

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

Committee or Working Group:	Pohnpei Campus Wide Meeting
------------------------------------	-----------------------------

Date: December 7, 2012	Time: 12:30 p.m.	Location: Stud. Services Center
-------------------------------	-------------------------	--

Members Present/Absent:
A total of 58 faculty, staff, and students attended based on time attendance sheet....



- | |
|---|
| Agenda/Major Topics of Discussion: |
| <ul style="list-style-type: none">▪ Announcements<ul style="list-style-type: none">➤ Final Exams Schedules➤ Graduation➤ PC Christmas Party➤ Holiday Schedule▪ Miscellaneous▪ Adjournment |

Discussion of Agenda/Information Sharing:
<p>Acting Dean Grilly Jack called the meeting to order at 12:30pm. He also expressed his sincere respect and appreciation to everyone for taking time off their busy schedules to come to the meeting. He said this meeting is mostly announcements of activities that will take place in closing out the school year.</p> <p>Taylor Elidok gave the opening prayer.</p> <p>Final Exams, extended hours for computer labs, and LRC schedules are being posted around campus. Computer labs are being used for TRIO programs on Saturdays until 3pm. The labs will be opened afterwards for study. Tutors will be available on Sunday bash during this final exams week to help students.</p> <p>Fall 2012 Commencement Exercise will take place on December 20th. VPIA is encouraging all to</p>

attend. Bus will leave PC around 7:40am. Rehearsal will be on December 19th.

PC Christmas party will be held on December 18, 2012 in the afternoon at the Student Services Center. Two hours to be used for preparation and the actual program starts at 2pm. Students Christmas party is tentatively slated for December 14th.

Holidays schedules: The President had granted administrative leave on December 24th, 26th, and 31st, 2012 and January 2, 2013. Those who are required to work will remain on duty.

Advance payday will be on December 21st and December 28th, 2012.

Miscellaneous:

Acting Dean reminded the security of their roles. Next week will be final exam week and security guard need to ensure students are not hanging around outside the classrooms disturbing classes. He also reminded security to make sure the handicap parking spaces are always open. To utilize the state/town policy during campus functions to ensure safety of our students; enforce the betel nut policy; and closely monitor outsiders and high school students entering the campus and causing problems to our students.

Debra announced that HTM is providing free coffee to students during the final week. She is also soliciting assistance from everyone for refreshments.

Edwin is asking if refreshments could be provided in the next campus-wide meeting.

Meeting adjourned at 1:08 p.m.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

▪

College Web Site Link:

▪

Prepared by:

Maureen Mendiola

Date Distributed:

1/18/13

Approval of Minutes Process & Responses:

Submitted by:

Maureen Mendiola

Date Submitted:

2/28/13

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