

COM-FSM Chuuk Campus  
**MANAGEMENT COUNCIL MEETING MINUTES**

<b>Date:</b> Friday, 06/22/12	<b>Time:</b> 10:10-11:50 am	<b>Location:</b> Admin. Conference Room
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<b>Members Present</b>			<b>Members Absent</b>
• Mariano Marcus	• Marie Pitoli	• Kersweet Eria	• SBA
• Kind Kanto	• Ben Akkin	• Lucille Sain	• Deliver Salle
• Maika Tuala	• Alton Higashi	• Elfriede Suda (in absentia)	• Roger Arnold

**Agenda / Major Topics of Discussion**

I. Call to Order II. Minutes of Previous Meeting III. Announcements IV. Department Reports <sup>(*)</sup> V. Old Business VI. New Business VII. Adjournment	<sup>(*)</sup> Strategic Goals, Sub-Goals, and Objectives (Alton) CRE Report (Elfriede) Campus Committee Membership (CD, IC, SSC) Facilities and Environment Committee Student Qualifications on Campus Committees
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**Discussion on Agenda / Major Topics of Discussion**

- I. **Call to Order:** Mariano called the meeting to order, and Kersweet offered a prayer to open the meeting.
- II. **Minutes** of the previous meeting 5/14/12 were approved, as circulated.
- III. **Announcement** None.
- IV. **Department News** (Admin/Inst/SS)
  - A. **Strategic Goals:** Alton re-issued Document 1 and advised Admin/Inst/SS to share info with faculty and staff, by office, to indicate which sub-goals/objectives (in all 9 goals) each office implements. We must remember that each and every office must implement at least one sub-goal in each goal. Document 1 shall be returned to Mariano no later than Friday, June 29, for compilation by ChAWG. In addition, Alton re-issued Document 2 to MC members to check implementation status for each of the 19 characteristics – A (awareness), D (developmental), P (proficient), or S (sustainable) – and to return Document 2, as filled, to Mariano NLT Friday, June 29, for compilation by ChAWG.
  - B. **CRE Report** (as attached to minutes): Discussion focused on the greenhouse canopy, budget and payment, and completion. In addition, Ben explained that 99% of the construction is completed, except for lighting and sink within the canopy.
  - C. **Campus Committees:** Discussion focused on membership. When all committee chairpersons submit their members' names, Mariano will publicize full membership.
  - D. **Facilities and Environment Committee:** A motion followed discussion.  
 Motion #1: *There shall be no such committee.* Unanimous.
  - E. **Student Qualifications:** Discussion focused on qualifications of student members on campus committees. Consensus on the following was reached:  
 Consensus #1: *A minimum of cumulative GPA of 2.5, degree status (i.e., no certificate student), no violation of disciplinary rules (i.e., action against student is not necessary), no suspension.*  
 Consensus #2: *There shall be no student on the Staff Development Committee.*
- V. **Old Business**
  - A. **Draft Schedules for T 11:00-12:25:** SSC has proposed the following T schedule during the Fall 2012 semester:
    1. 1st T of every month = mandatory all-campus/community meeting. The first meeting will be on August 21, when SBA election will be announced. SBA election will take place August 28-29.
    2. 2nd and 4th T = SBA council and committee meetings
    3. 3rd T = SS (tba)
    4. Lucille requests that, on occasion, Th 11:00-11:25 be reserved for sporting events.
  - B. **Draft Schedule for Th 11:00-12:25:** IC will prepare a tentative schedule by next month.

- C. SS-SBA Plans to Purchase Paint/Others with SBA Funds: Maika and Lucille reported that such plans have already been implemented.
- D. Bldg C Lighting/AirCon Due to Canopy Construction: Ben reported that lighting may not be a difficulty, and air-cons are to be installed before Fall 2012 semester commences.
- E. Meseiset Policies: Such policies must be written and submitted to MC for review and approval. Policy statements will be reviewed at the next MC meeting.
- F. Printer for Library/Computer Lab: We need specification on status. Mariano needs to work with IT Sinbad and communicate with Gordon Segal at Palikir on status.
- G. Community Outreach Committee Plans: Roger needs to collaborate with Elfriede and Deliver in setting up a plan of action for outreach activities.

**VI. New Business**

- A. Course-Level Assessment: Alton distributed copies of three course-level assessment reports – EN 208 (as part of a ChAWG Report on Analysis of Student Scores), SC 117, and ESL/BU 096. The reports need to be forwarded to VPIA Mariana Ben-Dereas.
- B. Summit Meeting: Mariano reported that there shall be a summit in Palikir of key persons August 6-10. It replaces the former President’s Retreat.
- C. Faculty Workshop: Originally scheduled August 6-10, this workshop series of seminars may be re-scheduled to the Th schedule during the Fall 2012 semester.

**Next Meeting:** To be announced.

**Hand-Outs / Documents Referenced:**

- 1 = Strategic Goals, Sub-Goals, and Objectives
- 2 = ACCJC Rubric on 19 Characteristics of Institutional Effectiveness in Program Review
- 3 = Course-Level Assessment Reports: EN 208, SC 117, and ESL/BU 096

**Prepared by:** Alton Higashi

**Date distributed by e-mail:** Friday, June 22, 2012

**Summary Decisions / Recommendations / Action Steps / Motions with Timeline/Responsibilities**

- **Strategic Goals:** During the week of June 25-29, Document 1 shall be completed by Admin/Inst/SS (to indicate which sub-goals/objectives will be implemented by each office) and submitted to Dean no later than Friday, June 29.
- **All Campus Committees:** Chairpersons will submit final and full membership by next meeting. Staff Development Committee is urgently advised to fill one vacancy. Community Outreach Committee is urgently requested to submit its membership list and, in collaboration with Deliver and Elfriede, plan of action to Mariano ASAP. A list of all campus committees, by name and membership, shall be posted for public review on campus this summer.
- **Draft Schedule of Th Events 11:00-12:25:** IC is urgently requested to submit the schedule by the next MC meeting.
- **Meseiset Committee:** Rick and Kind are urgently requested to prepare, with committee members, written policy statements to govern publication of Meseiset.
- **Course-Level Assessment Reports:** Mariano needs to forward three assessment reports to Palikir. Also, additional reports on a few more course-level assessments will be submitted this summer by ChAWG to the Instructional Committee and Management Council.
- **Summit Meeting:** Mariano will determine by the next MC meeting who among Chuuk Campus personnel will attend the summit meeting August 6-10.