

COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form

Committee	Recruitment, Admissions, and Retention				
Date: January 18, 2023	Time: 10:15 AM	Location: Zoom Meeting			
		Meeting ID: 950 2296 8876 Passcode: 54321 https://comfsm.zoom.us/j/95022968876?pwd=RmFGT1dQWDMzMWY9ZFZScFN0VWVNZz09			
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		Rep. George Tilfas
6.	Dean, CTEC	Phyllis Silbanus (acting)	P		
7.	Comptroller	Roselle Togonon		A	
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	P		
15.	Director of Procurement & Property management	Mario Ignacio		A	
16.	Director of Student Life	Loatis Seneres (acting)	P		
17.	Dean of Academic Programs	Joseph Felix Jr. (Acting)	P		
18.	Director of ISLET	Glenda Cornelius	P		
19.	Supervisor, Safety & Security	Terry Marcus	P		Rep. Johnny Agrippa
20.	Executive Director of Center for Entrepreneurship	Timothy Mamangon		A	
Additional Attendees					
1.					
2.					

*. Present

** Absent

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 December 7, 2022 meeting minutes
5. Campus standards key indicators
6. Frozen Salaries
7. Stipend Rate
8. Indirect cost percentages
9. Tuition Waiver and Reduction Application
10. Publication of position descriptions of the college including the salary range and minimum qualifications.
11. Miscellaneous/Announcements
12. 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 December 07, 2022 meeting minutes:**
A motion was made and seconded to adopt the December meeting minutes with modifications. Motion passed unanimously.
5. **Campus Standards Key Indicators**
 - a) The standard key indicators were assigned to each member. Feedback from members will be sent to the committee chair for compilation before the next meeting on February 8, 2023. Feedback is not limited to the existing standards key indicators, and any indicator that each member think is needed will be included for the team to review.
Jenifer Helieisar, Glenda Cornelius, Joseph Felix Jr.
 - Student/Faculty Ratio
 - Learning resources staff ratio
 - LRC volume capacity
 - LRC seating capacity
 - Classroom capacity
 - Distance education standard indicators**Loatis Seneres, Doman Daoas, Penselynn Etse Sam, Terry Marcus, Patrick Werthog**
 - FAO staff to student ratio
 - OARR staff to student ratio
 - Counselor to student ratio

- Student life staff to student ratio (excluding dorm staff)
- Nurse/Dispensary staff to student ratio
- Security guard to student ratio

Francisco Mendiola, Rencelly Nelson, Roselle Togonon, Mario Ignacio

- Administrative staff to student ratio
- Power/Electricity standard indicator
- Toilet Facilities standard indicator
- Drinking water standard indicator
- Bookstore standard indicators
- Campus/refreshments Indicator
- Classroom capacity standard
- Maintenance standard indicators
- Janitors to student ratio

Renton Isaac, Timothy Mamangon

- IT technicians to student ratio
- Student computers to standard ratio
- Computer to faculty ratio

Kind Kanto, Lourdes Roboman, George Tilfas, Phyllis Silbanuz, Tioti Teburea

- Campus standard indicators

6. Frozen Salaries

- President's office and vice president of administrative are already working on a possible solution for the frozen salaries issue.
- A job audit or salary review will be funded and included in the strategic plan of the college which is to be formulated.

7. Stipend Rate

- There is no set stipend rate at the college nor there is an established policy for it.
- Grant committee has been revived and they are working on the manual of operation for grants. This will be used to guide grant proposals.

8. Indirect Cost Percentage

- There was an indirect cost policy before. It is no longer part of the policies.
- One issue was on how much percentage should be used when writing a grant.
- If it was a federally funded grant, the college do have an indirect cost agreement where there is a range of percentage which the college is allowed to use. This may be confirmed by the comptroller.
- The committee would like to review the previous indirect cost policy and see if it could be revived and updated.

9. Tuition Waiver and Reduction Application Deadline

- On February 17, 2022, the AP No. 6027 was approved with the changes of deadline of submission of application for tuition waiver and reduction. The new deadline is no later than the last day to add and drop per college catalog and effective fall 2022. The notice was issued following the policy change in spring 2022 and multiple times at the beginning of fall 2022 semester until the due date. A few employees submitted after the deadline and requesting consideration because of several reasons that they were busy and forgot to submit, they submitted at the campus administration

office who missed to send them to the national campus office on time and another was the employee was on leave on the due date.

b) Discussions and recommendation were:

- To consider the applications that were submitted at the campuses on or before the deadline. The campus is considered an extension of the main office so this should be considered.
- To consider all the applications for now which is the first semester of implementing the procedure and stick to the deadlines in the succeeding semesters.
- To stick with the deadlines and not consider any late applications.
- To consider the applications of employees who were on sick leave during the deadline week.

c) HR director will use the discussions and feedback to draft her recommendation for presidents' approval.

10. Publication of the position descriptions of the college including the salary range and minimum qualifications

- a) Whenever a position is vacated, it is a challenge to find the position description to be used in filling up the vacancy. The position description would be helpful for managers or staffs to see if they qualify for other positions, or they would know what they need to qualify for positions.
- b) A recommendation was made that a manual containing the college positions, description, salary range and minimum qualifications should be published.
- c) The team voted to recommend the publication of the manual internally for now and decide later if it will be open to the public.

11. Miscellaneous/Discussions/Announcements

- a) The new college president will be arriving on February 2, 2023. A welcoming committee is organizing an activity on that day and would accept volunteers who would like to join them.

12. Meeting adjourned @ 11:15am

Next meeting: April 19, 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						
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17.	Dean of Academic Programs						
18.	Director of ISLET						
19.	Supervisor, Safety & Security						

Submitted by																						
<p align="center">Summary Decisions/Recommendations/Action Steps/Motions with Timelines and Responsibilities</p> <ol style="list-style-type: none"> 1. It was recommended that the different offices and department review the campus standard key indicators and submit their review to the chair to compile all in one document to be presented in the next meeting. 2. The team will wait for the outcome of the action being done by the president's office to address the frozen salaries. 3. The team will review and discuss on the old indirect cost policy and see on the possibility of updating and reviving it. 4. HR director will take the feedback from the team and use it for her recommendation to the president. 5. The team voted to recommend the publication of the position description manual internally for now and decide later if it will be open to the public. 																						
<p align="center">Actions by the President</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Approved</th> <th>Disapproved</th> <th>Disapproved with Conditions</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Item	Approved	Disapproved	Disapproved with Conditions	Remarks	1					2					3				
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