

COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form

Committee		Recruitment, Admissions, and Retention			
Date: September 15, 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	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		A	
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)	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	Vacant			
19.	Supervisor, Safety & Security	Terry Marcus	P		
20.	Executive Director of Center for Entrepreneurship	Timothy Mamangon	P		
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 July 27, 2023 meeting minutes
6. Acting compensation of 20% of the acting employee's current salary (*Old business for updates and clarification from HR*)
7. Board Policy No. 6017 Performance Evaluation
8. Proposed Board Policy No. 5008 Overhead/Indirect Revenue Policy
9. Proposed Board Policy No. 5007 Stipends and Honoraria
10. Adjunct faculty compensation scale (updates from the working group)
11. Review of the 10-month employee contract compensation and benefits
12. Miscellaneous/Announcements
 - Overtime procedures from state campus to national campus.
13. 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. **14 members were present, three 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 July 27, 2023 meeting minutes:**
A motion was made and seconded to adopt the July 27 meeting minutes. Motion passed unanimously.
6. **Acting compensation of 20% of the acting employee's current salary** (old business for updates and clarification from HR)
The director of HRO was not present during the meeting so it was agreed to table the agenda for the next meeting.
7. **Board Policy No. 6017 Performance Evaluation**
The agenda item was also agreed to be tabled for the next meeting when the director of HRO is present.
8. **Proposed Board Policy No. 5008 Overhead/Indirect Revenue Policy**
It was discussed that there was an indirect cost policy existing prior to 2013 which was BP No. 5111. This policy had the allocations below.

National Campus Indirect Revenue Allocation		State Campus Indirect Revenue Allocation	
Office of the President	25%	Office of the President	25%
VP-SSA or VP-IA	50%	State Campus	50%
Business Office	25%	Business Office	25%

When the review of policies was done in 2013, Board Policy No 5111 was removed and there was no record of it being approved by the Board of Regents. During this time, a president directive was made to manage the allocations.

National Campus Indirect Revenue Allocation		State Campus Indirect Revenue Allocation	
Office of the President	25%	Office of the President	25%
VP managing the grant	50%	VP managing the grant	50%
VPAS	25%	VPAS	25%

During the meeting, the state campus deans have expressed their recommendation that the 50% of the indirect revenue generated by the state campuses should be reinvested directly into their respective campuses, similar to the pre-2013 practice. This allocation is deemed equitable because the grants or projects operating within each campus use campus resources and budgets, thereby limiting their operational budgets for pursuing campus-specific objectives which contributes to the realization of the college's mission.

It was also discussed that other departments or offices have no access or allocations to the indirect revenue. In an effort to support these offices in achieving their respective targets and goals, which in turn contribute to achieving the college mission, it unanimously agreed that 20% of the indirect revenue should be earmarked as institutional funds. These fund will be made available to support priority programs or activities and may also be available to support the regular budget when needed.

With all discussion done, the team had endorsed the revised allocations below.

National Campus Indirect Revenue Allocation		State Campus Indirect Revenue Allocation	
Office of the President	10%	Office of the President	10%
VP managing the grant	50%	State Campus	50%
VPAS	10%	VPAS	10%
Office managing the grant	10%	VP managing the grant	10%
Institutional Fund	20%	Institutional Fund	20%

The Office of the President and VPAS allocations of 10% is institution-wide. It may look small in terms of percentage but due to the broader coverage, their accumulated fund is actually bigger than the campus allocation in terms of amount.

9. Proposed Board Policy No. 5007 Stipends and Honoraria

The proposed BP No. 5007 has been unanimously endorsed by the management team. It is a necessary policy needed as set of guidelines and rules governing the payment of stipends to individuals or groups.

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

Tabled for next meeting.

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.

11. Review of the 10-month employee contract compensation and benefits

Tabled for next meeting needing the Director of HRO to give clarification on the current process.

12. Miscellaneous/Discussions/Announcements

The Overtime procedure from state campus to national campus have been discussed. The process of requesting may be challenging at times so a review may be necessary to find ways to improve the procedure. It was agreed that this will be added to the agenda items for the next meeting to give time for members to review and recommend possible improvements.

13. 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		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					
8.	Director of CRE					
9.	Director of Financial Aid		x			
10.	Dean of FSM-FMI					
11.	Director of Facility and Maintenance		x			
12.	Director of Human Resources					
13.	Director of Information Technology					
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						
19.	Supervisor, Safety & Security		x				
20.	Executive Director of CFE		x				

Submitted by																						
<p align="center">Summary Decisions/Recommendations/Action Steps/Motions with Timelines and Responsibilities</p> <ol style="list-style-type: none"> The July 27, 2023 meeting minutes was adopted. Proposed Board Policy No. 5008 has been endorsed with recommended revisions. Proposed Board Policy No. 5007 has been endorsed with no necessary revisions. 																						
<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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