

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

Committee or Working Group: Management Team Meeting

Date: December 5, 2012 **Time:** 9:00 a.m. **Location:** Dean’s Conference Rm.

Members Present/Absent:

Title/Representative	Name	Present	Absent	Reasons
Acting Dean	Grill Jack	X		
Instructional Coordinator	Maria Dison	X		
Stud. Serv. Coordinator	Jeffrey Arnold		X	Sick
ETS Program Director	Rita Harris-Hadley	X		
UB Program Director	Diaz Joseph	X		
GEAR UP Prog. Director	Morgan Jonas	X		
PSBDC Coordinator	Herman Semes	X		
CRE Coordinator	Engly Ioanis	X		
Fiscal Officer	Twyla Poll	X		
IT Specialist	Cooper Etse	X		
Maintenance Specialist	Bruno Barnabas	X		
Personnel/Recorder	Maureen Mendiola	X		
SBA President	James Washington	X		
SBA Treasurer	Beverleen Etse	X		

Additional Attendees: Marlou Gorospe proxy for Jeffrey Arnold



Agenda/Major Topics of Discussion:

- Adopt Meeting Minutes - November 2012 Meeting
- Monthly Highlights
- Announcements:
 - Campus-wide Meeting
 - Final Exam Schedules
 - PC Christmas Party
- Miscellaneous
- Adjournment

Discussion of Agenda/Information Sharing:

Acting Dean Grilly Jack called the meeting to order at 9:00am by welcoming everyone especially the two SBA members, James Washington and Beverleen Etse.

Adoption of Minutes for 11/28/12:

Review of the minutes was done on-line resulting in unanimous adoption of the minutes.

Monthly Updates:

Upward Bound & GEAR UP:

UB arranged their students Christmas party to take place on December 22, 2012 in the PC Gym. Classes are on going until December 22nd.

Diaz is serving as Acting GU Director. He met with GU instructors and requested them to learn more about GU organizational and responsibilities for the program. GU Liaison is in the process of visiting the (7) target school on the sites. GU Christmas program is scheduled for December 15, 2012 at 2:00pm in the PC Gym. They are inviting dignitaries and parents to witness their program activities that will be performed by different clubs.

SBA:

Student Christmas party is scheduled for December 14, 2012 which is right after the last day of final exams. \$180 was collected from Student's Fundraising activity held on December 1st.

Concerns were raised on students who might spend time on the Christmas preparation activities and end up skipping and failing their exams. SBA President was advised to make sure students take their exams before taking part in the Christmas party.

CRE:

CES Extension Assistant, Welsiher Hagilmai completed the 6-weeks EFNEP training. Certificate ceremony is slated for 1:00pm today (12/5) in Rohi, U. Four trainees namely Justino Smith, Martin Hagilmai, Balanco Halverson, and Clayton Malwelgiel at Nett Point Black Pearl Nursery have reached professional level by producing high quality half-pearl and will begin to train other apprentices at Peniou. Engly suggested that coordination of Pearl project should come back to Pohnpei Campus.

Instructional:

Last Friday was the last faculty meeting for this semester. IC is in the processing of doing end of the semester activities by preparing final exam schedules, course assessment, and final grades. IC asked Jeff if final grades for the graduates could be submitted ahead of time. She also reminded those faculty and staff planning to go on vacation before the graduation to start submitting their leave. IC is in the process of modifying the schedules for next semester as afternoon schedules are expected to extend to later afternoon. Faculty workshop is scheduled for January 7, 2013 at National Campus. They will be working on assessment worksheet 1 & 2, e-mail etiquettes, and webpage capabilities. She also encouraged those that have not completed the accreditation quiz to do so asap. Nineteen (19) schedules of classes are opened for the early registration and we're thinking of opening up more classes. Final grades are due on December 17th.

Student Services:

Counselor Edwin conducted a counseling workshop on December 5th. SBA Christmas party is

scheduled for December 14th. There are 38 graduate candidates and rehearsal is scheduled for December 19th. 75% of the students were awarded by PELL and 65% of students completed or exhausted their work-study hours. Kenye Ehmes submitted her resignation to be effective on December 17th. She is leaving to Hawaii to further her education.

Acting Dean mentioned that our Nurse has been working half day this week at National Campus because the NC Nurse is off-island. For future similar arrangements, he would like to be informed and approve of such activity. Acting Dean suggest that Edwin work with Castro at National Campus to return the 10 stages for Pohnpei Campus. He also indicated that COMFSM students keep visiting the doctor for pregnancy and wonder if these students are insured.

IT:

PC requested 15 computers from the bidding of computers at National Campus and the request is now approved. AVG is been updated. Window server is broken and we are experiencing a lot of technical problem. IT Director submitted the request to FSMTC to connect the ADSL line straight to Pohnpei Campus and it is been delayed by FSMTC. Computer labs schedules are being extended to 8pm to accommodate the final exams except on weekends for the TRIO programs are using them.

SBA President requested if lab hours could be extended to 9:00pm instead of 8:00pm. Cooper mentioned that from previous surveys, only few students are utilizing the lab extended hours for studying and doing research.

Issues were raised if certain times could be set up to block all the computers in the lab from using face book; IT folks will revisit the ID card issue for non registered students and see how we can best address this issue. IT folks need to send out reminder to all faculty and staff to renew their ID cards. Computer lab floor and broken tiles in the Administration office need to be fixed.

ETSP:

Rita expressed appreciation to Maintenance for responding to their requests quickly. ETS Annual Performance Report was submitted to USDOE end of November 2012. ETS recruited 115 seniors in their APR, out of 115, 89 seniors have been randomly pick to be tracked for college completion. 10% of the 89 should complete their BA degree within 6 years. Tracking for college completion is a new requirement in the ETS Annual Performance Report. ETS is in the process of preparing for their Christmas activity. ETS tutors are encouraged to work with the students to celebrate Christmas in a way where they do community service projects by picking up trashes, cleaning up their school campus or anywhere in the community. PICS ETS juniors and seniors are cleaning PICS Campus this Saturday and they are asking if the Campus can donate weed eaters and lawn mowers. December 15th will be the last session for this year.

Maintenance:

Maintenance folks are doing the usual routine work as well as minor renovations for the offices. Proposed ramp between PSBDC and Mechanic shop and Gardner's office to be converted into a shop are still in the preparation process.

A concern was raised that during the weekend only one security found working causing delay of TRIO trips to the school sites because they have to go around the campus looking for that

security to get the car key.

Acting Dean will raise this issue during his meeting with security and custodians tomorrow (12/6) to explain their roles as their positions will become regular positions.

Announcements:

Campus wide meeting is scheduled for December 7th at 12:30pm in the Student Services Center. The meeting will be mostly announcements. Acting Dean also added that each department or division has to develop a plan of activities and send to Maureen to compile in order to avoid conflicts and to minimize duplications. The system should be in place and be utilized wisely by working with Bruno ahead of time.

Final exam starts on December 12-14, 2012. Schedule of final exams is to be sent out by IC Maria Dison.

The team discussed and agreed that PC Christmas party will take place on December 18, 2012 in the Student Services Center. There will be a lucky number for those who wish to participate. Each department is also responsible for coming up with an activity. Acting Dean appointed Maureen to come up with a Christmas working group to make the planning, arrangement, and do the food assignment.

Miscellaneous:

Acting Dean reported that our FY 2014 was submitted to VPIA.

On behalf of TRIO program, UB Director apologized for his request for the bus late, however they have no control the use of PICS buses. He further mentioned that he has a certified license to drive buses.

ETS Director expressed concern that ETS has contracted two drivers however they are not liable to drive college buses. She asked if this issue could be addressed to Director of Maintenance.

CRE Coordinator also added that for CES vehicles, only CES employees are authorized to drive because they are the only ones insured.

Meeting adjourned at 11:45 a.m.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

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College Web Site Link:

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Prepared by:	Maureen Mendiola	Date Distributed:	1/17/13
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Approval of Minutes Process & Responses:

Submitted by:		Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:
Recommendation to adopt minutes is through the discussions and votes done on-line.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments