

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

Committee or Working Group: Management Team Meeting

Date: September 12, 2013 **Time:** 8:30 a.m. **Location:** Riverside Conference Room



Members Present/Absent:

Title/Representative	Name	Present	Absent	Reasons
VP Instructional Affairs	Mariana Ben Dereas	X		
Campus Director	Grilly Jack	X		
Instructional Coordinator	Maria Dison	X		
Stud. Serv. Coordinator	Jeffrey Arnold	X		
ETS Program Director	Rita Harris-Hadley		X	Off-island
Acting UB Program Dir.	Dernita I. Clark	X		
GEAR UP Acting Director	Menoleen Jacob	X		
PSBDC Coordinator	Herman Semes	X		
CRE Coordinator	Engly Ioanis		X	Off-island
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. Welcome
2. Approval of 8/14 minutes
3. Update from VPIA
4. Individual Reports
5. Director's Update
6. Miscellaneous
7. Adjournment

Discussion of Agenda/Information Sharing:

Director Grilly Jack welcomed VPIA and everyone. He thanked all for the efforts and supports that contributed to a successful school year 2013. He asked that we continue to collaborate and work together for a successful new academic year. He had invited VPIA to this meeting so she can set the tone and share some news that needed to be shared from the board meeting.

Approval of Minutes:

- Maria moved to adopt the 8/14 minutes with Herman's changes to be incorporated into the minutes and so it was seconded.

Update from VPIA:

- VPIA mentioned that she always enjoy joining PC meetings. She said that PC continued the momentum that the college started under the leadership of President Daisy.
- ACCJC recognizes and uses Pohnpei Campus as a good role model from the accreditation training that PC translated into the vernacular language.
- By March 2014, ACCJC will let us know the changes to our standards.
- Asked Director Jack to work with CRE Coordinator for SLO that goes with non-credit courses. All extra curriculum activities have to part of the SLO.
- Every academic and TRIO programs have to link their activities and outcomes to the ILO and SLO. Jimmy Hicks will conduct training on the Tractat to help us in the long run.
- In the BOR meeting, Dr. Beno praised the board members for being the best among the board in the ACCJC with full understanding of our situation. Dr. Beno also emphasized that assessment is the responsibility of the faculty and is part of their daily activities and accreditation standards. She was amazed and extremely happy with the improvements that we have made in a short period of time compared to few years ago.
- VPIA is doing an optimistic scenario in order not to cut the budget.
- VPIA is very happy that we are able to recruit more than 50% students this Fall but President still insist that we continue to increase by 10%. All did not reach the projected enrollment (\$519,000 lacks revenue) except for Kosrae Campus that is why President put a freeze on the new hiring. All positions on the website were taken down except for CRE and TRIO programs.
- A lot of high school students did not pass the COMET.

***SSC raised concern that they said PC did not meet its projection rate however classes are full and no more classes to place the students in.

Individual's Sharing:

Maintenance:

- Maintenance staffs are in the process of knocking down the NaHS. Their plan is to build more benches for students.
- IT is working on electric wires for the solar chargers.

IT:

- Cooper reported new accomplishments in the IT division. IT is in the process of converting all ID's into the new ID cards.
- More than 80% of student's email and user accounts are completed.

***Director will do a check up on ID's because he has noticed former students still come and utilize our resources.

GEAR UP:

- Menoleen reported that with coordination and approval from the PICS principal and DOE Director, afternoon classes are now moved to Saturdays only. Venue is PICS classrooms.

***VPIA encouraged that they continue to involve the community and report on students' success. She advised that they only report on accomplishments and create a link for your newsletter or to share it with Paulo.

Student Services:

- SS completed (3) activities. Training for peer advisors; organized focus group and met with PECA; and completed the SBA election.
- Special contracts for tutors were completed and they already started.
- FAO is opening up the work-study program.
- OAR sent out graduation applications for Fall.
- There is short manpower in the Sport & Recreation leaving with only Edwin, however he's also teaching part-time.
- PC Nurse, Marlou Gorospe is working part-time at NC clinic. He comes here on a temporarily basis just to help out on emergency situations.
- SSC expressed an outstanding issue for one of his staff who was acting and never got compensated.

***Maureen already mentioned this issue to Rencelly but she said in this case it is only apply to those in the managerial positions or head of offices.

Upward Bound:

- UB closed out the project year 2013 and started off with the year 2014.
- Director is on sick leave.
- Recruitment will be put back until the Director is back.
- UB addressed the problem in the number of students passing the COMET and enrollment. Per evaluation of student's performances and counseling results, it was concluded that part of the problem of students not passing the COMET is because of the semester schedule they are following now. They believe that the system should go back to quarter.

***VPIA asked Grilly to set up a meeting with the TRIO programs and the Education division to discuss this issue. Director Jack had started dialogues with IC and 2 division

chairs on this issue but have to wait for the budget to be in place. Acting GU Director Jacob mentioned that she was an English teacher at PICS for 3 years and the (2) subjects; Math and English are always taught during the 2 semesters. IC and SSC can also provide information from previous meetings with Governor and DOE Director.

Educational Talent Search Program:

- TSP is recruiting 7th graders as replacement of their students who had gone to Xavier High School and OLMCHS.
- TSP has started the pre-test in the high schools.
- TSP enrollment during the summer is mainly dropout students. TSP planned to train these dropouts if they can take the GED test and perhaps to enroll in college.

Personnel:

- Maureen reported that recommendation for the Researcher position was approved and the applicant will be onboard next month.

Business Office:

- Twyla left early because her assistant, Ms. Leyolany Anson is attending the APIPA in Saipan so Grilly did the report on her behalf. Grilly reminded all to conserve power and treat it as your first priority. It is very challenging to ask for fund balance.

Instructional:

- A proposal for CTE servicing for the public and College communities is being reviewed by the Division Chairs. The proposal includes processes, management, and scheduling of the servicing activities. Auto Mechanic and Cabinet/Furniture Making programs have been receiving servicing requests, thus these programs will start providing services as soon as the plan is officially endorsed. This project will strengthen the link between the College and the community and the community's confidence in the quality of our CTE programs. It will also generate surplus for each of the CTE programs. Student clubs will run these servicing projects and will be supervised by respective program faculty.
- The three computer labs cannot sufficiently accommodate the number of students at the Campus so PSBDC Coordinator has allowed the use of the computer lab at the center with conditions regarding cash power and IT assistant. EN 120B will start using the lab by next week.
- A farewell lunch for was Takuji Yamada, JICA volunteer will be held on Friday, September 13, 2013 at Sei Restaurant. Takugi is leaving at the end of the month.

PSBDC:

- Herman reported that the center has been facing financial problems ever since. He stated how the Pohnpei SBDC got its grant from Asian Development Bank and how it was established on the college premises under a MOU between Pohnpei State Government and COM-FSM. It was Dr. Chico from ADB who distributed the grant to the states and which was later Pohnpei funding was turned over to the state government.

- Herman stated that he had received the lay-off notice to be effective on November 7th therefore he strongly recommended that Grilly meet with the PSL while they are in session to raise this issue. He mentioned that both the state and the college would not look good without a center.

***Director Jack stated that he had received the notification from the state after the JEMCO meeting in Honolulu and the letter was forwarded to the President. He will set up the meeting with VPAS to get direction for the center.

Director's Update:

- Director Jack sincerely thanked all who had participated in the fundraising activities in which we were able to sell all the tickets and raised \$40,000 in a short period of time. VPIA also thanked all for the good setup.
- Director also reminded all that monthly reports are due on the Monday preceding the management meeting. Only accomplishments are reported in the quarterly report. He encouraged all to start using the new format.
- Director will work with Jimmy Hicks to conduct the Tractat training.
- Director reminded all to avail themselves for the asset meeting next week, Wednesday September 18th.
- He asked that we continued to allow elementary students to cross using our campus since the state has not fulfilled their job to do sidewalks.
- Director was directed to do timelines so he encouraged all to comply.
- Finally, Director thanked VPIA for the opportunity and the food, and look forward for more meetings like this.

Miscellaneous:

VPIA expressed that other campuses were disappointed with the reprogramming process being in place however President would like to see a clear justification. The President is very optimistic on the budget so he strongly suggested all to spend wisely and use conservatively thus he directed that our budget ending year balances should go to the fund balance or the general fund. VPIA mentioned that the President has a big vision for the campus. He plans to establish the campus as the center focal point for the technical programs and to operate differently from the NC. VPIA was very impressed with PC so she expects that we continue to do more than what we currently have. She finally thanked all and she look forward to the budget, the tractat, and our assessment from the last report.

Meeting was adjourned at 11:30 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:	9/24/13
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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