

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

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

**Date:** December 6, 2013      **Time:** 9:00 a.m.      **Location:** PC Conference Room



**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 Director	Morgan Jonas	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	Sick
SBA President	Keony Ray Fredrick	X		

**Additional Attendees:** Lucy-Ann Sidney proxy for Maureen Mendiola

- Agenda/Major Topics of Discussion:**
1. Welcome
  2. Approval of 11/06 minutes
  3. Individual Reports
  4. Director's Update
  5. Miscellaneous
  6. Adjournment

**Discussion of Agenda/Information Sharing:**  
Director Grilly Jack opened the meeting and thanked everyone for coming to this meeting.

### Approval of Minutes:

- Director Jack stated that approval of November 06 minutes will be tabled to the next management meeting due to minor editing that will be made between him and his secretary.

### Individual's Sharing:

#### Student Services Center:

- Two main events for November (registration and COMET)
- 313 students early registered for spring semester
- 250 students took the COMET
- Student activities that were done last month: Thanksgiving and Halloween.
- Graduation is on December 19 at 9am
- Follow up meeting on December 17 with the PC graduates at 2pm in the Student Services Activity Room.
- SBA President proposed a student Christmas activity on the last day of exam. Since time is not set yet, he would then confirm details with the Director later. Grilly said that he would ask the Pohnpei Campus Christmas Planning Committee to work with him.
- SBA President also asked if the campus could provide a separate office space for SBA officers to use. Grilly asked him to work with Jeff and submit a request letter to him. Diaz said that UB could avail a temporary space for SBA President to use for now.
- In preparation for spring semester, Student Services Aid's contract is only for 6 months and Jeff is willing to extend the contract until the end of the FY 2014. Grilly suggested that he work with Maureen and he also reminded him that all memos should go through him first before sending it to National Campus.
- In addition, COM-FSM Founding Day is next year and Jeff and Edwin are in the Founding Day Committee.

#### Instructional:

- Instructional Coordinator participated in the FY 2015 Budget meeting at National Campus
- HTM Excursion in Kosrae for one week
- RAC Instructor Bertoldo Esteban attended training on refrigeration for 2 weeks.
- IC's Clerk is on vacation.
- Monday December 9<sup>th</sup> is the last day of instruction. Final exam is 2 hours for each class. LRC extended hours from 8am to 8pm

#### GEAR UP:

- School sessions are completed
- Christmas activity for Gear Up's students is on the 21<sup>st</sup> of this month. Proposed venue is the PC Gym.
- Still trying to recruit MHS and NMHS students to the program.

**CES:**

- Extension Agent Alpenster Henry went to the Southern Islands (project on World Food Security and Hunger)
- CES staff is joining CRE's Christmas activity on the December 20<sup>th</sup>.

**ETSP:**

- Accomplished character building workshop for seniors last month
- Annual Performance Report is now completed and submitted to the Director
- Last day of sessions will be on December 07 and TSP staffs are still planning on their students' Christmas activity.
- Contracted a World Teach Volunteer (Mary Winters)

**Maintenance:**

- Maintenance staff constructed six wooden picnic tables (4 on the Administration and computer lab's porch, 1 at Business Office, and 1 outside HTM Office. Concerns for the 4 picnic tables that were raised by Maria and Cooper due to noises that disturbed the main office and most especially classes in the computer labs. Grilly advised Bruno to start thinking of the right place to put the picnic tables.
- Installed meter box at the Student Services however it is not yet connected pending PUC's schedule.
- Installed new lamp holders with covers at Building E & F. Grilly suggested Bruno to send out the directory for our buildings to all.
- Replaced damaged A/C valves for Financial Aid Office.
- Replaced A/C compressor for Math & Science Office.
- Kitti and Madolenihmw students already started on working on their huts. Building of huts is in progress. Kitti students will be completing their hut during the break.

**IT:**

- Lab extended hours: 8am to 8pm during weekdays and 1pm to 4pm on Saturday and Sunday.
- IT Specialist was tasked to work on the schedule for the "Have you met" section on our website. Director Grilly Jack was the first to be on the "Have you met" section and next is our SBA President (Keony Ray Fredrick), then a member from Student Services, Student, Instructional Coordinator, Student, Trio Programs, Management Team, and so on.
- IT Specialist was also tasked to do our Campus News. Under campus news could be campus wide meetings, events or activities scheduled on Pohnpei Campus.

**Upward Bound:**

- Thanked Cooper for helping out in their computer lab and now it's up and running
- Last day of session is the 21<sup>st</sup> of this month. Classes will be in the morning and then Christmas activity in the afternoon at the Spanish Wall in Kolonia.
- UB students participated on the World Aids Day.
- UB's vehicle is now fixed
- UB's Annual Performance Report is due on January 2014.

- Counselor’s position (Student Services Specialist) is now being re advertised

**Business Office:**

- Asked all to try to conserve or minimize the usage of fuel due to a big cut to our FY budget this year.
- 93% of prepaid accounts for Pohnpei Campus Students have been used up.
- \$50.00 collected for the endowment fund from car wash.

**Campus Director’s Update:**

- Pohnpei Campus became the center of Technical Education in the FSM.
- FY 2015 was already approved.
- Asked all managers to be mindful on the due dates of submission of reports.
- Reminded everyone for the procedures of requesting TAs and contracts are still the same, memos should go through him first.
- Asked managers to submit their plans for the break and wished everyone a Merry Christmas and thanked all for a wonderful school year.

Meeting adjourned at 11:30am

**Comments/Upcoming Meeting Date & Time/Etc.:**

**Handouts/Documents Referenced:**

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**College Web Site Link:**

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**Prepared by:**

Lucy-Ann Sidney

**Date Distributed:**

1/16/13

**Approval of Minutes Process & Responses:**

**Submitted by:**

**Date Submitted:**

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

**Action by President:**

Item #	Approved	Disapproved	Approved with conditions	Comments