

**College of Micronesia – FSM  
Committee (Working Group) Minutes Reporting Form**

**Committee or Working Group:** Management Team Meeting with VPIA

**Date:** September 20, 2012      **Time:** 9:00 a.m.      **Location:** PC Conference Rm.

**Members Present/Absent:**

Title/Representative	Name	Present	Absent	Reasons
Acting Campus Dean	Grilly Jack	X		
VPIA	Mariana B. Dereas	X		
Stud. Serv. Coordinator	Jeffrey Arnold	X		
Instructional Coordinator	Maria Dison	X		
UB Program Director	Diaz Joseph	X		
PSBDC Coordinator	Herman Semes	X		
CRE Coordinator	Engly Ioanis	X		
Maintenance Specialist	Bruno Barnabas	X		
ETS Prog. Director	Rita H. Hadley	X		
Fiscal Officer	Twyla E. Poll	X		
GEAR UP Director	Amber Ham	X		
IT Specialist	Cooper Etse	X		
Personnel/Recorder	Maureen Mendiola	X		

**Additional Attendees:**

**Agenda/Major Topics of Discussion:**

- New Structure
- Instructional Priorities
- Adjournment

**Discussion of Agenda/Information Sharing:**



ACD Grilly Jack called the meeting to order at 9:00 a.m. He welcomed and thanked everyone for coming. He mentioned that the meeting will be mainly run by VPIA Mariana Ben Dereas.

VPIA used the smart board to highlight the accreditation checklist and talked about the master plan. She mentioned a checklist was sent out last month by VPIEQA Frankie Harris and was shared to cabinets and deans, for things to do or improved before the upcoming WASC visit in March 2013. This report has to be finished or compiled by January 2013. This is one of their regular visits and Pohnpei Campus is one of the campuses to be visited.

ALO strongly encouraged that all meetings be documented or taken photos to prove that such activity is taken. Other offices like UB and CES mentioned that they do have regular weekly meetings, but never shared or take minutes as they only report in their monthly updates. In order to meet the accessibility standards, VPIA encouraged all to start taking meeting minutes or take photos in activities taken outside the college community in order to be posted on WIKI. We can also request NC IT to make subsections to the campus website to post our minutes.

VPIA also mentioned that WASC also cited the college because they found out some employees who did not understand or familiar with the accreditation standards. She encouraged that we visit the ACCJC website and take the quiz and submit to ALO Harris to include your name on the list. Acting Dean, Grilly Jack will send the ACCJC link to Maureen so she can share it with everyone.

PSBDC Coordinator, Herman Semes expressed his concern on how the center will fit into what the college is trying to improve. The center is understaffed with only himself and a clerk. His main concern is funding not enough to accommodate operation of the center. He attended several meetings with Pohnpei State Legislatures re: this issue and they were asking why the college is not contributing anything to the center. He further mentioned that the college is utilizing the upper classrooms for classes. He also submitted a request that service charge be given to their clients to supplement funding for the center. After all, he asked if some kind of direct funds or any funding that can be allocated from the college to pay for at least the coordinator's salary. He also represented the college on other training workshops and meetings abroad.

VPIA said she will have to look into this matter especially the MOU and see what the college can do since the college has been benefited from the center. Acting Dean suggested to link out guidelines or any activities from the MOU which compliment services to students so it can be brought up for the leadership decision making. However, the center works more closely with outside clients than students.

VPIA also brought up the importance of having monthly meetings so faculty, staff, and students can be updated on on-going issues/requirements at the college. She further encouraged minutes or photos be taken during meetings. Acting Dean will work with Maureen to schedule a campus monthly meeting. PC Instructional/Faculty meeting is being held the last Thursday of every month. IC's concerns on faculty's being participate in meetings because of conflict to their class schedules. SSC requested that he moved to RAR committee instead of CAC.

JEMCO had freeze funding for new projects except for renovation and maintenance. TRIO then expressed their long concern for a new office which was brought up with Director of Maintenance a while back and he also even shared this with Director of Education. He then

asked if UB can move to the old CES office for the meantime because sharing of restrooms with TSP is causing a low pressure in the water pipes. According to Engly, the structure is still good except the electrical wiring needs to be fixed because it is dangerous to students especially when it is raining.

VPIA will look into this matter as soon as possible as she doesn't want the TRIO to be isolated. VPIA also mentioned that part-time faculty have to be evaluated the same with full time faculty. President doesn't like the faculty evaluation format therefore the evaluation will be revised or revisited as it is too general. She also mentioned the need for training on assessment on rubrics so we can be familiar with the objectives and outcomes of our own programs.

She then announced that under the new structure, every role and responsibilities of the Dean is given back to them like before. For FY2013 Budget, it is still departmentalized as it was approved last year before the new structure is made. For FY14 budget, it will be decided if it will go back to Deans or still remain the same. For reporting, everything will be reported to Dean.

Issue on the Entrance Criteria/COMET. Long discussions were made on how to do the transition smoothly. The committee suggested that other types of assessments are used for admitting students rather than fully relying on the COMET. Diaz mentioned the possibility of accepting the bridging students and the importance of having the bridging program. He also asked if UB can continue to serve their students even though they are in college in order to recognize the services rendered by those students.

VPIA recommended that TRIO address their concern/proposal with RAR committee/Admission Board.

GEAR UP and TSP would like to work with UB in approaching RAR so that their students who geared toward attending COM-FSM are given ample opportunities to enroll at the college.

Acting Dean reminded everyone to start thinking or planning ways to develop their assessment plan. He will request training on assessment worksheets 1, 2, 3 and how to upload on WIKI.

VPIA also recommended everyone to look at the master plan and so we can be familiar with the accreditation and its standards.

#### **Miscellaneous:**

Per directive from the President, Grilly is moving to station at Pohnpei Campus.

Diaz was pleased to announce that the US had approved the UB grant for another five (5) year cycle. They will be meeting from September 26-28, 2012 to look at the new requirements in the grant. This meeting will take place in the Pohnpei Campus Conference Room.

The meeting was adjourned at 11:19 a.m.

**Comments/Upcoming Meeting Date & Time/Etc.:**

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<b>Handouts/Documents Referenced:</b>
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<b>College Web Site Link:</b>
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<b>Prepared by:</b>	Maureen Mendiola	<b>Date Distributed:</b>	9/24/12
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<b>Approval of Minutes Process &amp; Responses:</b>

<b>Submitted by:</b>		<b>Date Submitted:</b>	
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<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>

<b>Action by President:</b>				
Item #	Approved	Disapproved	Approved with conditions	Comments