COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form

Committee	**Recruitment, Admissions, and Retention**	
Date: April 19, 2023	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		Rep. George Tilfas
6.	Dean, CTEC	Phyllis Silbanus (acting)	P		
7.	Comptroller	Roselle Togonon	P		
8.	Director of CRE	Steven Young-Uhk		A	Position Promoted to VP
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	Vacant			
14.	Director of Learning Resource Center	Jennifer Helieisar		A	Acting VPIEQA
15.	Director of Procurement & Property management	Mario Ignacio	P		
16.	Director of Student Life	Loatis Seneres (acting)	P		
17.	Dean of Academic Programs	Kasiano Paul (Acting)	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

*. *Present*
** *Absent*

AGENDA

1. Moment of silence
2. Reading of the College Mission Statement
3. Roll Call
4. Adoption of the January 18, meeting minutes
5. Review of TOR on Committee Members
6. Campus standards key indicators
7. Adjunct Faculty Compensation Scale
8. Revisit incentives for staff to be the same as faculty in terms of level of education attained.
9. Policy for employees receiving staff development provided by the college
10. Acting compensation – 20% of the acting employee's current salary

    -Proposal of 20% of the starting salary of the acting position

    -Acting compensation is 20% but when you get hired to the position, you will only get 10%.

11. Publication of position descriptions of the college including the salary range and minimum qualifications.
12. Board Policy No. 6017 Performance Evaluation
13. Indirect Cost Policy
14. Miscellaneous/Announcements
15. Adjournment

Discussion of Agenda and Information Sharing

1. **The meeting was called to order at 10:10am and a moment of prayer was observed.**

2. **The College Mission Statement** was read by the Vice Chair Penselynn Etse Sam

3. **16 members were present, two members absent, and 1-member position is vacant.** 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 January 18, 2023 meeting minutes:**
   A motion was made and seconded to adopt the December meeting minute. Motion passed unanimously.

5. **Review of the TOR on Committee Members**
   The Director of Cooperative and Research Extension (CRE) position which is a member of the Management team is now a Vice President position. The committee decided to leave the Director of CRE on the TOR members list until someone is assigned to be representing the CRE.

6. **Campus Standards Key Indicators**
   a) The standard key indicators below were reviewed and endorsed by the team as the goal or standard for quality of services. (see attached document for the supporting details).

Financial Aid Office	One staff for every 250 students and at least one staff per campus
Office of Admissions, Records & Retention	One staff for every 250 students and at least one staff per campus
Counseling Office	One staff for every 250 students and at least one staff per campus
Student Life Specialists	One staff for every 250 students and at least one staff per campus
Dispensary/Nurse	One nurse for every 750 students with at least one nurse per campus
Daytime Security	One security guard for every 300 students. This also varies by the size, location and scope of serve of the campus and therefore must have some case by case considerations.
Night time Security	Two security guard for 300 students, also depends on campus students housing.
IT Technicians	One technician per 300 students with at least one IT technician per campus.

The following key indicators below will be presented on the next meeting by the team members representing the instructional department.

- Faculty per student Ratio
- Learning resources staff ratio
- Distance Education Faculty per student ratio

The following key indicators below will be presented on the next meeting by the team members representing the administrative department.

- Administrative staff per student ratio
- Maintenance staff ratio
- Janitors staff ratio

b) The following campus facilities standard key indicators have been endorsed by the team as goal or standard for quality of services.

Power/Electricity	Electrical power access during all school hours
Internet and Email Access	All students are provided a college email address and access to the internet
Toilet Facilities	One female toilet per 30 students One male toilet per 40 students
Drinking Water	Drinking water is accessible at every building

The following campus facilities standard key indicators will be presented on the next meeting by the team members representing the instructional department.

- Availability of books to students
- Classroom capacity
- Student computers
- Faculty computers
- LRC volume capacity

7. **Miscellaneous/Discussions/Announcements**

8. **Meeting adjourned @ 11:15am**

Next meeting: May 24, 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. The team endorsed the standard key indicators of one staff per 250 students and at least one staff per campus for Financial Aid office, Office of Admissions, Records & Retention, Student Life Office and Counseling Office.
2. The team endorsed one security guard for 300 students in daytime and 2 for 300 students at night time.
3. The team endorsed the standard key indicator of one nurse for per 750 students. This is considered by many schools to be the standard ratio.
4. The team endorsed one IT technician per 300 students with at least one per campus.
5. The team endorsed the facilities standard indicators of electrical power accessible during all school hours, all students are provided with a college email address and access to the internet, one toilet for every 30 female students, one toilet for every 40 male students, and drinking water accessibility at every building.
6. The rest of the standard indicators will be reviewed in the next meeting.

Actions by the President

Item	Approved	Disapproved	Disapproved with Conditions	Remarks
1				
2				
3				

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Department of Enrollment Management and Student Services Standard Key Indicators

Student to Counselor Ratio

The college goal is to have a 250-to-1 ratio of students to school counselors. This ratio is recommended by the American School Counselor Association (ASCA). According to data from the U.S. Department of Education National Center of Educational Statistics (NCES), the 2021-2022 national student-to-school counselor ratio was 408:1. The college ratio for AY 2021-2022 are below.

Table 1.0 Fall 2021 student to counselor ratio

	National	CTEC	Chuuk	Kosrae	Yap	Total
Students	887	346	292	181	240	1946
Counselors	3	1	1	1	1	7
Ratio	296-to-1	346-to-1	292-to-1	181-to-1	240-to-1	278-to-1

The colleges all campus-wide average ratio of 278-to-1 for fall 2021 is higher than the 250-to-1 recommended ratio but is lower that the NCESS survey average of 408-to-1. We could assume that the college is doing better than the other schools with our ratio.

Table 2.0 Spring 2022 student to counselor ratio

	National	CTEC	Chuuk	Kosrae	Yap	Total
Students	865	272	234	153	208	1732
Counselors	3	1	1	1	1	7
Ratio	288-to-1	272-to-1	234-to-1	153-to-1	208-to-1	247-to-1

The colleges all campus-wide average ratio of 247-to-1 for spring 2022 is lower than the 250-to-1 recommended ratio and the NCESS survey average of 408-to-1. This means the college could be meeting the recommended standard and doing better than other schools.

Student to Financial Aid Office Staff

All Title IV institutions must comply with federal regulations requiring adequate number of qualified staff to administer federal student aid programs.

Based on the NASFAA 2019 benchmarking report (https://www.nasfaa.org/2019_benchmarking_report), FAO respondents reported a 2.4 FTE Employees available per 1,000 applicants or 1 FTE to 416 applicants. The colleges FAO follows a 1 staff to 250 students and 1 staff available for each campus. Tables 3.0 and 4.0 below shows the student to staff ratio during fall 2021 and spring 2022 semesters.

Table 3.0 Fall 2021 student to FAO staff ratio

	National	CTEC	Chuuk	Kosrae	Yap	Total
Students	887	346	292	181	240	1946
FAO Staff	5	0	1	1	1	9
Ratio	177-to-1	346-to-1	292-to-1	181-to-1	240-to-1	216-to-1

Table 4.0 Spring 2022 student to FAO staff ratio

	National	CTEC	Chuuk	Kosrae	Yap	Total
Students	865	272	234	153	208	1732
FAO Staff	5	0	1	1	1	9
Ratio	173-to-1	272-to-1	234-to-1	153-to-1	208-to-1	192-to-1

The college's student to staff ratio is within the 250-to-1 ratio except for the one staff that is needed at CTEC. The CTEC vacant position is currently addressed by one staff at the national campus taking care of the duties along with one special contract hired stationed at CTEC.

Student to Office of Admissions, Records, and Retention Staff

In the November 2021 survey by the American Association of Collegiate Registrars and Admission Officers (AACRAO), 18% of the 896 respondent schools have a registrar's office that is responsible for admissions-related functions as well as registration and records. The College of Micronesia-FSM (COM-FSM) is one of the 18% with such responsibility under the Office of Admissions, Records and Retention. The rest of the respondents have records and registration functions only. What is also unique with COM-FSM, is that it has 5 campuses spread out on different islands.

Out of the 157 schools with records, registration and admission functions, 45% have 6 or fewer full-time employees and also 45% have 10 or more full-time employees. The college currently have 9 with 1 vacant position. It is noted however that approximately 61% of the schools' employ one or more student employees and 30% employ one or more part-time employees. 62 out of the 157 schools have 10 or more full-time staff, the mean is 51 with a standard deviation of 58. From the 62 schools with student population of 1,000-2,499 having a minimum of 10 staff and maximum of 30 staff, the mean is 19 with a standard deviation of 6. Using the maximum population of students which is 2,499 by the minimum 10 staff we get a student-to-staff ratio of 250-to-1. Using the maximum population of students again of 2,499 by the mean of 19, we will get a student-to-staff ratio of 131-to-1. The colleges current Enrollment Standard key indicator for the office of admissions, Records, and Retention is 250-to-1 student to staff ratio.

To have equitable services at all sites, an OARR staff per campus should be available regardless of population. This ensures that we are meeting our accreditation standards specifically standard II.C.3.

Table 5.0 Fall 2021 student to OARR staff ratio

	National	CTEC	Chuuk	Kosrae	Yap	Total
Students	887	346	292	181	240	1946

OARR Staff	4	1	1	1	1	9
Ratio	222-to-1	346-to-1	292-to-1	181-to-1	240-to-1	216-to-1

Using table 5 to get the staff-to-student ratio for fall 2021 shows an average all campus-wide ratio of 216-to-1 which is lower than our standard at 250-to-1. It is however noted that looking at the CTEC and Chuuk, the ratio is higher than our target standard. This is okay because getting the actual staff-to-student ratio based on staff function and responsibility, the national campus has the main function for records, degree, SIS data administration, and transcripts processing. This function accounts for 30% of the office operation. Getting the OARR staff-to-student ratio considering functions is shown on table 5.1.

Table 5.1 Fall 2021 student to OARR staff ratio considering 30% function to national campus

	National	CTEC	Chuuk	Kosrae	Yap	Total
Students	1,205	242	204	127	2168	1946
OARR Staff	4	1	1	1	1	9
Ratio	302-to-1	242-to-1	204-to-1	126-to-1	168-to-1	216-to-1

On table 5.1, the national campus has a higher ratio compared to the 250-to-1 standard of the college. This will be addressed when the records staff vacant position is filled. Currently, a part-time special contract is hired to address some of the staffing needs.

Table 6.0 Spring 2022 student to OARR staff ratio

	National	CTEC	Chuuk	Kosrae	Yap	Total
Students	865	272	234	153	208	1732
OARR Staff	4	1	1	1	1	9
Ratio	216-to-1	272-to-1	234-to-1	153-to-1	208-to-1	192-to-1

Table 6 shows the average all campus-wide student-to-staff ratio of 192-to-1 for spring 2022.

Table 6.1 Spring 2022 student to OARR staff ratio considering 30% function to national campus

	National	CTEC	Chuuk	Kosrae	Yap	Total
Students	1125	190	164	107	146	1732
OARR Staff	4	1	1	1	1	9
Ratio	281-to-1	190-to-1	164-to-1	153-to-1	107-to-1	146-to-1

Getting the ratio considering responsibilities and functions of staff, only the national campus is over the college target standard of 250-to-1 ratio. This is again addressed by the filling up of the records staff vacant position. A special contract was hired to temporarily fill in the need.

Notes: On the AACRAO survey, 53% of registrar offices have one or more current vacancies. 70% of them are finding vacancies "difficult" or "very difficult" to fill.

Student to College Nurse/Dispensary ratio

The college will maintain a student to nurse ratio equal to or below the 750-to-1 ratio and a standard of at least 1 nurse per campus. This ratio is based from the National Association of School Nurses (NASN).
https://magnushealth.com/insights-school-nurse-to-student-ratios-in-independent-schools/

Table 7.0 Fall 2021 student to nurse ratio

	National	CTEC	Chuuk	Kosrae	Yap	Total
Students	887	346	292	181	240	1946
Nurse	1	1	1	1	1	4
Ratio	887-to-1	346-to-1	292-to-1	181-to-1	240-to-1	486-to-1

Table 8.0 Spring 2022 student to Nurse ratio

	National	CTEC	Chuuk	Kosrae	Yap	Total
Students	865	272	234	153	208	1732
Nurse	1	1	1	1	1	5
Ratio	865-to-1	272-to-1	234-to-1	153-to-1	208-to-1	346-to-1

The all campus-wide average for fall 2021 and spring 2022 are 486-to-1 and 346-to-1. This meets the standards if based on all campus-wide data. It is however noted that the national campus ratio is higher than the recommended ratio. The national campus dispensary may be needing one more additional nurse to meet the target ratio of 1 nurse to 750 students. Currently, the residence hall manager happens to be a nurse and has been helping the national campus dispensary. This may not be good for a longer period of time because it takes the residence hall manager away from his duties with the residence hall.