

**COLLEGE OF MICRONESIA-FSM**  
**Management Team Meeting Minutes**

Committee		Recruitment, Admissions, and Retention			
Date: June 21, 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		A	On approved leave
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	George Tilfas (Acting)	P		
6.	Dean, CTEC	Phyllis Silbanus		A	
7.	Comptroller	Roselle Togonon	P		
8.	Director of CRE	Non-existing			Position Promoted to VP
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	P		
12.	Director of Human Resources	Rencelly Nelson	P		
13.	Director of Information Technology	Vacant		A	Vacant & no acting
14.	Director of Learning Resource Center	Jennifer Helieisar		A	No acting yet
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)		A	
18.	Director of ISLET	Glenda Cornelius		A	
19.	Supervisor, Safety & Security	Terry Marcus	P		
20.	Executive Director of Center for Entrepreneurship	Timothy Mamangon	P		
<b>Additional Attendees</b>					
1.	None				
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 – Secretary Lourdes Roboman
4. Adoption of the agenda items
5. Adoption of the May 24, 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. *Incentives for employees with 25+ years of services (added)*
10. Policy for employees receiving staff development provided by the college
11. 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%.
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 10:20 am and a moment of silence was observed.
2. The College Mission Statement was read by the Vice Chair Penselynn Etse Sam.
3. 12 members were present, four members absent, 1 -member position is non-existent anymore (CRE Director elevated to VPCRE), 2 member positions do not have any acting persons in place (Directors IT & LRC). The secretary announced that there is a quorum to conduct business.
4. The agenda was adopted with changes – inclusion of Incentive for 25 years of service as item #9.
5. **Adoption of the May 24, 2023 meeting minutes:**  
Adoption of meeting minutes was made with the following revisions/changes:
  - Members marked absent were changed to reflect that member positions are vacant and/or have no designated acting person in place. These positions are: CRE Director (upgraded to VPCRE, Dir. IT – Vacant, and Dir. LRC – no acting in place yet).
6. **Campus Standards Key Indicators**
  - Personnel Key Indicators was reviewed, revised, and voted on to endorse. (copy attached)
  - Facilities Key Indicators was reviewed, revised, and voted on to endorse. (copy attached)

**7. Adjunct Faculty Compensation Scale**

M Team appointed a working group to initiate work on this and report at the next regular meeting on July 12, 2023. This group is comprised of Comptroller Togonon, Dean Kanto, Dean Tilfas, Dean Silbanuz, and Dean Roboman.

**8. Miscellaneous/Discussions/Announcements****9. Meeting adjourned @ 1138 am.****Handouts/Documents Referenced**

Prepared by:

**Doman Daoas**  
**Chairman**

**Personnel Key Indicators**  
**Facilities Key Indicators**

**Approval of the Minutes and Response**

	<b>Titles /Reps</b>	<b>Names</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Remarks</b>	
1.	Chairperson, Registrar					Absent	
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					Absent	
7.	Comptroller		X				
8.	Director of CRE					N/A	
9.	Director of Financial Aid					Absent	
10.	Dean of FSM-FMI		X				
11.	Director of Facility and Maintenance		X				
12.	Director of Human Resources		X				
13.	Director of Information Technology					Vacant	
14.	Director of Learning Resource Center					Vacant	
15.	Director of Procurement & Property management		X				
16.	Director of Student Life		X				
17.	Dean of Academic Programs					Absent	
18.	Director of ISLET					Absent	
19.	Supervisor, Safety & Security		X				

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