**College of Micronesia – FSM**

**Committee (Working Group) Minutes Reporting Form**

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| **Committee or Working Group:** | **Management Team** |

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| **Date:** | **Time:** | **Location:** |
| 9/24/13 | 2:00 pm | Board of Regents Conf. Room |

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| **Members Present:** |
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| **Titles/Reps** | **Name** | **Present** | **Absent** | **Reason** |
| Dean, Kosrae Campus | Kalwin Kephas |  | X |  |
| Campus and CTE Director, Pohnpei | Grilly Jack,  |  | X |  |
| Dean, Chuuk Campus | Kind Kanto  |  | X |  |
| Dean, Yap/FMI Campus | Lourdes Roboman |  | X |  |
| Dir. Financial Aid | Eddie Haleyalig | X |  |  |
| Dir. Human Resources \* | Rencelly Nelson | X |  |  |
| Dir. Learning Resource Center | Jennifer Hainrick | X |  |  |
| Dir. Admiss., Records, Retention/Registrar\*\* | Joey Oducado |  | X |  |
| Dir. Information Technology | Gordon Segal | X |  |  |
| Comptroller | Danny Dumantay | X |  |  |
| Dir. Facilities and Maintenance | Francisco Mendiola | X |  |  |
| Dir. Counseling | Penselyn Sam | X |  |  |
| Dir. Student Life | Morehna Santos | X |  |  |
| Cooperative Research & Extension Coord. | Engly Ioanis |  | X |  |
| Dir. FMI | Mathias Ewarmai |  | X |  |
| Dir. Institutional Research & Planning | Jimmy Hicks |  | X |  |
| Dean Academic Programs\*\*\* | Karen Simion | X |  |  |

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\*\*\* Chair \*\* Vice Chair \*Secretary

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| **Additional Attendees:** | None |

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| A**genda/Major Topics of Discussion:** |
| 1. **Election of Secretary**
2. **Updates from the areas**
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| **Discussion of Agenda/Information Sharing:** |
| **Election of Secretary for FY 2014 –**Nominated were Morehna Rettin-Santos and Penselyn Sam. When the team voted, 5 voted for Penselyn while 4 voted for Morehna, thus Penselyn is the new secretary and will begin her duties in the next meeting. In the absence of Jimmy, the team is not sure how to continue with the previous assignment on the Learning Organizations models. **Updates from Each Area** 1. **Student Life** – Morehna reported the following. College nurse at Pohnpei Campus is assisting the division, she will relocate to the counseling building, 130 total student residents at the hall and more is expected to move out this semester, new elected student officers will be trained by acting VPSS, working on the policy on student code of conduct, working on uploading assessment information into the tracdat.
2. **Daily rate at the hall was requested by local students**. A brief discussion on this issue led to the recommendation for RH and others to look into the feasibility of this request and provide an answer to the students. Local students asked for a rate that reflects the school days they may sleep over at the hall while spending weekends at home. This is to help them live on campus to go to class on time and for proximity to the other instructional facilities. This is worth looking into since the halls are not filled to their capacities.
3. **Counseling Center** –Penselyn reported that 8 tutors have been hired for fall 2013, college fair was a success with more than 500 participants [students, teachers, counselors, etc.], assessment results have been uploaded to the tracdat, now working on FY2015 budget.
4. **Business Office** –Danny reported on fixed asset working scheduled for September 26 and 27, FY 2014 budget will be transmitted to BO from VPAS after the assessment results have been completed on tracdat, BO will provide offices their budget and September 30 is the last date of PO liquidation.
5. **Facilities and Maintenance** –Ankie reported that they were successful with hooking up of water to the main line at the National Campus, BECA Study was completed and they found that more than 60% of space at the college is utilized, conditions of facilities at some campuses are poor while others are in good condition, and they recommended the college develops the permanent site at Chuuk Campus. The final results from the BECA study is expected in October while a recommendation to the Board will be submitted in December. Essentially, the findings of BECA supported the initial findings from his office. This team requested the plan to be transmitted here for review and input before it becomes finalized.
6. **IT** –Gordon reported the Voice over IP – they are working on improving it, almost done with their assessment.
7. **LRC** – Jenny reported changes in the office this summer to avoid the noise distraction from the outside and inside and these changes have received some good feedbacks, individuals still request the use of the outside for noisy activities which still disturb the quite time students need to study inside, CREDO a reference program will be purchased later, assessment upload into tracdat is ongoing.
8. **Human Resources** –Rencelly reported completion of tracdat input of both FY 2013 and 2014. One recommendation from the results of FY 2013 is to have HRO initiate the PR processing for vacant position and new positions to ensure positions are filled on time and when budgeted. Informed the team about continuing issues regarding late processing of special services contracts, supervisors must plan ahead and avoid late payments and potential legal issues.
9. **Academic Programs** –Karen reported that assessment is ongoing, program review and prioritization to be done at the end of the year. This is her last day as chair of this team, new chair will preside over the next meeting.

Meeting was adjourned at 3:30pm |

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| **Comments/Upcoming Meeting Date & Time/Etc.:** |
| * October 8, 2013, 2013; 2:00 pm Pohnpei time, Board Conference Room
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| **Handouts/Documents Referenced:** |
| * Agenda item
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| **College Web Site Link:** |
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| **Prepared by:** | Rencelly Nelson  | **Date Distributed:** | 10/8/13 |

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| **Approval of Minutes Process & Responses:** |
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| **Submitted by:** | Rencelly Nelson  | **Date Submitted:** |  |

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| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:** |
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| **Action by President:** |
| **Item #** | **Approved** | **Disapproved** | **Approved with conditions** | **Comments** |
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