

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

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

**Date:** June 27, 2014      **Time:** 9:00 a.m.      **Location:** PC Conference Room



**Members Present/Absent:**

Title/Representative	Name	Present	Absent	Reasons
Campus Director	Grilly Jack	X		
Instructional Clerk	Adleen Shed	X		
Acting Stud. Serv. Coord.	Yoneko Kanichy	X		
Acting ETS Program Dir.	Amy J. Santiago	X		
UB Program Dir.	Diaz Joseph	X		
GEAR UP Director	Morgan Jonas	X		
Acting CRE Coordinator	Alpenster Henry		X	
Fiscal Officer	Twyla Poll	X		
IT Technician	Winter George	X		
Maintenance Specialist	Bruno Barnabas	X		
Personnel/Recorder	Maureen Mendiola	X		

**Additional Attendees:**

- Agenda/Major Topics of Discussion:**
1. Review/Adoption of Minutes (4/10/14 & 5/08/14)
  2. Department's Updates
  3. Sharing Info on Tracdat
  4. Reminder on Timelines
  5. Schedule of Management Meetings
  6. Miscellaneous
  7. Adjournment

**Discussion of Agenda/Information Sharing:**  
Director Grilly Jack opened the meeting by extending his sincere respect to all.

After careful review of the minutes, Diaz moved to adopt the minutes and was seconded by Morgan. Minutes for April and May meetings were unanimously approved and adopted.

### ***Updates:***

#### **Information Technology:**

- In the process of upgrading all computers. Some of the computers are now in good condition.
- Suggested Maintenance to remove all the cleaning materials from the utility room in the Student Services Center.
- Asked Gordon to contract Salba and Xavier to build a server room to be close to the Fiber Optic Cable. Because it is not yet planned out, this idea is postponed to Fall 2014.
- Student's ID printer is now arrived. Shaun is trying to hook up to our server before Fall semester begins.
- Director Jack asked IT to find a good/cooler area to place the computer box.

#### **Maintenance:**

- Received and completed 10 work requests.
- Installation of streetlights is in process. Outside TSP, RAC, PSBDC, CES, and SS retaining wall.
- Tune-up for all the vehicles was completed.
- Director Jack reminded everyone to secure their offices before they leave. We are approaching Micro Games and we are expecting traffic/lots of people.

#### **Instructional:**

- Expressed a concern in regards to our wireless and LRC. She discovered people outside Ace Office Supply using our wireless and students been coming to the LRC during school break.
- Director Jack mentioned to collectively convey this concern to Gordon and will generate a memo after this meeting.
- Diaz asked if the wireless could be turned off after working hours? Winter said that it is a 24 hours bandwidth.

#### **Upward Bound Program:**

- Thanked Yoneko for conducting the FAO workshop to their students.
- 18 students enrolled in the Summer Bridge program.
- Computer Instructor Phyllis Silbanuz raised concerns regarding UB students taking CA100 in their regular UB program computer classes on Saturdays. She raised this to Maria Dison to look into this matter. The matter was raised because she was surprised with the UB students for extremely doing well in her CA100 class. Grilly suggested giving credits to students who excel in their classes.
- UB students visited the Hatchery at Nett Point during their first week of their Summer Program.
- UB already covered the cost to use the PSBDC Computer Lab.

#### GEAR UP:

- GU Summer Program started on June 23, 2014 serving 145 students and 17 Part-time Teachers. The challenge faced is the relocation of classes from PICS to Ohmine School.
- Last semester, GU sponsored 1 practicum student taking accounting class with Joyce Roby.
- Conducted parental workshop to Awak and Nett and still in the process to visit the other schools as well.
- GU team is preparing to travel to Washington, DC to attend the GEAR UP Annual Conference in July.
- GU was advised to pay the utility cost for the building being used in Ohmine but this was not stated in the MOU. GU Director will work with PDOE to handle this matter.
- Director Jack advised GU to report the outcome of their parental workshop as to be part of our cooperative and collaborative active learning for our students.

#### Student Services Center:

- Summer enrollment is 219. Thirty-seven (37) students or 13% were reported on the deficiency list.
- 2 tutors were hired to teach Math and English.
- A prep committee met four times to layout plan and implement orientation and registration for Fall. Asked Director to encourage those inactive members to actively participate in all the meetings.
- Received 163 admission applications.
- A new plan to combine PC with NC for the general assembly. This plan is for new students to get familiar with the National Campus and the President.
- Jeff and Marlou are off-island.
- Director Jack strongly emphasized all to give a serious thought on our enrollment.
- Diaz asked SS the best approach for UB students who are placed on the deficiency list.
- Received 1 practicum student from the secretarial science program obligated to work 150 hours during summer 2014.
- Received SEG transfer awarding 42 students. SEG will only cover 50% of tuition.
- Received 3 Pell grant transfers awarding 124 students for summer 2014.

#### Business Office/Bookstore:

- Twyla shared the actual revenue for SY 2013-14 in the handout passed out.
- Remaining balance for utility is \$41,669.50 and fuel is \$2,411.96. We are expecting shortage in fuel. Twyla thanked Diaz for willing to contribute fuel in exchange for cash power for the usage of the PSBDC building for their summer program 114 students visited Bookstore to charge textbooks and school supplies.
- 70 students awarded Pell; 55 got their refund; and 42 awarded SEG.
- Director Jack asked Twyla to send out email on how to utilize the remaining funds toward end of the FY.

Personnel:

- 4 faculty positions opening and will be closed on July 19, 2014. (2 English, 1 HTM, and 1 Electrical).
- Still encountered receiving reports after the deadline.
- Asked the team to come up with a suitable time for management meeting.

Educational Talent Search Program:

- Mostly June activities were preparation for the school graduations.
- Summer session commenced on June 23 to July 12, 2014.
- Serving 80+ students for the summer.
- TSP is trying to locate a computer lab for their students.
- In the summer, TSP will try to educate the students to prepare them for college. They will focus mostly on basic research and writing essay, as that is the weakness discovered.
- With limited budget, TSP staffs are being recruited as tutors.
- Received invitation from US Embassy to participate in their July 4<sup>th</sup> activities.
- July 10-11, there will be a presentation by TSP students at PSBDC on how to become leaders.
- Adleen asked Amy to send in their class schedule so she can help find a suitable time for them to use the computer labs.

Campus Director's Update:

- Reminder to submit timesheets on time.
- Enforced to secure all surroundings on campus.
- Solicit support documents of our activities for our Tracdat.
- Discussed the memo of June 25, 2014 from Acting President Joe Habuchmai re: Documents Delivery System at National Campus. For incomplete paperwork, allow 3 days waiting period or otherwise return back to sender.

Miscellaneous:

- Diaz asked if he could request over time for his staff.

Diaz moved to adjourn the meeting and was seconded by Adleen.

Meeting adjourned at 11:03 a.m.

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

**Handouts/Documents Referenced:**

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<b>College Web Site Link:</b>
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<b>Prepared by:</b>	Maureen Mendiola	<b>Date Distributed:</b>	7/03/14
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<b>Approval of Minutes Process &amp; Responses:</b>

<b>Submitted by:</b>		<b>Date Submitted:</b>	
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<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>

<b>Action by President:</b>				
Item #	Approved	Disapproved	Approved with conditions	Comments