

COM-FSM Chuuk Campus
MANAGEMENT COUNCIL (MC) MEETING MINUTES

Date: Wednesday, 08/27/14	Time: 12:20-1:30 PM	Location: Admin. Conference Room
Members Present (Quorum: 6)		Absent
<ul style="list-style-type: none"> • Kind Kanto • Mariano Marcus 	<ul style="list-style-type: none"> • Kersweet Eria • Mike Abbe 	<ul style="list-style-type: none"> • Caren Enlet • Memorina Yesiki • Alton Higashi
		<ul style="list-style-type: none"> • Roger Arnold • Shawn Mori • Ben Akkin

Agenda / Major Topics of Discussion:	
<ul style="list-style-type: none"> I. Call to Order (with opening prayer) II. Attendance III. Minutes of Previous Meeting (03/26/14) IV. Announcements(1) V. Department News(2) VI. Old Business(3) VII. New Business(4) VIII. Adjournment 	<ul style="list-style-type: none"> (1) Enrollment and Retention Goals Snack-Bar Operations/Management Plan (2) Admin/Inst/SS/CRE/SBA (3) Job Order Form and SOPs “Study Hard” Instructor Manual (3) Job Order Form and SOPs (4) TracDat Assessment SBA Elections (including Qualifications)

Discussion on Agenda / Major Topics of Discussion
<ul style="list-style-type: none"> I. Call to Order: By Dean Kind Kanto, with opening prayer by Mike Abbe. II. Attendance: Above. III. Minutes of Previous Meeting: Approved by MOTION #1. IV. Announcements: <ul style="list-style-type: none"> A. Enrollment and Retention: COM-FSM has an electronic data-bank system called TracDat. It has a template installed for Chuuk Campus to enter a final progress report on how 15 enrollment and retention goals have been achieved. Kind reported that initial data have already been entered into the TracDat system; however, much more needs to be finalized and inputted before the present fiscal year 2013-2014 ends. B. Snack-Bar Operations/Management Plan: Memo reported that cash receipts from the snack bar, since December 2013, amount to \$2,090.58. V. Department News: Here is a rapid-fire description of issues. <ul style="list-style-type: none"> A. Administration: Kind discussed a number of topics: the upcoming mini-summit, Ben Akkin’s maintenance/security meeting with students, vehicle exchange for a generator, measles immunization, and physical check-up. B. Instruction: Mariano presented information on the nursing/public health certificate program, need for computer lab monitoring, and a downed air-conditioner in LRC. C. Student Services: Memo described Wilson Bisalen’s time management workshop for students, an upcoming health care workshop by Marcelly Mariano for students, and the SBA elections. D. CRE: Mike Abbe unfolded plans for the Food Fair, in cooperation with DOA and OIM, to be scheduled hopefully in mid-October, along with sales of farmers’ produce. He expects 1,000 visitors to the fair. In addition, CRE hopes to sponsor an essay-writing contest and an art/poster contest. C. SBA: None. VI. Old Business: <ul style="list-style-type: none"> A. Job Order Form and SOPs: Ben Akkin’s final draft of the new job order form was reviewed. All office personnel are expected to use it for maintenance assistance requests. MOTION #2: That the job order form be approved. Unanimously passed. <i>[NOTE: The form is attached herewith.]</i> B. “Study Hard” Instructor Manual: Alton presented an overview of the second draft of the “study hard” instructor manual. He requested MC members to review the overview. He expects the final manual to be reviewed at the next faculty workshop, hopefully in September. <i>[NOTE: The cover page of the manual is attached herewith.]</i>

VII. New Business:

- A. TracDat Assessment: Kind reminded all program coordinators to post PLO results into TracDat. Alton cited a problem for faculty who must submit to TracDat their assessment data on courses being taught. He said that Ross Perkins wanted such student-based data on CLOs; however, faculty have data on specific SLOs, not general CLOs. The system-wide Curriculum and Assessment Committee (CAC) is expected to determine soon how we will be able to post CLO data, if ever.
- B. SBA Elections (including Qualifications): Memo presented a query on qualifications for candidates who wish to run for SBA offices. MC members discussed such qualifications, to include a minimum of 9 credits, rather than 12, and an over-all average grade-point average of 2.75, rather than 3.00. In addition, Memo's office would be responsible for background check on each nominated candidate.

CONSENSUS: *That the abovementioned qualifications be approved and that background check include overview of a candidate's disciplinary-action record, if any.*

Next Meeting: Wednesday, September 24, 2014

Hand-Outs / Documents Referenced / Attachments: (1) Minutes of previous meeting (03/26/14); (2) Ben's Job Order Form; (3) cover page of "Study Hard" Instructor Manual

Prepared by: Alton Higashi

Date distributed: Monday, September 1, 2014

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

- Kind/Mariano/Memo: to continue on their progress report on 15 enrollment and retention goals achieved, and to input it into the TracDat system (NLT September 30)
- CRE/Mike: to submit final plans and schedule of events for the upcoming Food Fair (NLT the next Management Council meeting)
- Memo: to proceed with SBA elections with accepted qualifications (NLT September 1)
- Mariano: to include into the next faculty workshop review and discussion of the "study hard" instructor manual (NLT next faculty workshop)
- Ben Akkin: to inform all personnel to use the new job order form (now)

COM-FSM Chuuk Campus: JOB/WORK SERVICE REQUEST

Requestor: _____ Department/Office: _____ Date: _____

Describe work needed to be done: _____

FOR OFFICIAL USE ONLY:		Emergency: <input type="checkbox"/> Yes <input type="checkbox"/> No
Forwarded to: _____	Dean's Signature: _____	Date: _____
Comments: _____ _____		
MAINTENANCE ACTION:		
Comments: _____ _____		
Date Job/Work Completed: _____	Supervisor's Signature: _____	

COM-FSM Chuuk Campus: JOB/WORK SERVICE REQUEST

Requestor: _____ Department/Office: _____ Date: _____

Describe work needed to be done: _____

FOR OFFICIAL USE ONLY:		Emergency: <input type="checkbox"/> Yes <input type="checkbox"/> No
Forwarded to: _____	Dean's Signature: _____	Date: _____
Comments: _____ _____		
MAINTENANCE ACTION:		
Comments: _____ _____		
Date Job/Work Completed: _____	Supervisor's Signature: _____	