

COLLEGE OF MICRONESIA-FSM  
Committee Minutes Reporting Form

Committee		<b>Recruitment, Admissions, and Retention</b>			
Date: May 24, 2023		Time: 10:15 AM		Location: Zoom Meeting	
		Meeting ID: 950 2296 8876 Passcode: 54321 <a href="https://comfsm.zoom.us/j/95022968876?pwd=RmFGT1dQWDMzMW9YZFZScFN0VWVNZz09">https://comfsm.zoom.us/j/95022968876?pwd=RmFGT1dQWDMzMW9YZFZScFN0VWVNZz09</a>			
<b>Members</b>					
	<b>Titles /Reps</b>	<b>Names</b>	<b>P*</b>	<b>A**</b>	<b>Note</b>
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		
10.	Dean of FSM-FMI	Tioti Teburea	P		
11.	Director of Facility and Maintenance	Francisco Mendiola	P		
12.	Director of Human Resources	Rencelly Nelson		A	
13.	Director of Information Technology	Vacant			
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	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	
<b>Additional Attendees</b>					
1.					
2.					
<b>Major Agenda or Topic of Discussion</b>					

\*. Present  
 \*\* Absent

## AGENDA

1. Moment of silence
2. Reading of the [College Mission Statement](#)
3. Roll Call
4. Adoption of the agenda items
5. Adoption of the April 19, 2023 meeting minutes
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
11. Proposal of 20% of the starting salary of the acting position
12. Acting compensation is 20% but when you get hired to the position, you will only get 10%.
13. Board Policy No. 6017 Performance Evaluation
14. Indirect Cost Policy
15. Miscellaneous/Announcements
16. Adjournment

### Discussion of Agenda and Information Sharing

1. **The meeting was called to order at 10:00am 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. **The agenda items have been adopted by the team.**
5. **Adoption of the April 19, 2023 meeting minutes:**  
A motion was made and seconded to adopt the December meeting minutes. Motion passed unanimously.
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.

Student/Faculty Ratio	1 faculty to 15-22 students. This range allows for unexpected vacancies. Different factors are considered on the types of courses and program being offered at a campus.
Distance Education	Asynchronous classes: 1 faculty per 20-30 students. Synchronous classes: 1 faculty per 10-20 students. Asynchronous courses, where students complete coursework at their own pace, may be able to accommodate a higher students to faculty or section ratio than synchronous courses, where students

		and instructors are expected to engage in real-time discussions and interactions.
Learning Resources staff ratio		1 LRC staff member for each 150 students

The faculty to student ratio was lowered from 17-22 to 15-22 students. The actual student to faculty ratio of the college is lower than 1:17 but the need for more faculty to open more sections or courses is a continuing situation experienced every semester. The faculty to student ratio will be endorsed to the curriculum committee for further review.

#### 7. Adjunct Faculty Compensation Scale

The team would like to review the adjunct faculty compensation scale even though it would be part of the job audit being planned. The need to revisit the scale is needed now to address the current situation where the compensation is not attractive enough to recruit adjunct faculty.

Discussions, will be continued on the next meeting.

#### 8. Miscellaneous/Discussions/Announcements

#### 9. Meeting adjourned @ 11:15am

Next meeting: June 21, 2023

#### 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		x			
2.	Vice Chairperson, Lead Counselor		x			
3.	Secretary, Dean, Yap Campus		x			
4.	Dean, Chuuk Campus		x			
5.	Dean, Kosrae Campus		x			
6.	Dean, CTEC		x			
7.	Comptroller		x			
8.	Director of CRE					
9.	Director of Financial Aid		x			
10.	Dean of FSM-FMI		x			
11.	Director of Facility and Maintenance		x			

12.	Director of Human Resources					
13.	Director of Information Technology		x			
14.	Director of Learning Resource Center		x			
15.	Director of Procurement & Property management		x			
16.	Director of Student Life		x			
17.	Dean of Academic Programs		x			
18.	Director of ISLET		x			
19.	Supervisor, Safety & Security		x			
20.	Executive Director of CFE					

Submitted by																						
<p align="center"><b>Summary Decisions/Recommendations/Action Steps/Motions with Timelines and Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. The team endorsed the standard key indicators of one faculty to 15-22 students.</li> <li>2. The team endorsed the standard key indicator for distance education as one faculty to 20-30 students for asynchronous classes and one faculty to 10-20 students for synchronous classes.</li> <li>3. The team endorsed the standard key indicator of one LRC staff to 150 students.</li> <li>4. The rest of the standard indicators will be reviewed in the next meeting.</li> <li>5. The review of the adjunct faculty compensation scale will be continued on the next meeting.</li> </ol>																						
<p align="center"><b>Actions by the President</b></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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