

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

Committee or Working Group: Management Team Meeting

Date: March 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		
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		
Acting CRE Coordinator	Alpenster Henry		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: President Joseph M. Daisy



Agenda/Major Topics of Discussion:

1. Review of Minutes
2. President’s Update
3. Reporting (2-5 minutes)
4. Accreditation
 - o Reminders
 - o SLO report
 - o IEMP Summary Report
5. Others
6. Adjournment

Discussion of Agenda/Information Sharing:

On behalf of the management team, Acting Dean Grilly Jack thanked the President for joining us this morning. Agenda of the meeting was sent out yesterday to all the managers.

Diaz moved to adopt the meeting agenda and Jeff seconded. Minutes of February 6th were sent out for review and comment. Minor corrections were noted on TSP section however, Morgan still asked for more time to review. Herman moved that minutes be reviewed and voted on-line and Diaz seconded.

ACD announced that VPIEQA/ALO Frankie Harris is doing the final touch up on the reports before March 15th. ACD, IC, and others are putting together the necessary evidences needed by ALO. IC took the initiative to do the accreditation training for our non-English speaking employees and for those who missed the training at NC, and explained why accreditation is important so we can be able to show the visiting team that we are familiar with accreditation.

President's Update:

President Daisy thanked IC for taking the initiative to involve engagement for the non-English speakers. He also said that Floyd Takeuchi is very helpful to the college on the accreditation and he will be our President for the COM-FSM Endowment Fund. This represents an important and inclusive step in ensuring that everyone who works at the college can understand and embrace accreditation.

He was very impressed knowing that 92% or 257 employees of the college had completed the accreditation on-line quiz. In his recent letter to the college community, he expressed his impression with the SLO report that was posted on the WIKI/website. He said the college has come a long way to address all the recommendations that we are cited for. The mid-term report and annual financial report are completed and we are now in the process in completing the annual report.

President Daisy is planning on doing another celebration for the college's 20th anniversary sometimes in the summer or beginning of Fall semester after we hear about results of the accreditation visit.

The significant implications of FMI, Pohnpei Campus, and National Campus participation with IOM in proposing a fire fighter training in FMI are now in discussion progress. If the observation works out well, then FMI will be the training center for the pacific. This will show FSM Congress that the college continues to find greater effective ways to share resources and reduce cost.

He also mentioned that in his letter to the board, he advised them that we have to wait until July 2013 to find out results on our status whether we moved out from probation or not. The college also appeared at the JEMCO and Joint Budget conference last week at the National Government and they were very impressed when the college presented the 2014 budget that reflects our initiative goals and objectives articulated in the integrated educational master plan and the support of ongoing fulfillment of the college's mission. The support and favorable

responses from JEMCO and the National Government gave him courage and great pride.

He finally concluded by advising everyone to stay focus, understand, united, continue work together, and seek better ways to bring PC and NC close together.

Information Sharing:

Maintenance:

Bruno reported that AC filter maintenance for lower campus is completed.

President Daisy strongly encouraged daily checks for writings on the restroom walls. MT members reminded maintenance to reinstall the handicap signs; do periodic vehicles check-up; and trimming of big trees outside offices and classrooms. Acting Dean mentioned that VPAS was assigned to do a periodic assessment survey on all vehicles and identify vehicles that need to be bid out. ACD asked that maintenance include cutting down of big trees in their work schedule. He had noticed by signing several POs for vehicle parts so he advised that Maintenance start with the sign in/out of vehicles be implemented asap and reminded everyone that accountability is very important.

GEAR UP:

Director Jonas mentioned that this is his first meeting with the Management Team. He reported that GU is still being understaffed and still in the working process for the Education Specialist replacement. The main issue with GU is the low number of participants presently in the program thus they are in the process of working with parents thru workshops and meetings at the school sites. GU is now looking at ways for different time to consider and what kind of resources to help with the adjustments. GU is working closely with teachers and principals to consider the best way to increase the number of students back to its standard.

Business Office:

Twyla reported that PC utility budget is low. A request was sent to VPIA's office requesting supplemental budget on utility.

ACD requested for a device that is being used by NC Maintenance to be able to see how much power is being consumed. He continued to remind managers to collectively come up with ways to conserve power.

Instructional:

IC thanked ACD for recommending staff to participate in the accreditation training she facilitated. Without their participation, the training would not be that successful. She then reported that faculty is going beyond their duty by providing tutorial, workshops, and writing lab assistance to students. Students were assigned to their different fields to inspect the HTM kitchen and make recommendations, visited and performed ocular inspection at Kaselehlie Diner and The Village Hotel Restaurant, and they have gained experienced dining at the two

restaurants. They also provided estimate selling price products and beautification of the campus, and completed construction of benches for President's office. Faculty continued to participate in standing committee meetings. A working group is now in progress for the upcoming Program Exhibit in April. 100% of faculty had completed the ACCJC Basic Quiz; 27 staff participated in the ACCJC conducted by IC in the local language. Stanley Etse, Math instructor completed his on-line master degree requirements and will leave in May to attend the graduation in UH-Manoa, Honolulu.

President Daisy commented on the collaboration and great exercises done by HTM and AFT students. He suggested if they could do an assessment at the NC Dining Hall as part of their class activity and also a good exercise to generate revenue.

Herman also suggested the idea to initiate a private sector development under the business division and placed PSBDC under that umbrella so the center can be able to work more closely with the chamber of commerce and this can also bring other source of revenue.

ETSP:

ETS Director reported that ETS program is already in their mid-year of service. The program is fortunate to receive 5 computers from the bidding of computers at NC and ETS students have now the opportunity to learn the basic tips of computers. She also thanked Herman for allowing ETSP to use their computer lab. ETS students are in the process of doing their FAFSA and preparation for the upcoming workshop for students and parents regarding financial awareness. Director and tutor Nayleen Ramirez will escort their state spelling bee champions to the regional spelling bee in Guam.

UBP:

Director reported that last month, UB focused especially on the seniors to prepare them for the COMET and 24 seniors took the COMET. This Saturday, UB is conducting a workshop on college preparedness and invited UB alumni to come and talk to the students. He expressed the concern on the issue with USDOE regarding the budget cut which has been an impact on all the TRIO/federal programs.

ACD will share the link sent by Tanya Harris-Joshua on the above concern issue.

IT:

The campus has been experiencing slowness in internet resulting on updates coming from fire fox. IT had updated a new Adobe Reader version during the Spring registration. Cooper reported that him and Winter had completed the ACCJC Basic Quiz and they are prepared to assist in the upcoming program exhibit by taking pictures and video taping the activities.

Student Services:

SSC reported that 95% of students awarded in the work-study program. They have partnered with 31 offices in the community. 78% or 456 students are awarded in Spring 2013 and 20% are still in progress. There are 53 graduate candidates. SS had conducted a workshop with these

candidates to nurture them and track them when they further their studies overseas. Student services had sent out the first draft of the student handbook with 11 programs to Frankie Harris for review. SSC attended the accreditation workshop conducted by IC because he was away in Chuuk and Yap administering the COMET during the time VPIEQA did the training at NC.

Members suggested that Student Services should do an exit survey to the graduates so the college can have some information in order to trace them down when they leave the college. GU recommends work-study students be used as tutors for the after class sessions.

PSBDC:

PSBDC Coordinator reported that Pohnpei state provided budget for the center for 1st and 2nd quarter only. He is working closely with the State government and SPOC for financial assistance. PSBDC AA had resigned because she was offered a position at National Government DOE and Maureen is working on her replacement. Coordinator had been attending some off-island training workshops that were invited thru the National Government thus he is thankful to Acting Dean for allowing him to attend and approving his no cost TAs.

Acting Dean Grilly Jack concluded the meeting by thanking President Daisy for his time and hoping that his schedule will allow him to join us next meeting.

Meeting was adjourned at 11:14 a.m.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

-

College Web Site Link:

-

Prepared by:	Maureen Mendiola	Date Distributed:	4/19/13
---------------------	------------------	--------------------------	---------

Approval of Minutes Process & Responses:

Submitted by:		Date Submitted:	
----------------------	--	------------------------	--

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

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments
--------	----------	-------------	--------------------------	----------

--	--	--	--	--