

**College of Micronesia – FSM  
Committee (Management Council) Minutes Reporting Form**

<b>Committee or Working Group:</b>	<b><i>Management Council – Chuuk Campus (Emergency Meeting)</i></b>
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<b>Date:</b> December 10, 2014	<b>Time:</b> 10:50 a.m.	<b>Location:</b> Campus Dean Office
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<b>Members Present:</b>		<b>Members Absent:</b>
<ul style="list-style-type: none"> <li>▪ <b><i>Kind Kanto – Campus Dean</i></b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Kersweet Eria – Staff rep.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b><i>Memorina Yesiki</i></b></li> <li>▪ <b><i>Roger Arnold</i></b></li> <li>▪ <b><i>Alton Higashi</i></b></li> </ul>
<ul style="list-style-type: none"> <li>▪ Mike Abbe – CRE Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>▪ Benjamin Akkin – Project Manager (Maint./Sec/Cust.)</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Mariano Marcus – Ins. Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>▪ Marivic Preciado - SBA President</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Marie Mori-Pitiol : Accountant II</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	

<b>Additional Attendees:</b>	<b><i>Marylene Bisalen (Food designator for Christmas Gathering)</i></b>
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<b>Agenda/Major Topics of Discussion:</b>
<ul style="list-style-type: none"> <li>▪ Five raffle tickets for Endowment Fund</li> <li>▪ Christmas funds from COM-FSM President</li> <li>▪ Visit of FSM Delegation</li> </ul>

<b>Discussion of Agenda/Information Sharing:</b>
<ul style="list-style-type: none"> <li>▪ <b><i>Campus Dean welcomed and thank all for attending this emergency meeting.</i></b></li> <li>▪ <b><i>Campus Dean elaborated on the five raffle tickets that Chuuk campus were assigned to sell for the College's Endowment Fund. He apologized to all members for making an urgent decision without the endorsement of the Management Council, but a decision had to be made, of which he did. It would not look good on Chuuk Campus if we were not able to sell those tickets as Kosrae Campus sold their five tickets. The funds of \$1,000.00 to pay for the five raffle tickets were taken out from the Snack Bar and Campus Dean request that employees assist in replenishing the funds back to the Snack Bar. If Chuuk Campus won the raffle drawing, then the understanding is that the funds will go to the Chuuk Campus Fundraising Committee on behalf of Chuuk Campus.</i></b></li> <li>▪ <b><i>Campus Dean informed all members present, that he was informed yesterday by Universe Yamase (Chief of Staff), Chuuk Campus was given \$522.00 to spend for its Christmas festivity. Chairperson asked everyone's comments or suggestion on how to utilize the funding as employees were already assigned what to bring for its Christmas potluck on Saturday, Dec. 13, 2014. Kersweet suggested to use part for purchasing of a pig and others suggested utilizing the funds to also pay for gifts or lucky number prizes. Consensus was reached that those who were assigned to bring pork or beef, to just bring beef, also to purchase a pig with the understanding that the leftover funds will be utilized to purchase gifts and prizes. Maintenance, security, and Nariano Narios, are also assigned to take care of the pig, from preparation to cooking it in the "um". Campus Dean will offset these two who are assigned for the pig (such as Nariano and Ekit) for potluck items which is paper products and case of water, their share will be purchased from the money that CD received from one of the employee who will not be present.</i></b></li> </ul>

- *Further, Marie will take care of asking Kyle Kanto if he is willing to sell his pig, the cost, and also purchasing of prizes and gifts for December 13, 2014 potluck gathering.*
- *Campus Dean informed about the FSM Delegation, about four of them, will be coming to this campus on Friday, at 2:00 p.m. They request to meet employees to find out how students are doing, and or if there are other concerns to bring to their attention.*
- *Campus Dean request assistance of what can be provided to them during their visit, such as mwarmwars.*
- ***This meeting adjourned at 11:40 a.m.***

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

- *It's next meeting is as scheduled for January 2015.*

**Handouts/Documents Referenced:**

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**College Web Site Link:**

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<b>Prepared by:</b> Marylene Bisalen	<b>Name and title of recording</b> <i>H.R. Specialist</i>	<b>Date Distributed:</b>	<b>Date emailed to member for initial review</b>
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**Approval of Minutes Process & Responses:**

*This is an emergency meeting.*

<b>Submitted by:</b>	<b>Chair or vice chair of the committee</b>	<b>Date Submitted:</b>	<b>Date submitted to the President or forward to a main standing committee</b>
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- Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**
1. **CD made decision to obligate \$1,000.00 from Snack Bar to accommodate purchasing of the five raffle ticket assigned to Chuuk campus. If Chuuk Campus wins, the winnings will go to the Endowment Fund.**
  2. **Request from CD for employees to assist in replenishing the \$1,000.00 back into Snack Bar.**
  3. ***For Christmas funds, concensus made to purchase a pig with the understanding that the leftover funds will be utilized for gifts and prizes for lucky number to be made during the Christmas potluck on Dec. 07, 2014.***
  4. **Maintenance, security, Nariano, and Ekit, are assigned to take care of the pig from preparation to cooking in the “um”.**
  5. **CD request in-kind assistance such as mwarmwars when the FSM Delegation comes to Chuuk campus on Dec. 12, 2014.**

**Action by President:** (this section will be filled in by the President’s staff reflecting the President’s decision regarding the recommendation from the various committees)

<b>Item numbers:</b>	<b>Approved:</b>	<b>Approved with conditions:</b>	<b>Disapproved:</b>	<b>Comments/Conditions:</b>
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