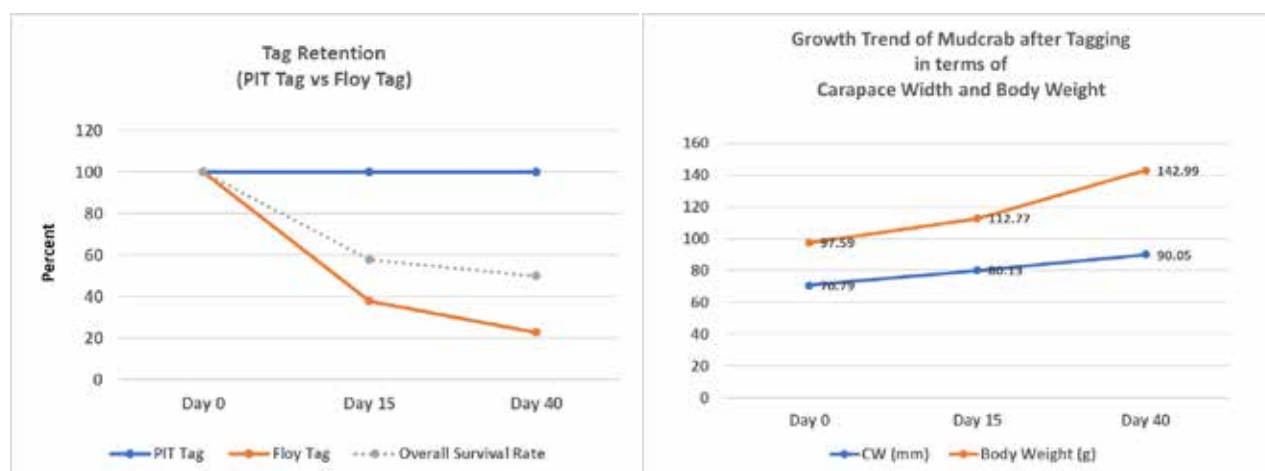
### Rabbitfish (*Siganus* sp.)

Larval rearing trials for the rabbitfish continued at PCC Multi-Species Hatchery and about 16,825 rabbitfish (*Siganus lineatus*) juveniles were distributed to local fish farms in Palau.

Nabeyama Farm	2,000	Ngatpang State	October 2, 2018
Aquapro Farm	3,025	Koror State	October 18, 2018
Kenneth Merep Group	2,000	Melekeok State	November 20, 2018
Kenneth Merep Group	4000	Melekeok State	Jan.24,2019
Melwert Tmetuchl Farm	1500	Airai State	April 19,2019
Fish Farmers Cooperative in Ngiwal State	1800	Ngiwal State	May 6, 2019
Fish Farmers Cooperative in Ngiwal State	2000	Ngiwal State	July 2, 2019
Bureau of Marine Resource	500	Koror State	Aug. 6,2019

### Mangrove Crabs (*Scylla serrata*)

An experiment was conducted to compare the efficiency of tagging the mangrove crab using the Floy Tag versus the Passive Integrated Transponder (PIT) Tag. Thirty-six mangrove crab juveniles were tagged by inserting PIT (Passive Integrated Transponder) tags (Biomark HPT8 mini, Biomark, Inc.) at the coxa segment of one of the swimming legs. The floy tags were inserted to the gills through the lateral side between the carapace and the abdomen. Result of the experiment revealed that tagging using PIT tags showed a remarkable 100% retention rate compared to only 20% using the Floy Tags. It was also observed that crabs continued to grow regardless of the tags that were inserted to their body.



Tagging experiment data results





Mangrove crab juveniles used in the tag retention experiment.

Crab tagged with Floy Tags

Crab tagged with PIT Tags

### **Training for Seed Production and Grow-Out of Mangrove Crab – Cohort**

In response to Pohnpei and Yap State officials' interest to enhance their mangrove crab resources, a training for "Seed Production and Grow-out training is being planned". The training will provide needed skills for the governments, Land-Grant, and private sector staff who are expected to be directly involved with the aquaculture production of the mangrove crab in different locations throughout Micronesia. Training modules are being reviewed and finalized by the working group.

Program initiatives to have the training focused on research and demonstration activities were made possible via support from the Palau Community College and CRE Multispecies Hatchery - Aquaculture Research Station at Ngeremlengui. This training program targeted the government aquaculture personnel, COM Land-Grant staff, and private sector staff who are expected to be directly involved with the aquaculture production of the mangrove crab in different locations throughout Micronesia.

Through this training, it is expected that by the end of the program, the trainees would be able to demonstrate the necessary skills and knowledge in the following areas in mangrove crab aquaculture:

- Biology of Mangrove Crab
- Status of Fisheries and Aquaculture of Mangrove crabs
- Basic tools and equipment in Mangrove crab Hatchery, Nursery and Grow-out
- Criteria for Collection of Broodstock and Spawners
- Broodstock management, spawning, egg incubation and hatching
- Identification of different stages of mangrove crab's embryonic development
- Identification of different stages of mangrove crab's larval development
- Counting/estimation of larvae
- Larval rearing of mangrove crabs
- Important water parameters

- Preparation of tanks for spawning, larval rearing and nursery operations
- Natural food production (microalgae)
- Natural food production (rotifers) in Ngeremlengui
- Nursery of mangrove crabs using outdoor tanks
- Nursery of mangrove crabs in brackish water ponds.
- Release of mangrove crab larval for stock enhancement
- Grow-out culture of mangrove crabs in brackish water pond and net pens inside the mangroves

This training was officially started on March 18, 2019 and ended on April 12, 2019. A total of 10 participants coming from Yap, Pohnpei and Palau have successfully completed this training program. Series of lectures that included the biology, aquaculture, and seed production techniques for mangrove crabs were conducted. The participants toured the Hatchery to familiarize themselves with set-up, facilities, equipment and major components of the mangrove crab hatchery operations. Hands-on activities in mangrove crab hatchery, nursery and grow-out were demonstrated. As a result of the hands-on training, about 260,000 megalopae were produced and the trainees have learned and developed their skills on the seed production of mangrove crabs, thus making them confident in running the hatchery in their respective hatcheries in the future.



Trainees doing their daily tasks during their mangrove crab training at PCC Hatchery



Release of Megalopae into the ocean



The 1 to 2 inches hatchery produced crablets ready for stocking in the grow-out farms



Stocking of hatchery produced crablets in Hiromi Nabeyama Aquaculture Farm and releasing the crablets to the mangrove area.



Training participants who completed the Mangrove Crab Hatchery Training together with the PCC officials.



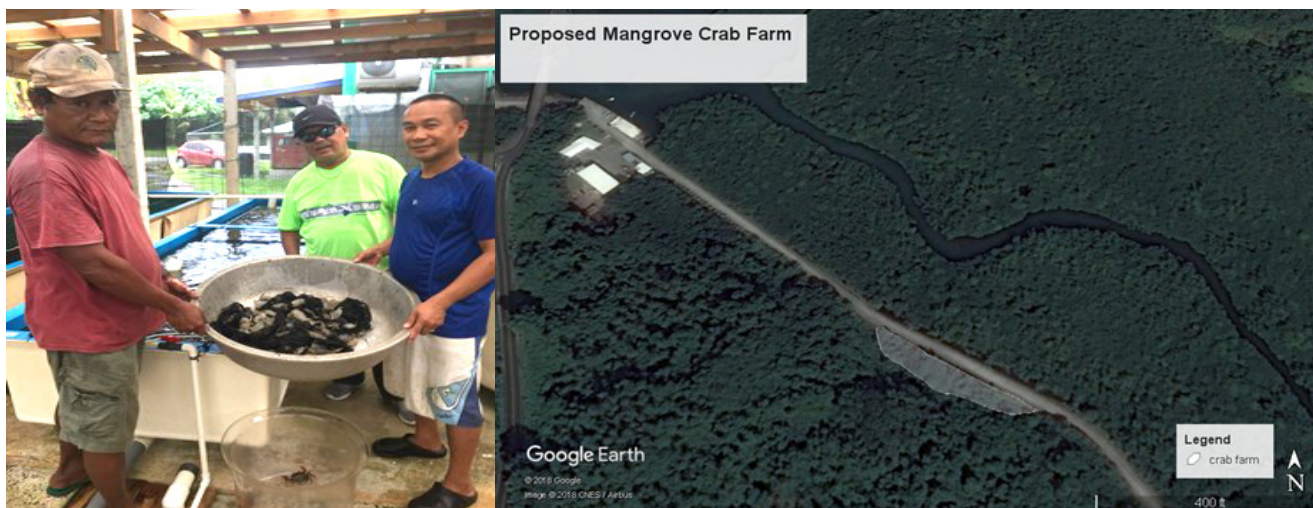
**Release of Mangrove Crab larvae**

About seventeen million newly hatched mangrove crab larvae were collected after a crab broodstock spawned last December 9, 2018. These larvae were released to the mangrove conservation area near the PCC Hatchery in Ngeremlengui State. After the release of larvae the spawner crab was returned to the spawning tank for further spawning.



Release of newly hatched mangrove crab larvae along the mangrove area near PCC Hatchery

Additionally, 200 pieces of mangrove crab juveniles were delivered to a crab Farm in Ngaraard State last July 2, 2019. The farm is located along the mangrove areas in Ngaraard and the farmer has been assisted by providing the farm concept and other technical advice on developing the farm.



Mangrove crab juveniles released in a crab farm in Ngaraard State

**Improving the seed production performance for mangrove crabs.**

Aside from the training, a series of experiments were also undertaken to investigate the effects of background algae and stocking densities on the survival rate of the larvae. The result of this experiments will be utilized in improving the seed production technique of mangrove crabs at PCC hatchery.



Tank set-up for the larval rearing and nursery experiments at PCC Hatchery

**Technical Assistance for the grow-out of rabbitfish and mangrove crab in Melwert Tmetuchl Farm in Airai State, Palau.**

After the completion of pond preparation for the grow-out of rabbitfish and mangrove crabs in Melwert Tmetuchl Fish Farm, these were stocked with the rabbitfish and crabs (1,500 rabbitfish fingerlings and 1000 crablets) that came from PCC Hatchery. Farm visit was done regularly on a weekly basis to monitor the condition and progress of the rabbitfish and mangrove crabs that were stocked in the grow-out ponds.



Grow-out pond for mangrove crab at Melwert Tmetuchl Fish Farm in Airai State



Crab traps were also deployed inside the crab farm to monitor the grow out performance of the 1,000 pcs mangrove crab juveniles at Melwert Tmetuchl Fish Farm in Airai three months after stocking. As of August 29, 2019, the crabs reached the average body weight of 200g with the carapace width that ranged between 3 to 5 inches. Farm visit will be done regularly on a monthly basis to monitor the mangrove crabs that were stocked in the grow-out pond.



Grow-out pond for mangrove crab at Melwert Tmetuchl Fish Farm in Airai

### **Other routine aquaculture related activities**

#### **Maintenance of live micro-algae**

Three important micro-algae species that are used for essential larval feed as feed like rotifers and copepods are being kept at PCC hatchery.

Every week new batch of algae culture for each species needs to be prepared that involves counting of cells and sterilization of culture media.

Algae culture in carboys was counted everyday so that the amount of algae to be fed to copepods can be estimated.

#### **Maintenance and culture of live larval feed (rotifers and copepods)**

Rotifers and Copepods are zooplanktons that are used as live feed for different types of larvae in the hatchery. These organisms need to be available anytime so that in case the fish and crabs spawn we have feed to be used in the larval rearing.

Every day, densities of these organisms as well as the live microalgae were counted to estimate the amount of feed to be given.

On a weekly basis a new batch of culture for each species needs to be prepared that involves counting of cells and sterilization of culture media.

#### **Feeding of Fish and Crabs**

Fish and crab broodstock and juveniles are cared everyday with commercial feed and locally produced frozen fish meat.

### Olchotel Belau Fair (OBF) in Ngchesar State

PCC-CRE Aquaculture team participated in this year's OBF that was held in Ngchesar State in October. Posters and aquariums that showcased the on-going aquaculture activities of PCC-CRE were displayed.



PCC-CRE display booth at OBF

### Hatchery Visitors

Over two hundred visitors toured the CRE Multi-Species Hatchery, including students teachers, parents visited CRE Multispecies hatchery.



Teachers and students visiting CRE Hatchery



**Expanded Food Nutrition & Education Program (EFNEP)**

The objective of the program is to teach the community about food safety, healthy food, and grow your own vegetable garden.

EFNEP has been conducting table garden project as a part of the lessons on the Expanded Food and Nutrition Education Program by teaching the youth on how to grow vegetables utilizing the tabletop garden system. The students were not only trained of vegetable productions; they also learn how to utilize vegetables in their daily eating. The project has other far reaching benefits such as healthy eating, physical activities, saving money and of course learning how to cook vegetables.

**Trainings with Elementary Schools in Palau**

PCC CRE, EFNEP re-visit the project with Maris Stella Elementary School regarding healthy food, food safety and small gardening. The method was learning food safety, healthy food and gardening and also setting examples on how to be healthy and active as well. The training also enhances in physical activities as well as exercising at the same time while moving around and doing gardening. They also learned the basics of food budgeting and reading understanding food labels and setting goals. The training was successful with a total of 25 students, 12 meetings and a total 12 hours.



Maris Stella School students learning how to plant healthy food using simple gardening method

In addition, EFNEP conducted trainings to 111 students from Peleliu, Ngeremlengui, Ngaraard, Ngardmau, and Ibobang Elementary School for 12 hours each training.

Students learned how to grow fresh vegetables and eat healthy including 6 lessons on Food safety, Myplate, Nutrition facts, Physical activities, fruits and vegetables and Food demo. The training was a successful.



### **Follow up of Table-Top garden program**

PCC-CRE also provided Nappa seedlings and compost for the total of 18 table top gardens to Ngeremlengui primary school as a follow up of the Table-Top gardening. PCC-CRE staffs also guided the students in planting Nappa seedlings. The vegetable harvested will be used for school lunch to promote healthy life style.



PCC-CRE provided Nappa seedlings and compost for the total of 10 Table-top gardens to GBH Elementary School as follow up of the program.



## FY 2019 BUDGET

INCOME		
1	Tuition & Fees	1,804,083.92
2	Room	168,896.00
3	Board	316,680.00
4	ROP Contribution	2,461,000.00
5	Sales of Service	70,439.26
6	Grants	1,659,350.00
7	Restricted Appropriations	125,331.93
8	Fees & Miscellaneous Revenues	513,593.00
	<b>TOTAL INCOME</b>	<b>7,119,374.11</b>
EXPENSES		
9	Furniture & Fixtures	50,000.00
10	Equipment	250,000.00
11	Insurance	28,500.00
12	Instructional Materials	85,000.00
13	Books & Library	126,398.80
14	Food Supplies	390,000.00
15	Consumable Supplies	70,200.00
16	Vehicle Registration	12,000.00
17	Automobile/POL	127,000.00
18	Staff Development (Training)	5,500.00
19	Advertising	2,862.50
20	Printing & Reproduction	60,000.00
21	Communication	108,504.21
22	Utilities	310,000.00
23	Leased Housing	82,219.95
24	Student Recruitment	35,000.00
25	Contractual Services	145,000.00
26	Travel (Staff Development)	133,000.37
27	Health Insurance	155,501.13
28	Life Insurance	7,769.29
29	Pension Plan	170,787.84
30	Social Security	215,730.28
31	Salaries	3,375,396.98
32	Adult High School	79,863.70
33	Board of Trustees	38,000.00
34	Pension Buy Back	39,784.90
35	Accreditation	82,933.17
36	Non - FAS Pension	29,626.20
37	Palau Health Care Plan	84,384.92
38	Management Information System	204,000.00
39	Total Cost of Ownership (Infra.SF)	126,302.37
40	Student Wage (FWS & RIIA)	230,000.00
41	Tuition Waiver	32,020.00
42	SAT 10	00.00 -
43	Institutional Membership & Fees	180,000.00
44	Scholarships	46,087.50
	<b>TOTAL EXPENSES</b>	<b>7,119,374.11</b>

**PROFESSIONAL & SUPPORT STAFF**

Adachi, Lesley B.  
Director, Admissions & Records  
BS 1980, Fort Wright College  
MA 2008, San Diego State University

Alexander, Grace  
System Analyst  
BS 1985, Northern State College

Alexander, Maurine  
Counselor  
BS 1988, Northern State College  
MA 2003, San Diego State University

Anderson-Nabeyama, Marie  
Director, Human Resource  
BA 1990, University of Hawaii - Hilo

Andreas, Clara Maile  
Project Director, Talent Search  
BA 1988, University of Hawaii - Hilo  
MA 2003, San Diego State University

Anthonio, Angelio  
Academic Counselor/Advisor  
BA 2001, University of Guam

Asito, Pioria  
Acting Director Library Service  
AS 1998 & 2001, Palau Community College  
BA 2011, San Diego State University

Belelai. Kuye  
Project Director, Upward Bound  
BA 1978, University of Colorado  
MS 1979, California State University-Fullerton

Borja, Thomas  
Academic Counselor  
BA 2011, San Diego State University

Dachelbai, Danielle  
Cook  
AAS 2012, Palau Community College

Daniel, Sherman  
Dean of Students  
BVE 2005, San Diego State University  
MA 2008, San Diego State University

DeLos Santos, Miguel A.  
Researcher  
BS 1992, University of Philippines  
MS 2001, University of Philippines

Debelbot, Armstrong  
Academic Counselor  
BS 1996, US International University

Emesiochel, Demy F.  
Accounting Technician  
AAS, 2012  
Palau Community College

Fagolur, Bellarmino  
Dormitory Manager  
BA 2005, Pacific Island Bible College

Haruo, Harline  
Personnel Manager  
BS, 2015, San Diego State University

Ignacio, Keith  
Administrative Assistant  
AS 1999, Palau Community College

Imanuel, Hellen  
Assistant Project Director  
BS 1985, St. Paul Bible College

Jerry Pauline  
Administrative Assistant  
AS 2001, Palau Community College

Joseph, Jolene  
Academic Counselor/Advisor  
BA 2002, University of Guam  
MA 2017, San Diego State University

Katosang, Dahlia M.  
Director, Financial Aid  
MA 1977, United States  
International University

Kazuma, Clement  
Director, Physical Plant  
AS 1988, Micronesia Occupational College

Kodep, Tessmarie U.  
Student Account Supervisor  
BS 2008, Eastern Oregon University  
MA 2017, San Diego State University

**PROFESSIONAL & SUPPORT STAFF**

Kual Hedrick W.  
Counselor  
BA 2005, Pacific Islands Bible College

Lukas, Hulda  
Dorm Manager  
CA 1985, Micronesian Occupational College

Maech, Akilina  
Administrative Assistant  
AS 2004, Palau Community College

Masami, Lyndon  
Extension Agent/Research Assistant  
AS 2011 Palau Community College

Melphy, Kazue  
Clerk Typist  
Diploma 1998, Bethania High School

Merong, Grace  
Library Technician  
AAS 2000, Palau Community College

Nacionales, Crystal J  
Instructional Media Specialist  
BS 2014, LORMA College

Ngirachitei, Ephraim  
Dormitory Manager  
BA 1982, Hawaii Pacific College

Ngiraibai, Debbie  
Accounting/Business Supervisor  
AS 2002, Palau Community College

Ngiraikelau, Itwong  
Clerk Typist/Research Assistant  
CA 1981, Palau Community College

Ngiraingas, Debra  
Counselor  
BS 1992, Southern Adventist College

Ngiramengior, Todd N.  
Executive Assistant to the President  
AS 1980, Wabash Valley College  
BS 1983, Eastern Illinois University

Ngiraingas, Alex  
Instructor, CPH

Ngirkuteling, Tanya  
Library Assistant  
AAS 2010, Palau Community College

Nwe, Yin Yin  
Agronomist  
Ph.D 2010 United Graduate School of Agriculture & Technology

Olegeriil, Jay G.  
Vice President, Administration & Finance  
BA 1989, Hawaii Pacific University  
MA 2003, San Diego State University

Olengellel, Lakolani  
Academic Counselor/Adviser  
BA 2004, University of Hawaii – Hilo  
MA 2010, San Diego State University

Olikong, Deikola  
Accreditation Liaison Officer/Director, IREO  
BA 1989, Hawaii Pacific College

Olkeriil, Kristy  
Accounting Technician  
AA 2008, Palau Community College  
AS 2010, Palau Community College

Olkeriil, Marlyne  
Financial Aid Technician  
AA 1982, Lassen Community College

Ramarui, Robert  
Dean, Academic Affairs  
BBA 1997, University of Guam  
MBA 2000, University of Guam

Rdechor, Gaylord  
Maintenance Technician  
CA 1982, Micronesian Occupational College

Rechelluul, Leilanie  
Extension Agent  
BA 1997, University of Guam  
MA 2010, San Diego State University

**PROFESSIONAL & SUPPORT STAFF**

Reklai, Hilda N.  
Director, Student Life  
BA 1991, University of Hawaii @ Hilo

Reksid, Maria Lourdes  
Administrative Assistant  
BS 1985, Knoxville College

Rimirsch, Bruce S.  
Director, Computer & Data Processing  
BA 1986, Asbury College

Rivera, McKingstein  
Cook  
Diploma 2009, Palau High School

Salii, Uroi N.  
Director of Finance  
BS 2001, University of Denver  
MBA 2011, National Taiwan University

Salvador, Grace S.  
Library Technician  
AAS 2008, Palau Community College

Samil, Dilubch  
Administrative Assistant  
AS 2018, Palau Community College

Sara, Ligaya T.  
Institutional Research Analyst  
BS 2004, University of Southeastern Philippines

Tadao, Kesina K.  
Accounting Technician  
AAS 2013, Palau Community College

Tadao, Tchuzie  
Director, Development Office  
BA 1995, University of Hawaii  
MA 2003, San Diego State University

Taro, Thomas  
Vice President, Cooperative Research & Extension  
BA 1982, United State International University  
MA 2003, San Diego State University

Tebelak, Oliver U.  
Cook  
Diploma, 2010, Belau Modekngai School

Tellei, Dr. Patrick U.  
President  
AS 1980, Micronesian Occupational College  
BEd. 1987, University of Hawaii at Manoa  
MEd 1989, University of Hawaii at Manoa  
EdD 2005, University of San Diego

Temaungil, Marianne  
Associate Dean, Academic Affairs  
BS 1975, State University of New York  
MA 2003, San Diego State University

Teruzi, Maria L.  
Field Assistant  
Diploma 2014, Adult High School

Thomas, Jefferson  
Dean of Continuing Education  
BS 2015, San Diego State University

Thomas, Rebechall D.  
Extension Agent  
AAS 2009, Palau Community College

Tkel, Leona  
Secretary  
Diploma 1979, Mindszenty High School

Tmecherur, Wiles  
Maintenance & Operation Supervisor  
CA 1988, Micronesian Occupational College

Towai, Gibson  
Supply/Bookstore Supervisor  
AS 1997, Palau Community College

Udui, Akiko S.  
Information Tech & Tracking Coordinator  
AAS 2009, Palau Community College  
BS 2012, San Diego State University

Ueki, Shelley R.  
Counselor  
BA 2006, Eastern Washington University

**PROFESSIONAL & SUPPORT STAFF**

Ulap, Crisarjo Mel John  
Instructor, Mathematics

Ulungchong, Husto  
Data Services Technician  
AS 2017, Palau Community College

Vergara, Rogelio  
Maintenance & Operation Supervisor  
CA 1969, Pampanga, Philippines

Wakakoro, Larry  
Advisor/Counselor  
BS 1990, Southwestern Adventist University  
MA 2008, San Diego State University

Wasisang, Flora  
Secretary  
AS 2005, Palau Community College

Yalap, Grace  
Maintenance Helper/Custodian  
Diploma 1981, Palau High School

Yamanguchi, Deidre E.  
English Instructor  
BA 1995, California State University-Chico  
MA 2005, Sophia University

**Limited Term Contract:**

Andrew, Cecilia  
Senior Clerk Typist

Augustine, Bradley R.  
Instructional Assistant  
AS 2019, Palau Community College

Banphis, Mary M.  
Library Assistant  
AAS 2013, Palau Community College

Dingelius, Dawckins  
Maintenance Helper  
Diploma 2005, PCC Adult High School

Ebas, Amanda N.  
Library Assistant  
AAS 2014, Palau Community College

Elab, Sonia Merii  
Secretary  
AAS 2017, Palau Community College

Ford, Janyssa T.  
Secretary  
AA 2015, Palau Community College

Fritz, Leory  
Field Assistant  
Diploma 1980, Ngaremlengui Elementary School

Fagoireg, Joseph  
Maintenance Worker  
AAS 2017, Palau Community College

Hafilelbung, Albino  
Maintenance Worker  
AAS 2016, Palau Community College

Haleyalib, Helston  
Library Assistant  
AAS 2014, Palau Community College

Hsu, Hua-hsin  
Chinese Language Instructor (Volunteer)

Johnny, Denae K.  
Field Assistant  
Diploma 2013, Adult High School

Joshua, Courtney T.  
Senior Clerk Typist  
AAS 2012, Palau Community College

Kibei, Luana  
Library Assistant  
Diploma, Adult High School

Kloulubak, Raven S.  
Library Assistant  
AAS 2015, Palau Community College

Madrangchar, Connie  
Field Assistant  
GED Diploma 2001, MOE

Manzano, Eric  
Architect  
BA 2008 University of Philippines at Mindanao

**PROFESSIONAL & SUPPORT STAFF**

Marino, Rodney  
Research Assistant  
Diploma 2003, Belford High School

Michael, Siliang  
Security Guard  
Diploma 1985, Ngaremlengui Elementary School

Ngirakesau, Merii  
Office Clerk  
AAS 2015, Palau Community College

Ngiramengior, Leonard  
Maintenance Helper/HE Operator  
Diploma 1976, Ngchesar Elementary School

Noel, Dickxon W.  
Security Officer  
Certificate, Palau Law Enforcement Academy

Nicanor, Orjaliza Jr.  
Maintenance Worker  
CA 2004, Palau Community College  
AAS 2007

Olikong, Cecilia  
Secretary  
AA 2015, Palau Community College

Ongrung, Evan T.  
Computer Technician  
AS 2009, Palau Community College

Sengebau, Felix  
Extension Agent/Assistant  
Diploma 1992, Mindszenty High School

Sewralur, Sesario  
Master Canoe Navigator-Pwo Initiated Ritual  
Diploma 1989, Outer Islands High School

Skebong, O'Hara  
Instructional Assistant II  
AAS 2013, Palau Community College

Sowraenpiy, Miano  
Navigator Crew  
Diploma 2005, Outer Islands High School

Sumang, Hosea  
Security Service Officer  
Diploma 1980, Palau High School

Tadao, Pualavita R.  
Secretary  
AAS 2017, Palau Community College

Tailimepiy, Queency  
Maintenance Worker  
AAS 2016, Palau Community College

Umang, Gurney Lee  
Cook  
Diploma, 1985 Palau High School

Yaiungeitiw, Koliano  
Maintenance/Electrician Worker  
AAS 2016 Palau Community College



**FACULTY**

Andrew, Evangeline  
Associate Professor, English  
BA 1994, Brigham Young University  
MA 2008, San Diego State University

Bells, Samantha T.  
Criminal Justice Instructor  
BA 2005, University of Hawaii at Hilo  
MA 2010, San Diego State University

Buban, Margeline V.  
Instructor, Math  
BS 1984, Marikina Institute  
MA 2004, Marikina Institute

Cason, Tennyson  
Instructor, Education  
MA, 1985 North Georgia College & University

Charles, Howard M.  
Instructor, English/Music  
BA 1978, Point Loma Nazarene College  
MA 2008, San Diego State University

Enano, Nobby H.  
Instructor, Auto Mechanics  
BS 1992, University of Southeastern Philippines

George, Nena H.  
Instructional Assistant II  
AAS 2010, Palau Community College

Hinojales, Suzette G.  
Drafting & Math Instructor  
BS 2008, University of Santo Tomas

Ignacio, Arlene  
Instructor Business Accounting  
BBA 1997, University of Guam  
MA 2010, San Diego State University

Ikertang, Fredrick  
Associate Professor Agriculture  
MS 2017, Central Luzon State University of Agriculture

Kawamura, Reiko  
Japanese Instructor  
BS 1998, Azubu University

Ledgerwood, Danka  
Associate Professor, Office Administration  
BA 1986, University of Comenius  
MA 1993 University of Comenius

Mascardo, Frederick  
Associate Professor  
BS 2014 University of Southern Philippines  
MS 2016 University of Southern Philippines

Meteolechol, Cecil Emengel  
Instructor, English  
BA 2015, University of Guam

Meyar, Renetta D.  
Associate Professor  
BA 2008, San Diego State University  
MA 2010, San Diego State University

Mitchell, William T.  
Communication/English Instructor  
BS 1979, Florida A&M University  
MA 1991, Webster University

Morei, Elicita N.  
Instructor, English  
BA 1979, California State University

Moses, Epimachus  
Associate Professor, Math  
BS 1992, Oregon State University  
MS 2002, Western Illinois University

Ngirmang, Tarmau T.  
Nursing Instructor  
AA 1983, El Camino College  
BA 2013, University of Phoenix

Ngirmeriil, Gamberlyn S.  
Assistant Professor, Science  
BA 1992, Park College  
MA 2008, San Diego State University

Ngirmeriil Glendalynn N.  
Associate Professor  
BA 2005, University of Hawaii at Manoa  
MA 2017, San Diego State University

**FACULTY**

Nobuo, Allins  
Health & Physical Instructor  
BS 2000, Walla Walla University

Polloi, Volette Souang  
Instructional Assistant  
Diploma 1997 Xavier High School

Santos, Rogelio G.  
Instructor, Welding/Auto Body  
BS 1980, Pangasinan State University  
MS 1987, Marikina Institute of Sci. & Tech

Tellei, Frutoso  
Electrical Instructor  
AS 2004, Palau Community College  
BA 2012, San Diego State University

Yabes, Joel G.  
Assistant Professor, General Electronics Technology  
BA 1983 and MA 1990, Marikina Institute of Science and  
Technology at Philippines

Yaoch, Johvanna  
Associate Professor, Information Technology  
BS 2004, Eastern Oregon University  
MS 2011, California State University

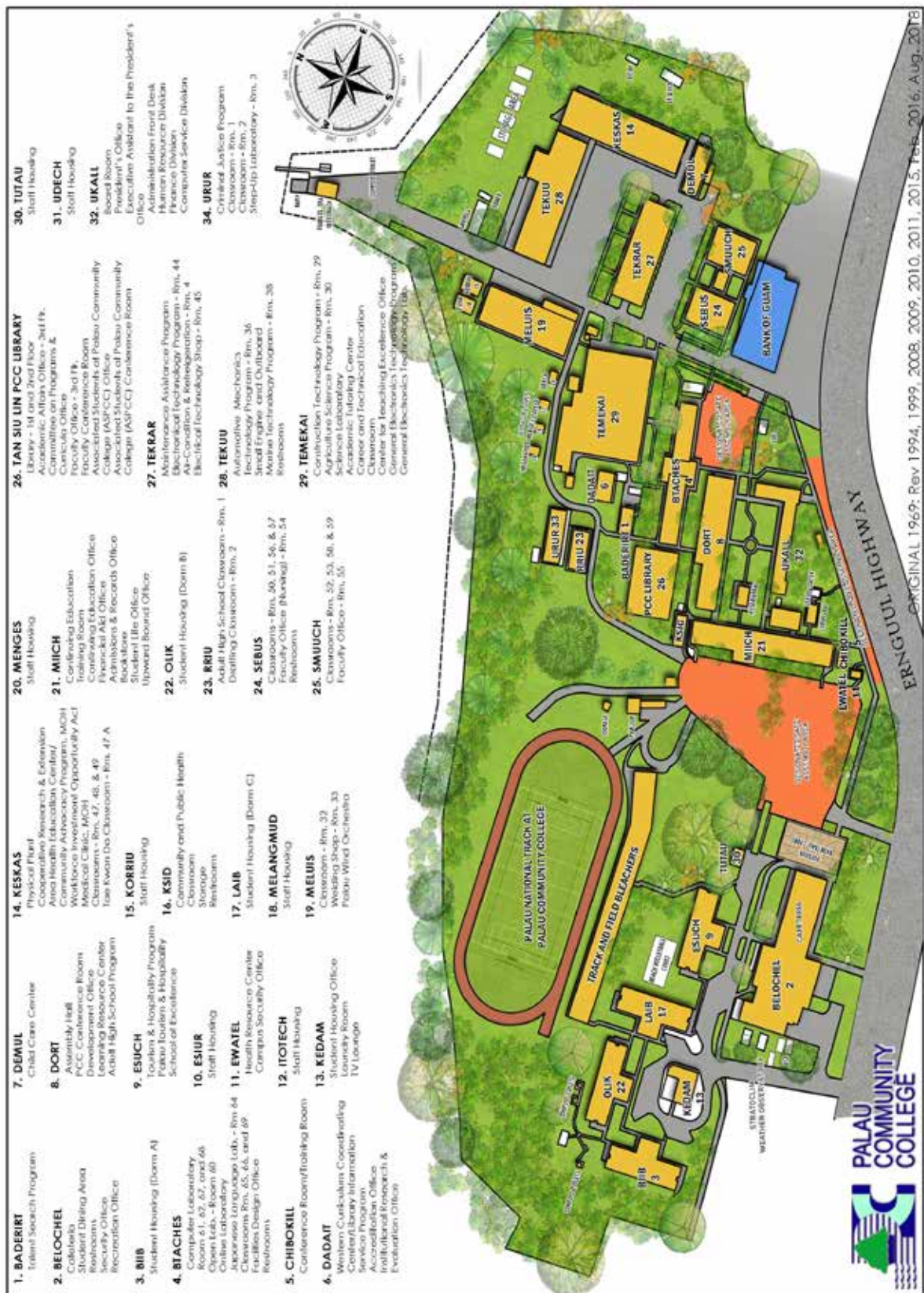
Yarofaisug, Marvin  
Instructional Assistant I  
AAS 2008, Palau Community College  
Certified Yamaha Technician

Yuzi, Vernice  
Associate Professor, Science  
BS 1990, California State University  
MA 2008, San Diego State University

**Special Contract**

Ngiruchelbad, Johana  
Instructor, Community & Public Health  
BSN & RN, University of Guam

Juliet Ngotel  
Instructor, Science  
BA 1989, United States International University  
BS 1993, CSU-Chico





PALAU  
COMMUNITY  
COLLEGE

**HIRE PCC GRADUATES!**

Contact: Ms. Deikola Olikong  
Dean of Academic Affairs  
Phone: 488-2470 /2471, Ext. 245  
Fax: (680) 488-2447  
Email: [olikongd@gmail.com](mailto:olikongd@gmail.com)

**Palau Community College**  
**P.O. Box 9, Koror, Republic of Palau PW 96940**  
**Telephone: (680) 488-2470 or 2471**  
**Fax: (680) 488-2447**  
**Email PCC President: [tellei@palau.edu](mailto:tellei@palau.edu)**  
**VP Administration and Finance: [jayo@palau.edu](mailto:jayo@palau.edu)**  
**Executive Assistant to President: [toddn@palau.edu](mailto:toddn@palau.edu)**