

COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form

Committee		Recruitment, Admissions, and Retention			
Date: December 7, 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			On leave
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)	P		Rep. Patrick Werthog
10.	Dean of FSM-FMI	Tioti Teburea	P		
11.	Director of Facility and Maintenance	Francisco Mendiola	P		
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		A	
15.	Director of Procurement & Property management	Mario Ignacio	P		
16.	Director of Student Life	Loatis Seneres (acting)		A	
17.	Dean of Academic Programs	Maria Dison		A	
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 October 12, 2022 meeting minutes
5. Campus standards key indicators
6. Annual Leave
7. Retirement Plan
8. Change of Pay day
9. Direct deposit update
10. Frozen Salaries
11. Stipend Rate
12. Indirect cost percentages
13. Miscellaneous/Announcements
14. 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 5 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 October 12, 2022 meeting minutes:**
A motion was made and seconded to adopt the October meeting minutes. Motion passed unanimously.
5. **Campus Standards Key Indicators**
 - a) The Enrollment Management/Campus Standards Key Indicators was presented. It was last updated on February 14, 2006. It was agreed that it is important to review these indicators and to determine if they are still applicable at present time. A motion was made and seconded that the different offices and department will work on the standards applicable to them and recommend it for review and endorsement through the different committees. The motion passed unanimously.
6. **Leave Policy – Maternity Leave**
 - a) The leave policies were discussed during the board meeting and the management team is being asked for feedback by HR director regarding the issue to help contribute information that would help Human Resources Committee(HRC) in coming up with a decision.
 - b) A discussion came up that the 10 days' maternity leave is enough. On the manager or supervisor's standpoint, work will slow down for a longer period of time if the 10 days is extended. There is also a question on who will be doing the work if a position is vacated for a longer time.

- c) Another suggestion was the maternity leave to be extended for one month. The justification was that a mother should be fully recovered before coming to so that her performance in her work is not affected.
- d) Additional discussions were also made regarding an employee who was working longer with other institution accrue longer leave hours than new employees. It was clarified that this is also followed by some of the leave policies of the college.
- e) A point was made that deciding on the number of leave should be based on what the college can afford and another was to follow what the government is doing.
- f) An option of using sick leave will be used if the maternity leave is exhausted is also discussed. If after exhausting the 10 days' maternity leave and additional days is still needed for recovery, then sick leave could be applied.
- g) A recommendation was made that policies of other similar institution should be looked at by the HRC as possible basis for deciding on the number of days for the maternity leave.

7. Retirement Plan

- a) The colleges current retirement plan match is a maximum of 3%. This is very low compared to other institutions in the country who are giving at least 7.5%, 10% or higher.
- b) One concern that came out on the engagement survey from employees is the improvement of the employee benefits. Improving the retirement plan would not solve that concern but would help contribute in addressing it.
- c) Concerns on budget and funding source were discussed. It was agreed that it will be included in the budget process under salary and benefits. It will be determined during the budget preparation if revenue targets are not enough or reallocations are needed.
If the retirement match increases to 4%, the estimated retirement plan expense will increase by \$76,532. This was estimated using the FY 2023 allocated budget for retirement plan expense of \$229,596.
If the retirement match increases to 5%, the estimated retirement plan budget would have to increase by \$153,064.
- d) A motion was made and seconded that the college will increase the retirement plan employer match to 5%. The motion passed unanimously. (add details)

8. Change of pay day – Wednesday or Thursday

- a) Having Wednesdays as the payday will have the same payday with the national government. A concern of having long line at the bank or ATM machines was brought out specifically in Pohnpei. The other states are not affected. It was noted that Pohnpei has more ATM machines which could be enough to solve the issue.
- b) Having different dates of payday for each state was also discussed. Having this option would increase the workload of the payroll staffs.
- c) It was agreed that the members would vote for Wednesday or Thursday and the majority voted date will be the recommended payday for the college. Wednesday got the majority vote.

9. Miscellaneous/Discussions/Announcements

- a) The comptroller gave an update that starting January, payroll will be by direct deposit.
- b) Retirement plans open season is January and a meeting with ASC is being organized by HR Office.
- c) Alien registration is due this January for employees under FSM entry permit.

10. Meeting adjourned @ 11:10am

Next meeting: January 18, 2023

Handouts/Documents Referenced

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

1. It was recommended that the different offices and department review the campus standard key indicators that are applicable to them and determine if it is up to date or need to be revised.
2. It was recommended that HR Committee should look at the policies of similar institutions as possible basis for getting information which they could use for their decisions.
3. The retirement plan was recommended to be increased from 3% to 5% for the employer match.
4. The college payroll to Wednesdays was endorsed.

Actions by the President

Item	Approved	Disapproved	Disapproved with Conditions	Remarks
1				
2				
3				

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