

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

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

**Date:** September 5, 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		
Stud. Serv. Coordinator	Jeffrey Arnold	X		
ETS Program Director	Rita H. Hadley	X		
UB Program Director	Diaz Joseph	X		
GEAR UP Director	Morgan Jonas	X		
CRE Coordinator	Engly Ioanis	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. Welcome
2. Adoption of June 27<sup>th</sup> Minutes
3. Updates from Managers
4. Director's Update
5. Miscellaneous
6. Adjournment

**Discussion of Agenda/Information Sharing:**

Director Grilly Jack opened the meeting by extending his sincere respect and welcomed everyone to the new school year. He thanked everyone for all the effort put together which resulted to have this huge enrollment. He continued to require a great deal of maintenance to strive the campus for success.

Before adoption of the June 27<sup>th</sup> minutes, Diaz asked the status of Phyllis' concern that was raised in the last management meeting. CD answered to move the students from CA100 to CA101. Diaz then moved to adopt the minutes and was seconded by Adleen. Minutes for June 27<sup>th</sup> meeting was unanimously approved and adopted.

### *Updates:*

#### Upward Bound:

- Had their meeting last week (8/25-29) to finalize plans for the academic year.
- Submit request for 3 classrooms and 1 computer lab for their classes.
- Reported the stolen 2 ipads and 1 flashlight from their office.
- Received the evaluation notice and will try to complete them asap.
- This week is recruitment for sophomores.
- Interview PICS students on 9/5 and 9/6 for MHS students.
- On 9/12, will finalize their calendar and submit to Director's office.
- PTA meeting is on 9/13.
- The college visit to Guam was successful.
- Had their banquet on 8/03 and awarded 20 students. Most of the students enrolled at National Campus and only few at Pohnpei Campus.
- UOG is planning to celebrate the TRIO 50<sup>th</sup> anniversary either in October or November.
- Met with DOE Director if TRIO can utilize the SEG instead of sending it back.

#### Educational Talent Search Program:

- Received their grant notification in May and will forward to NCBO.
- The month of August was a closure of budget and preparation for the new school year.
- Staff met for two days of planning and compiling a yearly calendar for this SY.
- Started recruitment of tutors and students. Need to recruit 200 students from 7<sup>th</sup> graders and 9<sup>th</sup> from MHS and NMHS.
- Administered entrance exam to all target school 7<sup>th</sup> graders to begin recruitment.
- Meeting with parents and students to do applications and will begin Sept. 17-30, 2014.
- Projected to start sessions on Oct. 4, 2014.

#### Information Technology:

- Assigned 200+ email accounts to students.
- Replaced network switches at TSP and Math & Science that are causing traffic.
- Student Services printer is fixed.
- Monitor classes in the computer labs on Tuesdays and Thursdays.
- A username is now allowed to use (3) devices to access to the WiFi.
- To find ways to expand our bandwidth in order to reroute our fiber optic cable. National Campus is looking on ways to minimize the Internet.
- To consider ways to monitor our computer labs.
- Concerns raised in regards to people logging into our server

Instructional:

- Thanked everyone for all the support extended that resulted in a successful orientation and registration.
- Reminder to TRIO programs to always keep our classrooms tidy.
- Thanked IT for adding 1 computer to each computer labs.
- CD reminded all that Adleen is the focal point for Instructional.

GEAR UP:

- Toward the completion of their recruitment process, preparation of class schedules, and caterers for student's lunch.
- GU is shooting to commence on September 20<sup>th</sup>.
- Student's orientation is on September 18<sup>th</sup>.
- This year, GU is focusing on classes for juniors level.
- There will be additional (2) days, Tuesdays and Thursdays to the regular Saturdays' classes. Tuesdays and Thursdays will be used for tutoring only.
- GU completed their detailed budget.
- Their vehicle (demio) is having battery problem. GU is working with maintenance to purchase the battery and will get reimbursed.
- Plan to have a career orientation and CD suggested to work with Jeff.

Business Office/Bookstore:

- The month of August is the busiest month for Business Office/Bookstore.
- Enrollment is 709 with a total of 7,385 credits.
- About 200+ students participated in the orientation.
- Leyolany will try to find out the total revenue.
- Requested NCBO to fund (2) helpers who are assisting at the Business Office/Bookstore.
- Leyolany attended a workshop at National Campus sponsored by AHEC.
- An issue regarding student ID. Students need ID cards in order to charge at the Bookstore.
- CD mentioned that the ID card machine is already here but they are still waiting for the cards. ID cards are expecting to be completed by October. In the meantime, students are allowed to use any kind of ID to charge at the Bookstore.

Student Services:

- Thanked everyone for all the support extended toward our enrollment. Our projected enrollment is 683 but we exceeded.
- Prep committee is still on going.
- Election of SBA officers is end of August.
- Financial Aid is still in the process of assisting students to complete their applications. Sometimes staff had to stay back after 5pm because of the slowness of internet.
- CD and Winter will approach Gordon on the issue raised by Jeff.

Personnel:

- Reminders to all supervisors who haven't completed evaluation for their staff whose anniversaries are up to

September. HR Director recommended completing all evaluations so it does not affect the new budget, FY 2015.

- Our former World Teach volunteer, Mr. David Schelter filled one of the English positions. The other (3) instructor positions (English, Electronic, HTM) are still advertising.
- Shared the new requirements for applying staff development funding assistance.

CES:

- Waiting approval from Agriculture to demonstrate and estimate the cost of cassava.
- The pepper project is causing problem especially the fern is destroying the forests.
- Two (2) Extension Agents (Augustine & Tobias) travelled to Yap to conduct training on Hyperbolic.
- JICA volunteer started the obesity/lose weight program to be held on Wednesdays. There are 16 participants from Health Services. Gift certificates will be given to participants.
- Requested maintenance to put trash baskets outside PSBDC classrooms. Students keep throwing trashes outside the building.

Campus Director's Update:

- Reminder on cleanliness of the campus.
- With everyone's collaboration, he was able to complete his evaluation with VPIA.
- Complimented Jeff and his team for their outstanding work, which resulted in the enrollment.
- In the ECE meeting, JEMCO fully supported all the projects that the campus requested. The committee also mentioned that Pohnpei Campus would be the center focal point for career and technical education program for the college and the nation.
- Requested to look at our duties and responsibilities to modify according to the new needs.
- The COM-FSM board of regent approved President's request to hire a grant writer.
- Encouraged Jeff's participation in the accreditation-writing workshop.
- Plan to change the format of our campus-wide meeting for faculty, staff, and students to take part in the meeting.

Miscellaneous:

- Engly kept noticing students around PSBDC building at night.
- Jeff request CB radios for all the managers.
- Diaz asked to take 3 weeks leave to conduct MRCS workshops in Chuuk, Yap, and Kosrae.
- Adleen said faculty members raised concerns on where to find meeting minutes and reports.
- On behalf of the management team, Diaz congratulated Grilly for being a good leader. He also announced that Grilly is given a traditional title, Lepen Kipar Kitti.

Diaz made a motion to adjourn the meeting and was seconded by Adleen.

Meeting adjourned at 10:47 a.m.

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

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<b>Handouts/Documents Referenced:</b>
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<b>College Web Site Link:</b>
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<b>Prepared by:</b>	Maureen Mendiola	<b>Date Distributed:</b>	9/18/14
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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