

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

Committee or Working Group: Management Team Meeting

Date: August 14, 2013 **Time:** 9:00 a.m. **Location:** Dean’s Conference Rm.



Members Present/Absent:

Title/Representative	Name	Present	Absent	Reasons
Campus Director	Grilly Jack	X		
Instructional Coordinator	Maria Dison	X		
Stud. Serv. Coordinator	Jeffrey Arnold	X		
ETS Program Director	Rita Harris-Hadley	X		
UB Program Dir.	Diaz Joseph	X		
GEAR UP Acting 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				

Additional Attendees:

- Agenda/Major Topics of Discussion:**
1. Approval of 7/10 minutes
 2. Director’s Update
 3. Miscellaneous
 4. Adjournment

Discussion of Agenda/Information Sharing:
Director Grilly Jack thanked all for coming and at the same time welcome everyone back to the new school year 2013-2014.

Approval of Minutes:

- Maria made a motion to adopt the minutes and Diaz seconded with the understanding that final review will be done before uploading on WIKI.

Director's Update:

Grilly basically touched on the following on how we continue to increase accountability to meet every standard and reduce cost saving.

1) Utility:

- Grilly reprogrammed additional \$12,000 to pay our billings for the remaining of the year. He claimed that he continued to see lights and ACs being on after working hours. Our utility is around \$200,000 or beyond so we have to be productive.

2) Fuel:

- Maintained the use of fuel so we can be able to reprogram to others.

3) Equipment:

- Every year the college continued to lessen the budget on equipment so we continued to maintain our equipment in good condition.

4) Reprogramming:

- All reprogram requests as advised by the President, have to be transmitted with an explanatory memo which information and evidence has to link to the student learning outcome.
- Grilly also reminded all on the reporting structure to always to go thru the proper channel.

5) ACCJC Basic Quiz:

- VPQIEA Frankie Harris reminded all in her email that ACCJC Quiz would now be part of the orientation process as endorsed by Faculty/Staff Senate. This will also apply to the part-time employees so they can be familiar with accreditation.

6) Communication:

- Documents still have to go thru the division heads before coming to Director. Division heads have the right to decline any request that it is not necessary unless it is an issue that requires to be handled by the next level.
- PC just got a new teleconference telephone.
- Asked Cooper to immediately work on changing the answering message.
- PSBDC Coordinator requested SPC for a solar energy to be used at the center. He told the Management Team that he requested the advice of SPC Energy Programme at Northern-RED office based in Pohnpei to explore the possibility of installing solar panels on SBDC facility to be able to supplement power for main offices and lights. SPC advised that such request would be challenged through Governor's Office. Coordinator Semes also told the team that he had asked Director Mendiola to send his staff to do the energy audit on the PSBDC building to support request that would

be send through Governor. Mr. Semes suggested that this might be needed for all the facilities at the campus.

- Grilly, Maria, and Jeff are responsible to assist with the initiative of the Tractat training, which VPIA has started.

7) Timesheets:

- Effective today August 14th, all annual leave taken more than 3 days should be submitted with a plan of who will be responsible for the office.
- Make sure lunch hour is not included in the timesheets.
- Overtime for security officers are submitted along with timesheets with the understanding that unexpected excess hours arises due to extended shift.

8) 50/50 Raffle Tickets:

- Diaz made a motion for managers to purchase one ticket and Maria seconded.

Miscellaneous:

Maria requested Maintenance to change a/c's in the classrooms especially room 6 & 7. Based on the registration, it was required to open up more classes especially in Bookkeeping, Secretarial Science, and Agriculture programs to accommodate student's need. Therefore, there is a great need for additional instructors thus IC is asking the managers if they are interested to teach. Engly is teaching one of the AFT classes.

Grilly asked IC to try to minimize the overload so faculties are not exhausted however he is in full support of IC's request to show that we are accountable for this campus.

Herman reported that he finally got the funding from Pohnpei State Government last week. Drawdown of funds is now in process. He asked if COM-FSM could help provide funding while they wait for the drawdown.

Grilly said that he just sent a reprogramming request for supplies in order to offset the need by Maintenance especially for janitorial supplies. He will work with Twyla on PSBDC's request and expect to be reimbursed.

Grilly announced that President Daisy is planning to stop the benefits for dependents. He encouraged TRIO to be careful on the use of federal funds.

Diaz mentioned that new developments were established by USDOE for TRIOs utilize as much funding that is allocated to each program. UB will be sending reprogramming requests to help with the remaining activities for this year as August is marked as the end of their fiscal year.

Grilly reminded all that there are unexpected services arises but we have to submit with good justifications.

Meeting was adjourned at 10:40 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:	8/27/13
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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