

COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form

Committee	Recruitment, Admissions, and Retention	
Date: March 9, 2022	Time: 1-2 PM	Location: Zoom Meeting
		Meeting ID: 950 2296 8876 Passcode: 54321 https://comfsm.zoom.us/j/95022968876?pwd=RmFGT1dQWDMzMW9YZFZScFN0VWVWVz09

Members

	Titles /Reps	Names	P	A	Note
1.	Chairperson, Registrar	Doman Daoas	P		
2.	Vice Chairperson, Lead Counselor	Penselynn Etse Sam		A	On leave
3.	Secretary, Dean, Yap Campus	Lourdes Roboman		A	On leave
4.	Dean, Chuuk Campus	Kind Kanto	P		
5.	Dean, Kosrae Campus	Nena Mike		A	On sick leave
6.	Dean, CTEC	Grilly Jack	p		
7.	Comptroller	Roselle Togonon	p		
8.	Director of CRE	Steven Young-Uhk	P		
9.	Director of Financial Aid	Arinda Swingly (acting)	P		
10.	Dean of FSM-FMI	Tioti Teburea	P		
11.	Director of Facility and Maintenance	Francisco Mendiola		A	On leave
12.	Director of Human Resources	Rencelly Nelson	P		
13.	Director of Information Technology	Shaun Suliol	P		
14.	Director of Learning Resource Center	Jennifer Helieisar		A	On leave
15.	Director of Procurement & Property management	Martin Mingii	P		
16.	Director of Student Life	Loatis Seneres (acting)	P		
17.	Dean of Academic Programs	Maria Dison		A	On leave
18.	Director of ISLET	Vacant			
19.	Supervisor, Safety & Security	Terry Marcus	P		
20.					

Additional Attendees

1.					
2.					

Major Agenda or Topic of Discussion

AGENDA

1. Moment of silence
2. College Mission Statement
3. Roll Call
4. BP 2300 and AP 2300 Mandatory Employee Vaccination Policy
5. Management Team Terms of Reference Review
6. Miscellaneous
7. Adjournment

Discussion of Agenda and Information Sharing

1. The meeting was called to order at 10:15am and a moment of silence was observed.
2. The College Mission Statement was read.
3. 11 members were present and 6 members were absent.
4. Board Policy 2300 and Administrative Procedure 2300 Mandatory Employee Vaccination was discussed. It was noted that this covers all employees (part-time, full-time and special contracts). There is a separate policy which covers students.

Inputs or comments from the committee were:

- The policy is a general vaccination policy but it identifies that “an employee is considered vaccinated two weeks after they receive the requisite number of doses of a **covid-19 vaccine**”. The committee recommends that it should be stating “receive the requisite number of doses of **an approved vaccine**”.
- On the Acceptable Evidence of Vaccination. The committee again recommends that instead of “A copy of covid-19 records documenting the vaccination”, it should be general which is “a copy of vaccination record.”
- On the Exemptions for immunization requirements number one, it was recommended to be “would endanger the life or health of the employee **and/or her child in case of a pregnant employee.**” On number four, the committee recommends that it should not be on the Exemptions but moved to be under Limitations.

The committee made a motion to endorse the recommendations which passed with majority vote. HRO director has abstained on the voting.

5. Review of the Management Team Terms of Reference.
 - Authority. The team agreed to revise it to be general stating “The chair represents the team on the Executive Committee.”
 - Membership
The FSM FMI now is separate from the Dean of Yap Campus.
The “Pohnpei Campus” is taken out to only state “Dean, Career & Technical Education Center”.
Director of FSM-FMI to be Dean of FSM-FMI.

The Dean of Islet to be changed to Director of ISLET.
 The review of the terms of reference was agreed to be continued on the teams next meeting.
 6. Meeting adjourned at 11:15AM.

Next meeting: April 13, 2022

Handouts/Documents Referenced

BP 2300, AP 2300 and 2017 Management Team Terms of Reference

Prepared by: **Doman Daoas**

Approval of the Minutes and Response

	Titles /Reps	Names	Aye	Nay	Abstain	Remarks
1.	Chairperson, Registrar					
2.	Vice Chairperson, Lead Counselor					
3.	Secretary, Dean, Yap Campus					
4.	Dean, Chuuk Campus					
5.	Dean, Kosrae Campus					
6.	Dean, CTEC					
7.	Comptroller					
8.	Director of CRE					
9.	Director of Financial Aid					
10.	Dean of FSM-FMI					
11.	Director of Facility and Maintenance					
12.	Director of Human Resources					
13.	Director of Information Technology					
14.	Director of Learning Resource Center					
15.	Director of Procurement & Property management					
16.	Director of Student Life					
17.	Dean of Academic Programs					
18.	Director of ISLET					
19.	Supervisor, Safety & Security					

Submitted by

Summary Decisions/Recommendations/Action Steps/Motions with Timelines and Responsibilities

Actions by the President

Item	Approved	Disapproved	Disapproved with Conditions	Remarks
1				
2				
3				

DISCLAIMER: This message is only intended for the addressee named above. Its contents may be confidential, privileged or otherwise protected. Any unauthorized use, disclosure or copying of this message or its contents is prohibited. If you are not the intended recipient, (i) please do not read or disclose it to others, (ii) please notify the sender by reply e-mail or phone, and (iii) please delete this communication from your system.