

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

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| Date: Wednesday, 11/26/14 | Time: 12:20-1:55 PM | Location: Administrative Conference Room |
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| Members Present (Quorum: 6) | | Absent |
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| • Kind Kanto | • Marie Mori-Pitiol | • Alton Higashi |
| • Mariano Marcus | • Memorina Yesiki | • Mike Abbe |
| • Ben Akkin | • Marivic Preciado | • Roger Arnold |
| | | • Kersweet Eria |

Agenda / Major Topics of Discussion:

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| I. Call to Order (with opening prayer) | (1) Christmas Events: Planning |
| II. Attendance | |
| III. Minutes of Previous Meeting (10/29/14) | (2) Chuuk Campus Facilities/Maintenance Needs |
| IV. Announcements(1) | Fund-Raising Committee Planning |
| V. Department News | Inventory of Cultural Artifacts |
| VI. Old Business(2) | SIS Training |
| VII. New Business | Faculty/Staff Training (January 5, 2015) |
| VIII. Adjournment | MC TOR Report |

Discussion on Agenda / Major Topics of Discussion

- I. **Call to Order:** By Kind, with an opening prayer by Mariano.
- II. **Attendance:** Above.
- III. **Minutes of Previous Meeting:** Adopted, as amended for technical error, by **MOTION #1**.
- IV. **Announcements:**
 - A. **Christmas Events: Planning**
 - 1. Marivic announced that SBA will sponsor a “farewell” party on Friday, Dec 12.
 - 2. Employees will sponsor their own potluck luncheon on Saturday, Dec 13. Memo and Marylene Bisalen will set up an ad hoc “Christmas Party Preparation Committee” and prepare a list of food items for designated employees to bring to the potluck.
 - 3. In addition, MC agreed that there should be a V6AK radio program from Chuuk Campus to the Chuuk community-at-large to extend best wishes for the Christmas holidays.
CONSENSUS: *That Miuty Nokar and YFC President Moses Nokar will prepare such a radio program on behalf of Chuuk Campus.*
 - B. **Fund-Raising Committee Report:** Chairman Abraham Rayphand did not attend MC meeting, and so his report on fund-raising activities was postponed.
 - C. **Rubber-Tire Burning:** Kind reported that the Chinese recycling group was burning rubber in the leased property across the campus. He added that he shall initiate a formal letter of complaint of health hazards, because the wind blew the smoke onto campus, to Public Safety, Environmental Protection Agency, and Attorney-General to investigate and take appropriate action, as necessary.
- V. **Department News:**
 - A. **Administration:** First, Kind reported that COM-FSM personnel may participate in grant-writing competitions. Incentive awards will be given to grants approved. Second, the upcoming Board of Regents meeting has been postponed to March 2015. Third, Ben explained that a pro forma for a fresh-water container rack will be prepared for SBA.
 - B. **Instruction:** Mariano reported that the teacher evaluation checklist will be distributed for students to evaluate their instructors.
 - C. **Student Services:** Memo said that the next COMET test schedule is Friday, November 28. Kind added that instruction that day will be postponed.
 - D. **CRE:** On behalf of CRE staff, Alton expressed disappointment in the failure of the Food Fair that was scheduled in late October. All the same, he said that CRE will sponsor a series of seminars on “local food cooking” during the Spring 2015 semester. Such seminars fulfill a major intent and pur-

pose of CRE on our campus – to provide direct instructional services to students. Alton expressed his gratitude that the seminars will be sponsored by Lolita Ragus and other CRE staff.

E. **SBA:** Marivic announced that the SBA Council will sponsor its Academic Talent Showdown on Friday, Dec 5, 12 noon to 2:00 pm.

VI. Old Business:

A. **Facilities:** Ben made two announcements.

1. He distributed copies of “Notes from 14 November for those present only” from Dana Lee Ling on discussions from the system-wide Facilities Committee, with comments on needs for our Chuuk Campus, and asked MC members to submit comments, as necessary.
2. He shared good news from Francisco “Angkie” Mendiola that Chuuk Campus will soon have air-conditioners, funding of which is assured.

B. **Inventory of Cultural Artifacts:** Tabled.

C. **SIS Training:** Kind reported that, for Spring Semester 2015, Chuuk Campus may well begin online registration of students.

VII. New Business:

A. **Plans for Faculty Training January 5, 2015:** Mariano announced that faculty training will be sponsored and held Monday, January 5 next year. Alton added that he wanted to present two topics at the training. First is on assessment strategies for all personnel in Administration and Student Services to prepare their PSLOs in terms of student learning. Second is on the Faculty Staff Development draft booklet related to President Daisy’s Student Success formula = (Study Hard + Work Hard + Be Prepared + Graduate).

B.

Next Meeting: Tentatively, Wednesday, January 28, 2015

Hand-Outs / Documents Referenced / Attachments: Minutes of previous meeting (10/29/14); “Notes from 14 November for those present only”

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| Prepared by: Alton Higashi | Date distributed: Saturday, December 13, 2014 |
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Summary Decisions / Recommendations / Action Steps / Motions with Timeline/Responsibilities

- Roger/Memo/Alton: to prepare draft TORs for MC.
- Miuty and Moses: to work with Edson Asito in preparing a Chuuk Campus Christmas greeting to be aired on V6AK.
- Abraham: to continue the Fund-Raising Committee’s efforts in sponsoring fund-raising activities on campus.
- Mike/Lolita: to finalize a schedule for Spring 2015 on “cooking local vegetables” as part of CRE’s efforts in direct instructional services to students.
- Marivic: to present a report on the Academic Talent Showdown.
- Kind/Ben: to find available resources to repair/maintain broken air-cons on campus.
- Marylene/Macleen: to submit a written inventory on cultural artifacts being stored on Chuuk Campus, with recommendation for setting up a permanent display in Classrooms B3/B4.
- Macleen/Marylene: to conduct inventory of cultural artifacts once displayed/house in a building next to Building C.
- Mariano: to submit a report on the faculty training workshop/seminar scheduled for January 5, 2015.