

COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form

Committee		Recruitment, Admissions, and Retention			
Date: October 12, 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	P		
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 Silbanus (acting)	P		
7.	Comptroller	Roselle Togonon	P		
8.	Director of CRE	Steven Young-Uhk		A	
9.	Director of Financial Aid	Arinda Swingly (acting)		A	
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	Renton Isaac (acting)	P		
14.	Director of Learning Resource Center	Jennifer Helieisar	P		
15.	Director of Procurement & Property management	Mario Ignacio	P		
16.	Director of Student Life	Loatis Seneres (acting)	P		
17.	Dean of Academic Programs	Maria Dison	P		
18.	Director of ISLET	Glenda Cornelius	P		
19.	Supervisor, Safety & Security	Terry Marcus	P		
20.	Executive Director of Center for Entrepreneurship	Timothy Mamangon		A	
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 the September 14, 2022 meeting minutes
5. Payroll schedule change
6. Payroll direct deposit
7. Book charging of students on the first week of instruction.
8. Miscellaneous/Announcements
9. 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 by the Vice Chair Penselynn Etse Sam
3. **16 members were present and 4 members were absent.** The secretary announced that there is a quorum. A motion was made and seconded to adopt the meeting agenda. All were in favor.
4. **Adoption of the September 14, 2022 meeting minutes:**
A motion was made and seconded to adopt the May meeting minutes with some corrections. Majority voted to adopt the September meeting minutes.
5. **Payroll schedule change**
Management team has endorsed a change of the payroll schedule from Friday to Wednesday. This change will also change the time sheet submission deadline to Wednesday which will provide the business office the same enough time for processing the payroll.

Reasons for the change:
 - Chuuk state has only one ATM working currently and it is located inside the bank. The ATM is only accessible during the banks working hour.
 - To assist in the effort in to reduce gatherings of people lining at the banks, ATM machines and shopping centers or stores as most businesses and institutions have their pay day on Fridays or Saturdays.
 - Assist the community in reducing traffic and parking demands on Fridays.
6. **Payroll direct deposit**
 - This was a discussion during the board meeting and the management team would be discussing the issue to help contribute information that would help on the decision of moving all payroll to be direct deposit.

- Possible option in regards to payroll deposit are:
 1. The payroll should be 100% mandatory direct deposit regardless of payroll level.
 2. The payroll will be mandatory direct deposit for State campus and upper level of the salary chart. Lower level of the salary chart will be optional.
 3. The payroll to continue to be optional for the employee to choose between direct deposit or not.
- All payroll for Chuuk, Kosrae and Yap campus are already in direct deposit as reported by the Comptroller.
- A concern on the direct deposit was that employees that are receiving lesser pay will be spending more time and effort in going to town to get their checks from the ATM machine. A valid argument that answers this concern, is that Chuuk, Yap and Kosrae are already in direct deposit and it works there, then why is it not possible in Pohnpei.

7. Book charging of students on the first week of instruction.

- During the first two weeks of instruction, students are allowed to charge their books at the college bookstore. Some of them however could not charge because they have not completed their FAFSA yet.
- The solution that was discussed was for academic advisors to remind their advisees to complete their FAFSA specially before fall semesters where the students need to renew their FAFSA applications. The Financial Aid Office also will continue their outreach activities to the high schools during the summer semester to assist and train high school seniors on how to complete their financial aid application. Reminders of completion of financial aid documents and deadlines will also be announced on the college website.

8. Miscellaneous/Discussions/Announcements

Discussions from the September 9 board meeting was shared by the Director of HRO on the following below.

- Annual Leave – Employees who accumulated over 240 hours of annual leave are encouraged to use some of their excess leave hours. Supervisors must however ensure that there is a cohesive schedule of staff taking leave to avoid a negative impact on services. BP no. 6010 only indicated that 240 hours of accrued annual leave will be paid to the employee upon departure from the college.
- Frozen Salaries – Increasing number of employee’s salaries have been frozen for a long time because they are already on the ceiling of their pay level. The college is asked to look into the matter for a possible way to address it.
- Retirement plan – The college is asked to look into the possibility of matching it with other institutions where their employers contribute more than what the college do.
- A policy for working remotely is also being asked to be made.
- Maternity Leave – The college is asked to review or if there is a possibility of expanding the current 10 days.

9. Meeting adjourned @ 11:10am

Next meeting: November 9, 2022/December 7, 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		
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Summary Decisions/Recommendations/Action Steps/Motions with Timelines and Responsibilities

1. Payroll Schedule will be moved from Friday to Wednesday. This will also change the submission of time sheet to Wednesday of the week before payday.

Actions by the President

Item	Approved	Disapproved	Disapproved with Conditions	Remarks
1				
2				
3				

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