

COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form

Committee		Recruitment, Admissions, and Retention			
Date: September 14, 2022		Time: 10:15 AM		Location: Zoom Meeting	
		Meeting ID: 950 2296 8876 Passcode: 54321 https://comfsm.zoom.us/j/95022968876?pwd=RmFGT1dQWDMzMW9YZFZScFN0VWVNZz09			
Members					
	Titles /Reps	Names	P	A	Note
1.	Chairperson, Registrar	Doman Daoas	P		
2.	Vice Chairperson, Lead Counselor	Penselynn Etse Sam		A	
3.	Secretary, Dean, Yap Campus	Lourdes Roboman	P		
4.	Dean, Chuuk Campus	Kind Kanto	P		
5.	Dean, Kosrae Campus	Nena Mike	P		
6.	Dean, CTEC	Phyllis Silbanuz (acting)		A	
7.	Comptroller	Roselle Togonon		A	
8.	Director of CRE	Steven Young-Uhk		A	
9.	Director of Financial Aid	Arinda Swingly (acting)	P		
10.	Dean of FSM-FMI	Tioti B. Teburea		A	
11.	Director of Facility and Maintenance	Francisco Mendiola	P		
12.	Director of Human Resources	Rencelly Nelson		A	
13.	Director of Information Technology	Renton Isaac (acting)		A	
14.	Director of Learning Resource Center	Jennifer Helieisar		A	
15.	Director of Procurement & Property management	Mario Ignatio	P		
16.	Director of Student Life	Loatis Seneres (acting)	P		
17.	Dean of Academic Programs	Maria Dison		A	
18.	Director of ISLET	Glenda Cornelius			
19.	Supervisor, Safety & Security	Terry Marcus	P		
20.	Executive Director of Center for Entrepreneurship	Timothy Mamangon	P		
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 May 2022 meeting minutes
5. Adoption of meeting schedule for AY 2022-2023
6. Miscellaneous/Announcements
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. 10 members were present and 9 members were absent. Quorum established. A motion was made and seconded to adopt the meeting agenda. All were in favor.
4. Adoption of May 2022 meeting minutes:
 - A motion was made and seconded to adopt the May meeting minutes as it is. Majority voted to adopt the May meeting minutes.
5. Management team meeting schedule for AY 2022-2023
Usually the team meets on every second Wednesday of the month at 10:00 AM Pohnpei/Kosrae time or 9:00 AM Chuuk/Yap time. Some meeting dates were rescheduled because they fall on a holiday or are in conflict with scheduled college activities. The meeting dates for AY 2022-2023 are below
September 14, 2022
October 12, 2022
November 9, 2022
December 7, 2022
January 11, 2023
February 8, 2023
March 15, 2023
April 19, 2023
May 24, 2023
June 14, 2023
July 12, 2023
August 9, 2023
A motion was made and seconded to adopt the meeting dates. The motion passed unanimously.

6. Miscellaneous/Discussions/Announcements

Book charging on the first week of instruction – Some students are not able to charge their books because they have not completed their FAFSA yet. The bookstore only allows students to charge when they have a charge slip coming from the Financial Aid Office(FAO). FAO only provides the charge slip when they have completed their FAFSA. It was agreed that the chair would look into the situation and provide information on the next meeting.

Payroll date – The college payroll day is on a Friday. A suggestion was made to look into the possibility of changing the payroll date back to a Wednesday or Thursday due to several reasons. Chuuk has only one ATM machine working and it is located inside the bank so there is no way to access it if the banks are closed after their working hours and on weekends. Most businesses and other institutions also have their payroll on Fridays making the lines at the bank or the ATM machines longer. This adds risk on following social distancing as part of the new normal due to covid-19. It was suggested that more research will be done on the payroll date change and will be discussed on the teams next meeting.

7. Meeting adjourned @ 11:10am

Next meeting: October 12, 2022

Handouts/Documents Referenced

Prepared by:	Doman Daoas	
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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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