

**College of Micronesia – FSM  
Committee Minutes Reporting Form**

<b>Committee or Working Group:</b>	<b>Planning &amp; Resources Committee</b>
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<b>Date: January 21, 2010</b>	<b>Time: 10:00 a.m.</b>	<b>Location:</b>
		Board's Conference Room COM-FSM National Campus Palikir, Pohnpei, FSM

**Members Present:**

Titles/Representative	Name	Present	Absent	Remarks
President	Spensin James	✓		
VP, Administration	Joseph Habuchmai	✓		
VP, Student Services	<i>Ringlen Ringlen</i>	✓		
VP, Instructional Affairs	Jean Thoulag	✓		
VP, CRE	Jim Currie	✓		
Director, IRPO	Jimmy Hicks	✓		
Director, Maint. & Security	Francisco Mendiola		✓	
Director, Human Resources	Rencelly Nelson	✓		
Director, IT	Gordon Segal	✓		
Comptroller, Business Offc	Danny Dumantay	✓		
Director, LRC	Sue Caldwell	✓		
Director, Student Life	Reedson Abraham		✓	
FSS Rep	John Haglelgam		✓	
FSS Rep	Xavier Yarofmal		✓	
FSS Representative	Faustino Yarofaisug	✓		Represented by Marianna B
Director, FAO	Eddie Haleyalig	✓		
Director, Pohnpei Campus	Penny Weilbacher	✓		
Director, OAR	Joey Oducado	✓		
Director, Chuuk Campus	Joakim Peter		✓	
External Stakeholder	Joseph Villazon		✓	
External Stakeholder	Marcus Samo		✓	
Director, Yap Campus	Lourdes Roboman		✓	
Director, Kosrae Campus	Kalwin Kephass		✓	
Director, FMI Campus	Mathias Ewarmai		✓	
Sponsored Programs	Raleigh Welly	✓		
Student Rep	William Piki		✓	
President, SBA	Babyano Retuleilug		✓	
Auxiliary Sevices Advisory	Martin Mingii		✓	
Executive Secretary	Sinobu Lebehn	✓		Recorder

\*Both voip and illuminate lines have technical problem so all off-island campus directors are not connected.

<b>Additional Attendees:</b>	Shaun Suliol, William Haglelgam
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**Agenda/Major Topics of Discussion:**

Chairman Habuchmai welcomed everyone and opened the meeting at 10:10 a.m. The members reviewed the agenda and adopted the agenda for discussion.

1. **Review of new Data from the SIS.** Jimmy Hicks presented currently updated data from the SIS

covering areas as follows:

- ✓ By Campus
- ✓ By Major
- ✓ By Gender
- ✓ By State Origin
- ✓ By Degree Type
- ✓ Breakdown by developmental, CA, AA/AS, & Vocational (CA & AAS)
- ✓ Dual Pohnpei & National Students
- ✓ Persistence Fall 2009 to Spring 2010 (new fulltime students & new students incl. part-time)
- ✓ Against projections
- ✓ Grade summary (incl. withdrawals) Fall 2009
- ✓ Course completion data Fall 2009
- ✓ Progression summary Fall 2009
- ✓ Program completers Fall 2009
- ✓ Progression Summary Fall 2005 to Fall 2009 ( $\geq 12$  credits/term)
- ✓ Progression Summary SY 2008/09 ( $\geq 24$  credits per AY)
- ✓ PPEC Data Summary – COM-FSM comparison against PPEC institutions

The members requested data to be included in Hicks' spreadsheets to assist them to formulate plans. Hicks acknowledged their comments and asked that all inquiries be emailed to his office. From Jimmy Hicks presentation, he concluded that we are still 2,000 credits below. Chuuk has a major decline in their enrollment data. Among the factors resulting from the decline are: Students not able to pass the COMET; two private colleges established in Chuuk; Military.

**2. Secure Website for college documents** (IT Director). Director Gordon Segal introduced a secured website for all interested members. Office of IT will assist in securing the line for any interested offices.

**3. Human Resources Issues:** Director Rencelly Nelson presented proposed revisions to Policy 004 Extended Employment Benefits. Revisions include rewording for clarification, modifications for consistency, fairness and re-organization. The changes are made to promote recruitment and retention of qualified personnel. Following are the changes:

- a. Payments of Entry Permit for the employee and family members be paid by the College
- b. Change of Status fee for local hires be paid by the College
- c. The employee is responsible for payment of visa processing
- d. Off-island hires to include all hires from outside the FSM including FSM citizens returning to their home island and from another FSM State to have eligibility to criteria for the extended employment benefits.
- e. Employees who qualify under the reassignment policy – employees moving from one campus to another will be treated as off-island hire with exceptions that the original point of hire remains the same and only paid shipment of household effects to the new location is granted, no transfer allowance.
- f. Definitions: Normal commuting distance will include all locations within six miles of the main island on which the campus is located. Off island hire includes anyone recruited from beyond the normal commuting distance of the prospective work location that by accepting the job would be required to relocate.

The members had a lengthy discussion over the new modification and the proper routing of the revisions. The committee did not endorse the revisions but made recommendations to return it to Personnel and Finance Committee to act on the details of the revisions and re-submit to Planning & Resources Committee's for final endorsement. Thou Committee did not endorse the proposed revisions, the Committee however suggested some inserts to the proposed revisions under: 1) Transportation: to specify travel expenses to include required departure taxes and fees 2) Normal commuting distance: should read as "All locations within six nautical miles of the main island on which the campus is located".

4. **Update on Streamlining and establishment of timeline completion.** Ringlen briefly updated the members on accomplishments for the streamlining. As of October 2009, the ad-hoc committee on Streamline had completed the review of all the instructional programs and flagged possible programs for streamlining. The committee also covered all the administrative services and student services and instructional services and flagged possible services for streamlining and/or merging. This ad-hoc committee has yet to assess the CRE services.

Meeting adjourned at 12:03 p.m.

**Comments/Upcoming Meeting Date & Time/Etc.: Chairman will inform on next meeting.**

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**Handouts/Documents Referenced:**

Amended Policy by HRO

SIS Updated Data by IRPO

**College Web Site Link:**

- Not applicable

**Prepared by:**

Sinobu Lebehn

**Date Distributed:**

1/27/09

**Approval of Minutes Process & Responses:**

**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

**Action by President:**

Item #	Approved	Disapproved	Approved with conditions	Comments