

College of Micronesia-FSM  
**TO DO LIST FROM THE SEPTEMBER 9, 2022, BOR MEETING**  
 November 21-22, 2022, Meeting of the Board of Regents

TO DO	LEAD PERSON	TIMELINE	STATUS
1. Request transfer of left-over balance of Board's FY2022 budget to the Endowment Fund	VPAS/Comptroller	No later than 9/15/22	Done. Deposited \$66,967.13 to BOG Endowment Fund Account. It will be used as matching fund to the \$500,000 government donation. $\$500,000 + 66,967.13 + 100,000$ (from the foundation's returned funding) = 666,967.13 (expected to be transferred to the endowment fund for FY2023)
2. Maternity Leave – revisit for ensure benefit is competitive enough	VPAS/HRO	October 18, 2022 November 2022	Survey partners again Amend Maternity leave policy ( <a href="#">BP No. 6010 (4)</a> ). Include a mandatory mental health day off for rest and medical check up-include a reward system
3. Annual Leave ( <a href="#">BP No. 6010</a> ) - revisit and encourage employees who have too much to take vacation time so as not to lose extra leave when retiring or resigning	VPAS/HRO	November 2022	Draft usual memo to encourage managers to coordinate staff time off throughout the year
4. Frozen Salaries- to do another salary survey and determine ways to keep salary competitive enough so college does not lose employees	VPAS/HRO		IPEDS data comparison with similar community college (10/18/2022) requested assistance from Francis Alex of OIE. Import positions to existing pay grade with assistance of math specialists. Participate in salary survey with Strategic pay. Salary survey is the last resort

5. Retirement Plan – to look into making the college’s share more equitable to other companies	VPAS/Comptroller		Additional \$63K in FY 2024 Budget. **See table below.
6. Working Remotely --			Update and route the revised Policy & Procedures for Pandemic: <ul style="list-style-type: none"> <li>• <a href="#">Interim Policy</a>: Travel &amp; Leave during COVID-19</li> <li>• <a href="#">Interim Procedure</a>: Travel &amp; Leave during COVID-19</li> <li>• <a href="#">Interim Policy</a>: Mandatory Travel Insurance</li> <li>• <a href="#">Interim Procedure</a>: Mandatory Travel Insurance</li> </ul>
7. Mental Health Care –			Propose a mandatory one day off for mental health care
8. Direct Deposit Payroll	VPAS/Comptroller		As of Oct. 30, 2022 -68% is on direct deposit Target 100% - January 01, 2023
9. Five-year Master Planning Calendar	President’s Office		Norma completed this already, August 29, 2022 <ul style="list-style-type: none"> <li>• <a href="#">2022-2027 BOR Master Planning Calendar</a></li> </ul>

\*\*Retirement Plan

<b>FY</b>	<b>Budget</b>	<b>Actual</b>	<b>%</b>	<b>Proposal (4%)</b>	<b>Budget Increase</b>
2018	168,595.28	143,531.47	0.85		
2019	165,544.87	144,592.03	0.87		
2020	181,274.92	150,055.61	0.83	241,699.89	
2021	199,268.39	146,888.96	0.74	265,961.18	
2022	172,419.07	144,337.07	0.84	229,892.09	
2023	229,596.33			306,128.44	76,532.21
2024	191,517.92			255,357.23	63,839.31