

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

Committee or Working Group: Management Team Meeting

Date: February 6, 2013 **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	Off-island
ETS Program Director	Rita Harris-Hadley	X		
UB Program Director	Diaz Joseph	X		
GEAR UP Prog. Director	Morgan Jonas		X	Off-island
PSBDC Coordinator	Herman Semes		X	Funeral
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 Treasurer	Beverleen Etse	X		

Additional Attendees: Bollie L. Taulung proxy for Morgan Jonas



Agenda/Major Topics of Discussion:

1. Review of Minutes
2. Monthly Highlights
3. Reminder:

- Assessment work sheet 1&2
- Accreditation check list
- Accreditation rubrics
- Scheduling – DCR Office
- Participatory governance
- 4. Announcements
 - Accreditation visit
- 5. Others
 - Process to ensure accountability for
 - ❖ Student
 - ❖ Staff
 - ❖ Faculty
- 6. Adjournment

Discussion of Agenda/Information Sharing:

Acting Dean Grilly Jack called the meeting to order at 9:00am by thanking everyone for coming. Agenda of the meeting was sent out last night. Governance policy was also sent out yesterday by Norma for inputs before the meeting today, February 6th at 11:00am. He said this meeting will be briefed and short because he had to attend a meeting at NC at 11:00am.

Adoption of Minutes for 1/25/13:

No discussions were made as reviewing/voting and adoption of the minutes will be done online.

Monthly Updates:

GEAR UP:

GEAR UP Director arrived last month. He already made his courtesy visits to Acting Dean, teachers, students, and yet to meet with the DOE Director Joseph Villazon. Based on GU observation, number of GU students keep decreasing due some students transferred to other schools, went off-island, dropped out, and some students did not go to high school. GU is in the process in working on alternate steps to bring back to regain its required number of students. The usual doughnuts and kool-aid continued to be served to the students during the afternoon classes.

Recommendations were given to address GEAR UP issue: 1) to keep an alternative list of students to replace dropped out students; 2) work with parents to encourage their kids to attend classes; 3) change from weekdays to only Saturdays and this was voiced by one student in the general assembly; and 4) screening students will assist identify challenges.

SBA:

New arrangements for SBA officers since President was graduated last Fall 2012. President-Jennifer Kennedy, V-President-Beverleen Etse, and Secretary/Treasurer-Tewia Sione. These individuals were elected by the peer advisors. Students General assembly will be held today 2/6 at 11am in the PC Nahs regarding upcoming activities.

Acting Dean informed Beverleen to always inform his office of any upcoming student meetings. IC informed the SBA to review and comment Student Academic Freedom for Students being circulated for inputs/comments.

Instructional:

Instructional monthly report is submitted. A total of 102 class sections are being offered this semester (Spring 2013) with class sizes ranging from 7 to 29 students. IC requested if those classes with less than 10 students could be open up because of students' need. Instructors with course under loads due to cancelation of classes are scheduled to provide tutorial and workshops, and to assist students with the writing labs scheduled to start on Monday, February 11, 2013. There are two new instructors this semester, Nestor Mangubat-Mechanic Instructor and Kathryn Maloney-ACE Math Instructor. Mr. Mangubat was very creative in collecting parts from the junk to rebuild an engine that was sitting in the shop for years. IC also gave remarks on the accreditation workshop she attended. It was a productive and informative one compared to other previous workshops.

ETSP:

ETS Director reported that TSP seniors are in the preparation process for the upcoming COMET. The Spelling Bee started on January 21st with 15 elementary schools. The State Championship was held on February 5th at the PSBDC and Awak Elementary School won. The International Spelling Bee will be held in Guam on March 9th. TSP is soliciting assistance from Senator Halbert and Ferny Perman if they could fund tickets. TSP will be responsible for the winner's airfare.

She thanked Acting Dean for giving the opening remark and Mr. President for showing up in the event, and the other TRIO who assist in making this event possible. She also thanked and congratulated all the students for all their efforts. She mentioned that Senator Panuelo is very supportive to the programs when it comes to education especially for Nett and U activities.

ACD expressed that he was very pleased and commented ETSP for being very resourceful.

Upward Bound:

UB Director started off by welcoming their alumni Ms. Beverleen Etse. Their 1st quarter semester commenced on January 23rd. UB conducted meetings with all the schools, collected report cards, and provided counseling services to students in Madolenihmw and Kitti except for PICS. The lowest grade encountered was 2.75. Their bus driver has been very sick that is why they are requesting campus bus to transport their students.

He stated that challenge faced by students in the COMET from his academic counseling was the vocabulary part.

CRE:

JICA volunteer and CES Agent conducted a one-day training on black pepper production with selected farmers. Three pilot farms on black pepper were visited in U and Madolenihmw on compost system, Agents provided technical support and advices on how to turn over the compost and encouraged the farmers to make more compost. The second part of the training will be on February 15th. EFNEP staff visited 6th graders in Ohmine for two-weeks presentation on topics including importance of the three food group, food safety, food label, benefit of fruits and vegetable, and exercise and food demonstration. Extension Agents conducted two resource surveys of high value sea cucumber (Black Teat) or *Holothuria Withmaei* species in Pohnpei at Kitti and Nett coral reefs. The purpose of the survey is to assess the availability of this species and will try for spawning induction for hatchery propagation. None has been found in Kitti and 24 found at Nett survey areas. The surveys will be on-going for collecting data around habitat reefs in Pohnpei Lagoon.

Maintenance:

Maintenance completed A/C repair at the upper campus; completed registration for the college vehicles; and 4 maintenance staff completed the accreditation quiz.

CES requested the handicap signs to be re-installed as some are missing. ETS Director asked if their vehicles could be included in the vehicle registration/check-up schedules. The Maintenance work schedule needs to be shared with everyone and IC asked if painting could be done only on Saturdays.

IT:

Laptops were being used during the Spring Semester registration; IT received 8 Telecom internships; IT received 25 turned over computers from NC. Thanked Maintenance for the installation of AC in the server room. IT is still waiting for FSMTC and Gordon for our ADSL line.

Diaz thanked Dean for accepting their IT to help monitor the lab during their Saturday sessions. ACD suggested IT to come up with a control system.

ACD reminded everyone of the following:

To finish assessment worksheets 1 & 2.

Encouraged everyone to complete the accreditation quiz.

Accreditation checklist.

Accreditation rubrics.

Send in schedules ahead of time to avoid conflicts/put on the website.

Report is due in March. VPIEQA will send out the report soon for input.

To continue to establish good relations with parents and community.

To submit monthly reports on Monday preceding the Wednesday Management meeting.

In order to be prepared for the visit, start planning on how we can collectively help Maintenance in the cleaning of the facilities.

Miscellaneous:

The process to ensure accountability is to solve our problems. Members raised concerns if anyone can issue citations or only responsible to report to appropriate personnel.

Meeting adjourned at 10:49 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:

3/05/13

Approval of Minutes Process & Responses:

Submitted by:

Maureen Mendiola

Date Submitted:

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

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments