

COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form

Committee		Recruitment, Admissions, and Retention		
Date: Septemeber 05, 2018		Time: 1-2 PM	Location: Board Conference Room	
		National Campus VOIP 4515 PIN 7510		
Members				
	Titles /Reps	Names	P	A
1.	Chairperson (Kosrae Staff Rep.)	Robert Jonas rjonas@comfsm.fm	P	
2.	Vice Chairperson (National Staff Rep)	Pelsihner Elias pelias@comfsm.fm	P	
3.	Secretary (National Faculty Rep)	Resida S. Keller resida@comfsm.fm	P	
4.	(Yap Campus Staff Rep.)	Gertrude Mangarwen gertrudem@comfsm.fm	P	
5.	Chuuk Campus Staff Rep.	Tandy Marar matandy@comfsm.fm		A
6.	Chuuk Campus Faculty Rep.	Richardson Chiwi chiwi@comfsm.fm	P	
7.	FMI Faculty Rep.	Semesa Senicuracity semesa@comfsm.fm		A
8.	FMI Staff Rep.	Eva Buthung ebuthung@comfsm.fm		A
9.	Kosrae Campus Staff Rep.	Paliknoa Sigráh psigrah@comfsm.fm		A
10.	Kosrae Campus Staff Rep.	George Dokowe dokoweg@comfsm.fm	P	
11.	National Campus Staff Rep.	Penselynn Etse Sam petse@comfsm.fm		A
12.	National Campus Staff Rep.	Julius Cecilio jcecilio@comfsm.fm		A
13.	National Campus Staff Rep.	Karleen M. Samuel karleenm@comfsm.fm		A
14.	National Campus Faculty Rep.	Kathleen Benjamin, kjbenjamin@comfsm.fm		A
15.	National Campus Faculty Rep.	Deva Senerathgoda deva@comfsm.fm	P	
16.	National Campus Faculty Rep.	Brian Lynch brianl@comfsm.fm	P	
17.	National Campus Faculty Rep.	Marlene Mangonon mmmangonon@comfsm.fm		A
18.	National Campus Faculty Rep.	Magdalena Hallers mhallery@comfsm.fm	P	

19.	National Campus Faculty Rep.	Kiyoshi Phillip kphillip@comfsm.fm		A
20.	National Campus Faculty Rep.	Rudelyn Dacanay, rdacanay@comfsm.fm	P	
21.	National Campus Faculty Rep.	Marvey Elias melias@comfsm.fm		A
22.	National Campus Instructional Coordinator	Joseph Felix Jr. felixjr@comfsm.fm		A (Sick)
23.	CTEC Campus Faculty Rep	Alan Alosima Alana@comfsm.fm	P	
24.	CTEC Campus Faculty Rep.	Joyce Roby jroby@comfsm.fm		A
25.	CTEC Campus Staff Rep.	Rensleen Joel rensleen@comfsm.fm	P	
26.	CTEC Campus Faculty Rep.	Xavier Yarofmal yarofmal@comfsm.fm	P	
27.	Yap Campus	Debra Roth droth@comfsm.fm	P	
28.	Yap Campus	Beverly Buw bbuw@comfsm.fm	P	

Additional Attendees

1.	Doman Daoas	Registrar
2.	Joey Oducado	VP EMSS

Major Agenda or Topic of Discussion

AGENDA

1. Moment of Silence
2. Reading of Mission Statement (Vice Chair Pelsihner)
3. Roll Call (Secretary Resida Keller)
4. Adoption of Agenda/August Minutes
5. Continuation of Discussion for Administrative Procedures for Board Policy No. 4500 (Early Warning Deficiency Notices)
6. Board Policy 4501 (Mid-Term Deficiency Notices)
7. Miscellaneous
8. Announcement
9. Adjournment

Discussion of Agenda and Information Sharing

1. The second RAR meeting started at 1:15pm; the Vice-Chair proceeded to conduct the meeting in the absence of the chairperson (Chair arrived late)
 2. -3: Vice-Chair dispensed with the first three items on the agenda; Secretary took note of attendance.
 4. Adoption of Agenda/Minutes: The August 29, 2018 minutes, with minor corrections to the membership, was approved by the majority. Final draft of the minutes will be sent out to the committee for review.
 5. VPEMSS Joey Oducado explained that the administrative procedures is under the purview of the Management team so the committee does not need to review the administrative procedures; Since the policy had already been approved at the last meeting, there was no need for a discussion on the policy. A request was made from the committee if the number of the policies and the administrative procedures can be aligned as they are not consistently posted on the website; VPEMSS noted the request.
 6. VPEMSS explained/presented the policy 4501 and several changes were adopted including the change to the name of the policy and the inclusion of the full name of the "Office of Admissions, Records and Retention" into the policy. Please see attached policy for all of the changes. All changes were unanimously endorsed.
 7. Miscellaneous: VPEMSS provided updates on Enrollment as follows:
 Summer 2018 Enrollment Head count surpassed projections by an overall headcount increase of 8% (12% increase @ national campus; 5% at CTEC; 1% at Chuuk campus; 6% at Kosrae campus and 30% at Yap campus). This may be attributed to the "Student-centered registration" that happened at National campus where registration happened at the high schools and not just at the national campus as well as the year-round PELL. There is a 67% increased enrollment of new students and Fall 2018 FTE credits is higher by 6.32%.
 8. Announcement: Chair would like all members to review the TORs for the next meeting's discussion.
- Meeting adjourned at 2:05pm.

Next Meeting: October 3, 2018

Handouts/Documents Referenced

Prepared by:	Resida S. Keller	9/13/18	
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Approval of the Minutes and Response

	Titles /Reps	Names	Aye	Nay	Abstain	Remarks
1.	Chairperson	Robert Jonas rjonas@comfsm.fm	x			
2.	Vice Chairperson	Pelsihner Elias	x			

		pelias@comfsm.fm				
3.	Secretary	Resida Keller resida@comfsm.fm	x			
4.	Chuuk Campus Staff Rep.	Tandy Marar, matandy@comfsm.fm				
5.	Chuuk Campus Faculty Rep.	Richardson Chiwi rich@comfsm.fm	x			
6.	FMI Faculty Rep.	Semesa Senikuraciri semesa@comfsm.fm				
7.	FMI Staff Rep.	Eva Buthung, ebuthung@comfsm.fm				
8.	Kosrae Campus Staff Rep.	Paliknoa Sigras, psigras@comfsm.fm				
9.	Kosrae Campus Staff Rep.	Dokowe George dokoweg@comfsm.fm	x			
10.	National Campus Staff Rep.	Penselynn Etse Sam petse@comfsm.fm	x			
11.	National Campus Staff Rep.	Julius Cecilio cecilio@comfsm.fm				
12.	National Campus	Rudely Dacanay rdacanay@comfsm.fm	x			
13.	National Campus Faculty Rep.	Marvey Elias melias@comfsm.fm				
14.	National Campus Staff Rep.	Karleen M. Samuel karleenm@comfsm.fm				
15.	National Campus Faculty Rep.	Kathleen Benjamin, kjbenjamin@comfsm.fm				
16.	National Campus Faculty Rep.	Deva Senerathgoda deva@comfsm.fm	X			
17.	National Campus Faculty Rep.	Brian Lynch brianl@comfsm.fm	X			
18.	National Campus Faculty Rep.	Marlene Mangonon mmmangonon@comfsm.fm				
19.	National Campus Faculty Rep.	Magdalena Hallers mhallery@comfsm.fm	x			
20.	National Campus Faculty Rep.	Kiyoshi Phillip kphillip@comfsm.fm				
21.	CTEC Staff Rep.	Rensleen Joel resleen@comfsm.fm				
22.	CTEC Faculty Rep.	Alan Alosima Alana@comfsm.fm	x			
23.	CTEC Faculty Rep.	Joyce Roby jroby@comfsm.fm	x			
24.	CTEC Faculty Rep.	Xavier Yarofmal Yarofmal@comfsm.fm				
25.	SBA Representative					

26.	Yap Campus Staff	Debra Roth droth@comfsm.fm	x			
27.	Yap Campus Staff	Beverlyn Buw bbuw@comfsm.fm	x			
28.	Yap Campus Staff	Gertrude Mangarwen gertrudem@comfsm.fm	x			

Submitted by	Resida S. Keller	9/19/18	
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Summary Decisions/Recommendations/Action Steps/Motions with Timelines and Responsibilities

Minutes approved (with minor corrections to membership) by majority of the members. Board Policy 4501 was endorsed (with minor changes) by all the members. All members to review TORs for next meeting.

Actions by the President

Item	Approved	Disapproved	Disapproved with Conditions	Remarks
1				
2				
3				

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