

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

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

**Date:** October 31, 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		
President	Joseph M. Daisy Ed.D	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 Acting Director	Amber Ham	X		
IT Specialist	Cooper Etse	X		
Personnel/Recorder	Maureen Mendiola	X		

**Additional Attendees:**

**Agenda/Major Topics of Discussion:**

- Approval of 9/20 meeting minutes
- President’s Update
- Assessment Plans
- Plans Developed to address checklist
- Schedule for Campus Wide meeting
- WIKI page
- Miscellaneous
- Adjournment



Discussion of Agenda/Information Sharing:

ACD Grilly Jack called the meeting to order at 9:00 a.m. He paid his respect to President, VPIA and welcomed everyone to the meeting.

SSC Arnold suggested "information sharing" to be added to the agenda as it usually done before.

Herman made a motion to adopt the 9/20 minutes and Amber seconded. A suggestion was made that review of minutes be done on line and approval will be done on the smart board during the meeting.

President Daisy was pleased by the invitation to meet face to face and to attend our campus meetings to discuss the college status and progress. He further talked on the accreditation status and an update on the student learning outcomes report, mid-term, and subsequent follow-up report that will be due in March 2013. In March 2013 visit, the accreditation team might visit every campus and we are expected to address all the recommendations listed in the checklist.

FY2014 Budget. President advised that we start looking into other funding sources because based on his meeting with FSM Congress, there is no guarantee they will fund the 1.4 million again. The FY2013 budget was approved before he arrived and he noticed accommodation for accreditation is not included in the budget. President Daisy is trying to engage with the national and state leaders to reinstate the \$700,000. He further explained the critical and essential need the college is facing and to consider more creative ways to reduce costs, share resources & leadership, eliminate duplications, and achieve greater efficiencies. He also mentioned that new positions are to be put on-hold and responsibilities of the chief of staff position might distribute to the VPs.

Ad hoc committee for Dean's position concluded their interview and no consensus had been made. Grilly Jack will continue in his acting capacity until further decision is made.

President Daisy mentioned when he first came to the college, he noticed the caps between communications and dialogues which resulted in confusion of decision making and he also noticed lack of attendees serving on standing committees. He is working on a chart to create more working groups to fill in the caps in order to have a purposeful dialogue and shared governance. After all, we need to identify different options to address not only about decision making but problem solving.

Concerns were brought up on what issues the FSM Congress or National leaders could do to help improve the college.

President Daisy said he met with FSM President Immanuel Mori a dozen times and he seems very supportive of the college. FSM Congress said maybe the college is not using the resources effectively; students take long time to graduate; and the need to bring the college system-wide graduates rate up from 14% to 19%.

Acting GEAR UP Director, Amber Ham recommended if the college or government wants these students to work in these different areas, the college should do an outreach to the high schools.

SSC Jeff Arnold gave a brief report on SS area. FAO conducted financial aid workshops on the changes facing this fiscal year, for students to verify their information and fill out additional required documents. Intramural sports are on-going in the gym. Re-enforcing the betel nut policy on campus. Upcoming COMET is November 15<sup>th</sup>. Early registration is November 5-9, 2012.

PSBDC Coordinator reported their monthly report was already submitted; requested Pohnpei State to provide funding for two (2) quarters; center has been underfunding for three (3) years and in need of a business trainer; generate conference room rental fee for operation; had meetings with Chamber of Commerce, Pohnpei Visitor's Bureau, FSM Association of Commerce, and work closely with Traditional Leaders for the upcoming meeting next month; continue to assist clients with business loans being held up at SBG&FC.

SBA President reported that he has been announcing to students to participate in the Sunday Bash to do their class activities. He will participate in the SBA Officers meeting this afternoon, 10/31 at National Campus. PC SBA officers attended several leadership workshops.

IC attended division chairs meeting yesterday (10/30) with Karen at National Campus and information were posted on WIKI; been working on a proposal for curriculum committee to modify the certificate program and it will be sent out for input; arranging classrooms for on-going TRIO activities in November; and finally thanked the President for allowing Grilly to continue oversee the campus.

ETS Director reported that ETS started their tutorial programs on Saturdays. Their goal is to meet with parents from the 15 target schools and start with the high schools this Saturday. ETS partnered with Pohnpei Rotary Club and MAI International are now in the process of working for the upcoming Spelling Bee in Guam. They received many assistants to help students with the 400-450 learning words. TSP also established relations with offices to accommodate their internships (seniors) in order to enhance their career interest.

IT reported that IT Technician II has completed his training at National Campus mostly on Customer Services Base and Technological Skills. IT also reported on getting a new ADSL connection for Pohnpei Campus. Computer labs were monitored by 1 apprentice and 11 work-study students. IT recommended for a new position for computer lab assistant. Acting Dean will follow up the request with VPIA.

UB program is very busy with the recruitment process and they are serving only 25 sophomores.

Business Office announced the Halloween Costume Contest that will be held in the Nahs this afternoon (10/31). Gifts will be provided by the PC Bookstore to the first three winners and dessert (ice-cream) is to be provided by NC Bookstore.

Maintenance continued to do their daily tasks as stated in the checklist. SSC Arnold reported that the concrete steps are already popped up. Maintenance is to update the status of work done as stated in the checklist given in the last accreditation visit.

Counselor for GEAR UP, Nixon Soswa is already on board. Morgan Jonas had accepted the GU Director's position and will be on board toward the end of November. Education Specialist position is now being advertised. GU had 360 high school students and they are doing a lot of study careers.

**Acting Dean's Update:**

To continue work on the accreditation checklist and be reminded of the deadline, January 2013. He requested if Jimmy Hicks could do another assessment workshop for Pohnpei Campus for those who are not really familiar with the worksheets. ACD will establish a date/time for the campus meeting. He also requested IT to put sub headings to Pohnpei Campus WIKI and all information/reports should go thru the managers for reviewing before it is uploaded on WIKI.

**Announcements:**

NC Business Office is now encouraging minimal use of open purchase orders. Petty cash will be only used for urgency needs.

Joe Saimon will be announcing the new approach for the 50 Raffle for the endowment fund during the early registration week. There will be prizes for those who sell the most tickets.

Reminder on monthly and quarterly reports. Monthly reports highlights activities, and quarterly only reports accomplishments or what is completed in the monthly reports.

**Miscellaneous:**

Concerns raised by the HR committee, to inform supervisors to plan ahead if staff is attending classes, meetings, and trainings. HRO has been receiving a lot of education development requests in the middle of the semester.

The meeting was adjourned at 11:47 a.m.

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

November 28, 2012

**Handouts/Documents Referenced:**

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**College Web Site Link:**

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**Prepared by:**

Maureen Mendiola

**Date Distributed:**

11/23/12

**Approval of Minutes Process & Responses:**

Management Team Meeting Minutes of 9/20 was approved.

**Submitted by:**

**Date Submitted:**

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

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