

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

<b>Committee or Working Group:</b>	<b>Management Team</b>
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<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
3/12/13	2:00 pm	Board of Regents Conf. Room

**Members Present:**

<b>Titles/Reps</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Reason</b>
Dean, Kosrae Campus	Kalwin Kephas		X	
Dean, Pohnpei Campus	Grilly Jack, Acting	X		
Dean, Chuuk Campus	Kind Kanto	X		
Dean, Yap/FMI Campus	Lourdes Roboman		X	
Dir. Financial Aid	Eddie Haleyalig	X		
Dir. Human Resources *	Rencelly Nelson		X	Off-island
Dir. Learning Resource Center	Jennifer Hainrick		X	
Dir. Admiss., Records, Retention/Registrar**	Joey Oducado		X	sick
Dir. Information Technology	Gordon Segal	X		
Comptroller	Danny Dumantay		X	
Dir. Facilities and Maintenance	Francisco Mendiola		X	
Dir. Counseling	Penselyn Sam	X		
Dir. Student Life	Morehna Santos		X	
Cooperative Research & Extension Coord.	Engly Ioanis		X	
Dir. Career & Technical Education	Grilly Jack	X		
Dir. FMI	Mathias Ewarmai		X	
Dir. Institutional Research & Planning	Jimmy Hicks	X		
Dean Academic Programs***	Karen Simion	X		

\*\*\* Chair \*\* Vice Chair \*Secretary

<b>Additional Attendees:</b>	None
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**Agenda/Major Topics of Discussion:**

1. **Minutes – February 26, 2013**
2. **Governance Policy**
3. **Non-Academic Program Prioritization Final Report**
4. **Updates from the areas**

**Discussion of Agenda/Information Sharing:**

**There weren't enough members present to reach quorum, so those that attended discussed issues only.**

**Governance Policy** – The group present had no further comments on the policy and it was recommended to send the current version for electronic vote and recommendation to Executive Committee.

**Minutes Review and Approval**

February 26, 2013 minutes have been sent out for review. Again, there were not comments and the minutes will be sent for electronic vote and approval.

**Non-Academic Program Prioritization Final Report** – Jimmy Hicks shared the final report on non-academic program prioritization. The findings indicate that most programs are doing well except in the areas of cross training, collaborating with both internal and external stakeholders, and skill sharing. Many programs may not have the necessary non-personnel resources to function efficiently and effectively. Many reports did not address the area of ways to improve efficiency in the office or area.

Recommendations on the actual process include training on how to complete the information forms that were rated, allowing supervisors time to review the completed forms for accuracy and completeness, and calibrating the review groups as well as individuals.

This document was also sent for electronic vote to endorse to Executive Committee.

**Update from Members –**

Trade and Tech. faculty are working with IOM on a project where they are being trained to build typhoon proof structures. The faculty will incorporate these techniques into classes and collaborate to offer training to the community.

IT is sending staff to the state campuses to update equipment and conduct an overall check on IT issues.

Ken Gerard, the SIS developer, is arriving in Pohnpei soon. If anyone has questions or needs for SIS development, please contact Gordon Segal.

Financial Aid Director was asking if the facilities fee is something that can be charged to Pell Grant. He was directed to the Facilities committee for more information.

IRPO reported that the Community College Survey of Student Engagement (CCSSE) will be administered in the upcoming weeks. Faculty and survey administrators will attend a short training before the survey is administered at all campuses. Faculty will also participate in an online version of the survey. The results from students and faculty will allow us to get two viewpoints on the same information.

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

- March 26 , 2013; 2:00 pm Pohnpei time, Board Conference Room; #320-0501 PIN 9876

**Handouts/Documents Referenced:**

- Agenda item
- Meeting Minutes – February 26, 2013
- Governance Policy
- Non-Academic Program Prioritization Final Report

**College Web Site Link:**

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<b>Prepared by:</b>	Karen Simion	<b>Date Distributed:</b>	3/13/2013
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**Approval of Minutes Process & Responses:**

<b>Submitted by:</b>	Karen Simion	<b>Date Submitted:</b>	
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

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**Action by President:**

Item #	Approved	Disapproved	Approved with conditions	Comments