

COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form

Committee	Recruitment, Admissions, and Retention				
Date: July 26, 2023	Time: 10:19 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		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	P		
7.	Comptroller	Roselle Togonon		A	
8.	Director of CRE	Non-Existing			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			No acting director yet
14.	Director of Learning Resource Center	Karleen Manuel (Acting)		A	
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	Vacant			
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/Prayer
2. Reading of the [College Mission Statement](#)
3. Roll Call – Secretary Lourdes Roboman
4. Adoption of the agenda items
5. Adoption of the June 21, 2023 meeting minutes
6. Revisit incentives for staff to be the same as faculty in terms of level of education attained.
7. Policy for employees receiving staff development provided by the college.
8. 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%.
9. Board Policy No. 6017 Performance Evaluation
10. Indirect Cost Policy
11. Adjunct faculty compensation scale
12. Incentives for employees with 25 or more years of service (Update from the working group)
13. Miscellaneous/Announcements
14. Adjournment

Discussion of Agenda and Information Sharing

1. **The meeting was called to order at 10:19am 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, two members absent, and 1-member position is vacant.** The secretary announced that there is a quorum.
4. **The agenda items have been adopted by the team.**
A motion was made and seconded to adopt the meeting agenda. All were in favor.
5. **Adoption of the June 21, 2023 meeting minutes:**
A motion was made and seconded to adopt the June meeting minutes. Motion passed unanimously.
6. **Revisit compensation for staff to be the same as faculty in terms of level of education attained.**
During the discussion, it was emphasized that this matter falls within the scope of our compensation policy. The current practice is, staff are hired to established positions with current minimum required educational attainment and experience. Increasing an individual's salary based solely on the level of education or attainment of a higher education qualification may not always align with the requirements of the current role. Re-evaluating and potentially reclassifying staff into positions that genuinely necessitate their level of education may be a better way to address this. This would not only ensure equitable compensation but also harness the educational background and professional experience more effectively.

During the discussion, the issue of reclassification turnaround time was raised as a concern.

Regrettably, the current duration for processing reclassifications is excessively lengthy, to the extent that

employees often secure alternative employment opportunities that align better with their qualifications before the reclassification recommendations are finalized and implemented. Other concerns with turnaround time of the process of hiring employees is also lengthy.

It was recommended, that the administrative procedures for reclassification, compensation policy procedures, other related procedures to be revisited, reviewed and possibly revised by HR Office, HR committee and VPAS to have timelines or turnaround time. The recommendation, is intended to find ways to improve the turnaround time of procedures.

7. Policy for employees receiving staff development provided by the college.

It was discussed that the concern is also on timely processing of documents and the recommendation on agenda 6 applies to it.

Due to a concern about employees leaving after receiving staff development, the team recommends that an agreement should be drafted and signed by those on staff development to have them stay with the college for a certain amount of time.

8. Acting compensation of 20% of the acting employee's current salary

The concern regarding this agenda centers around the discrepancy in compensation rates. An acting staff receives a compensation rate of additional 20% of current position salary, but when they are subsequently hired permanently for the position, their compensation rate is downgraded to 10% of their original position. This disparity has raised concerns about fairness and equity in our compensation practices. The team suggests that an acting staff, if eventually hired permanent should continue with the acting compensation rate as the starting salary of his new position.

Other concerns regarding acting compensation are, why is the acting staff getting 20% of own salary level and not the salary of the position they are acting in? If it is the 20% of the position being acted upon then this provides fairness and equity to

Another is, if one is acting in two positions, should one be getting 40% acting capacity compensation? Should the college be placing an employee on two acting positions? This may result in burn out unless it is justified that the responsibilities can be managed by one personnel.

The team has recommended that these concerns be officially endorsed to the HR Committee, the HR Director and VPAS for a thorough review, with the hope of receiving potential recommendations and solutions. This recommendation however will be endorsed once HR updates the committee on portions of the administrative procedures that need clarification.

9. Board Policy No. 6017 Performance Evaluation

Tabled for the next meeting when HR is present on the meeting.

10. Indirect Cost Policy

Tabled for the next meeting when Comptroller is available to update the team on the current practice being followed.

11. Adjunct Faculty Compensation Scale (update from the working group)

The working group looking into the adjunct faculty scale are Dean Kind Kanto, Dean Lourdes Roboman, Acting-Dean Kasiano Paul, Dean Phyllis Silbanuz and Comptroller Roselle Togonon. The working group is still actively reviewing the compensation scale.

12. Incentives for employees who reach 25 or more years of service

Currently there is no policy providing incentive for employees who have been working with the college for 25 years.

The team recommends that employees who reach 25 years of service will be given incentive of \$250. Upon implementation, all those who currently over the 25 years should be given the incentive. This is to be endorsed to HR Director for HR Committee to look into.

13. Miscellaneous/Discussions/Announcements

A discussion on whether it is permissible for an employee on a 10-month contract who has been on extended sick leave to receive their two months' pay during the summer? Additionally, should a faculty member in an acting position still be eligible for their two months' pay during the summer? Do the faculty assigned to acting position accumulate leave? This is to be added to the next meeting agenda items which would need the presence of HR director.

14. Meeting adjourned at 12:30 PM.

Next meeting: September 13, 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		x			
3.	Secretary, Dean, Yap Campus		x			
4.	Dean, Chuuk Campus		x			
5.	Dean, Kosrae Campus		x			
6.	Dean, CTEC		x			
7.	Comptroller					
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					
14.	Director of Learning Resource Center					
15.	Director of Procurement & Property management		x			
16.	Director of Student Life		x			
17.	Dean of Academic Programs		x			
18.	Director of ISLET					
19.	Supervisor, Safety & Security		x			
20.	Executive Director of CFE					

Submitted by		
Summary Decisions/Recommendations/Action Steps/Motions with Timelines and Responsibilities		
<ol style="list-style-type: none"> 1. The June 21, 2023 meeting minutes was adopted. 2. It was recommended that the administrative procedures for reclassification, compensation policy procedures, other related procedures are to be revisited, reviewed and possibly revised by HR Office, HR committee and VPAS to have timelines or turnaround time. The recommendation, is intended to find ways to improve the turnaround time of procedures. 3. The team recommends that an agreement should be drafted and signed by those on staff development to have them stay with the college for a certain amount of time. 4. The team has recommended that these concerns be officially endorsed to the HR Committee, the HR Director and VPAS for a thorough review, with the hope of receiving potential recommendations and solutions. This recommendation however will be endorsed once HR updates the committee on portions of the administrative procedures that need clarification. 5. The team recommends that employees who reach 25 years of service will be given incentive of \$250. Upon implementation, all those who currently over the 25 years should be given the incentive. This is to be endorsed to HR Director for HR Committee to look into. 		
Actions by the President		
Item	Approved	Disapproved
Disapproved with Conditions	Remarks	
1		
2		
3		

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