

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

Committee or Working Group:	Management Team Meeting
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Date: May 15, 2013	Time: 9:00 a.m.	Location: Dean’s Conference Rm.
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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	College visit @ NC
UB Program Dir.	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 Officers	Rep		X	



Additional Attendees:	
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Agenda/Major Topics of Discussion:

1. Review of Minutes
2. Acting Dean’s Update
3. Department’s Highlights
4. Miscellaneous
5. Adjournment

Discussion of Agenda/Information Sharing:

Acting Dean Grilly Jack welcome and thanked everyone for coming. Before the semester

ends, he again thanked all for the efforts and contributions assisted in support of our college namely this campus.

IC moved the review of minutes to Friday and it was seconded. Timeline for review of 4/10 minutes will be submitted to Dean's office by Friday, May 17th.

Acting Dean's Update:

ALO Frankie Harris is sending out the supplemental report to the ACCJC and the visiting team today, May 15th. She also reported that 100% of college employees had completed the ACCJC Basics Online Quiz. You will notice that the accreditation training conducted by Maria Dison in the vernacular language is posted in the ACCJC newsletter. Acting Dean thanked the faculty for submitting a good SLO report that was used in the supplemental report.

NC supported the campus with \$4,000 for utility. Our current billings will be forwarded to VPAS' office to seek for fund balance.

The memo regarding the modification of the responsibility of the PC Dean still sits with the President. He only touched on the memo during the board meeting but appraising Yap Campus for the team effort.

PC April monthly report will be submitted to VPIA today May 15th. However, ACD made the following clarifications with the managers re: the report:

- For Jeff to clarify where the computer visit usage taken. (Tutorial Lab)
- For Twyla to specify the amount of water utility rental like car wash. (\$25 rec'd for April)
- Advised Engly to go thru the curriculum committee for trainings that are being conducted and take photos for evidences.
- Questioned Diaz on what kind of on-line courses being given to students. (Lectures given in the morning and exercises were done on-line in the afternoon)

ACD suggested that he has to sit down with the facility use committee to come up with a better calculation for the facility usage as he had been noticing the current calculation is not able to cover the amount of utility being used.

The foundation team was very impressed with the level of our students who demonstrated their skills during their visit to the campus. ACD thanked all for making the visit possible. These people are the face and our advocator abroad. ACD then suggested that a big sign be put up at the entrance to show the real image of the campus.

The BOR had approved the strategic goal mission and selected a new mission statement. We are directed to list down a measure of success and data to support the strategic goals.

Department's Highlights:

Student Services:

Discussions on student retention rate. Noticed a big percentage of students attending Fall semester than Spring. SSC suggested adding the traditional students on the list in order to get a concise percentage. Student Services is now in the planning process for the preparation for the next school year. Clarification on suspending a student, the final notice should come from the Dean's office.

CES:

CRE Coordinator asked maintenance to expedite the process in putting a door to the greenhouse. He also wanted to get clarification on funerals. How much the college is putting up, who are the immediate family members, and who will initiate this process?

ACD responded that immediate supervisor of the staff will initiate and lead in this area but to inform Maureen to help with the announcement and collection. PO can be up to \$200. His office will find out who are the immediate family members and inform all so this practice will be applied and treated fairly to all.

UB:

Director reported UB students had completed the COMET. 66% enrolled in the degree level and 100% admitted despite their program. They are in the preparation process for their summer bridge program.

IT:

Computer Lab extended hours for the final exams and today is the last day. IT will be doing the anti-virus update during the mini break. Update on the lab assistant, it is still with the President as he would want to see how we can collectively use the existing staff.

Business Office:

Our share for utility is \$30,000.

Instructional:

Good news is final exam ends today 5/15; grade sheets seems to show positive grades; there will be no more problem with faculty work load next fiscal year since we are getting 6 volunteers from world teach (2-English, 2-M/S, 2-T&T) and hopefully to get Stacy's replacement by Fall. 14 classes are being in place for the summer and Fall semester schedule is now available online. The board had approved not to use lunch hour anymore for leave for non-faculty teaching unless it is after working hour.

Miscellaneous:

Always keep the handicap space open especially the one outside Student Services.

Joseph Saimon sent out the new catalogue for everybody to comment on.

Maintenance to cut grass during the break

ACD thanked everyone for a wonderful semester.

Meeting was adjourned at 10:20 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:	5/15/13
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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:

Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments