

COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form

Committee	Recruitment, Admissions, and Retention	
Date: May 18, 2022	Time: 10:09	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	P		
3.	Secretary, Dean, Yap Campus	Lourdes Roboman		A	
4.	Dean, Chuuk Campus	Kind Kanto	P		
5.	Dean, Kosrae Campus	Nena Mike	P		
6.	Dean, CTEC	Grilly Jack	p		
7.	Comptroller	Roselle Togonon	p		
8.	Director of CRE	Steven Young-Uhk		A	
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	
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	Eugene Edmund	P		
16.	Director of Student Life	Loatis Seneres (acting)	P		
17.	Dean of Academic Programs	Maria Dison	P		
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. Reading of the College Mission Statement
3. Roll Call
4. Adoption of March and April meeting minutes
5. Adoption of reviewed management team terms of reference
6. Review of the following:
 - 6.1. Communication Action Plan
 - 6.2. Salaries Improvement Plan
 - 6.3. Non-academic program evaluation
 - 6.4. Board Policy No. 6010 Leave Policies
7. Miscellaneous/Announcements
8. Adjournment

Discussion of Agenda and Information Sharing

1. The meeting was called to order at 10:09am and a moment of silence was observed.
2. The College Mission Statement was read.
3. 14 members were present and 4 members were absent. Quorum established. A motion was made and seconded to adopt the meeting agenda. All were in favor.
4. Adoption of March and April meeting minutes:
 - HR recommended to remove or change the word “opinion” to “abstain” in the sentence in the 4th paragraph under agenda item 4.
 - A motion was made and seconded to adopt the March meeting with the revision. Majority voted to adopt the March meeting minutes.
 - April meeting minutes were adopted as presented.
5. Recommended to have the Executive Director of Institutional Advancement & External Affairs be a member of the management team. It was moved and seconded to adopt the revised terms of reference (TOR). It was voted and majority agreed to adopt the revised TOR.
6. Review of the following:
 - **The salaries improvement plan:**
 - i. The salaries improvement plan came about as a result of the engagement survey that was administered earlier in the year or late last year. HR explained that the team should look at the plan to be updated and see where each office fit in and what it should be doing to help the college to move these things along.
 - ii. A question was raised as to what the management team’s role in the salaries improvement plan. The Chair informed the team that its role is to review and see if there’s anything from the plan that will affect each office and/or operations. The team is also to provide inputs on improvements of the plan, if any.
 - iii. There were questions regarding the 5year financial plan commencing August 2022 and ending August 2023. Concerns were raised that plans were made without including key offices that will be executing the actions to be taken. Another concern that was

raised was about having an external consultant brought in. CTEC Dean reminded the team of the results from the past consultant that was brought in couple years back where streamlining was done, positions were eliminated and then later on brought back. An internal consultant, if any available, to conduct the study of the college was desired more than having an external consultant.

- iv. It was recommended that each should identify where their role lies and start reviewing of what is needed.
- v. In regards to the 5-year financial plan, it was said that there are only two sources of funding of the college, enrollment and government support. It was recommended that the college look into enrollment as it has been an issue of the college year after year.
- vi. To effectively execute the plan, it is strongly encouraging that everyone should be well informed of what their roles are. There was a lengthy discussion of the plan and questions regarding the actions to be taken, and roles of each office (member) since there were no team members present in the development of the plan.

• **Communication Action Plan:**

- i. Also derived from the engagement survey.
- ii. Plan is already in motion.
- iii. Review BP 2100 and AP 2100 with offices/units for feedback. Share feedbacks in next meeting. It was suggested to have the policy go out for review according to the timeline first not just by the Deans. This way updated versions will be reviewed.
- iv. Discussion on timeline to review policies took place, and the team was informed that there is no specific timeline for policy reviews although it is ongoing.

7. A motion was made to table the rest of the agenda items for the next meeting.

8. Announcement:

- Director of Islet is on island. Glenda Cornelius
- Opening of FSM borders as announced by the FSM President’s Office. Guam quarantine is to be eliminated by July. These actions will affect the hiring process.
- HR Celebration activities May 20, 2022

9. Meeting adjourned @ 11:10am

Next meeting: June 8th, 2022

Handouts/Documents Referenced

Salaries Improvement Plan, Communication Action Plan.

Prepared by:

Penselynn Etse Sam

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					

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