

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

Date: Wednesday, 10/29/14	Time: 12:10-2:05 PM	Location: Administrative Conference Room
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Members Present (Quorum: 6)			Absent
• Kind Kanto	• Kersweet Eria	• Marie Mori-Pitiol	• Mike Abbe
• Mariano Marcus	• Memorina Yesiki	• Alton Higashi	• Roger Arnold
• Ben Akkin	• Marivic Preciado		

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 (09/24/14) IV. Announcements(1) V. Department News VI. Old Business VII. New Business VIII. Adjournment 	(1) TracDat Assessment Processing
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Discussion on Agenda / Major Topics of Discussion

- I. **Call to Order:** By Dean Kind Kanto, with an opening silent prayer.
- II. **Attendance:** Above.
- III. **Minutes of Previous Meeting:** Adopted by **MOTION #1** unanimously.
- IV. **Announcements:**
 - A. **MC Terms of Reference:** At our last MC meeting, members reached consensus that there will be an ad hoc committee to prepare terms of reference (i.e., general rules and procedures governing our Management Council).
 - 1. The TORs will include policies on membership and other pertinent matters. In effect, the TORs are like MC by-laws.
 - 2. The committee, to be chaired by Roger, with members Memo and Alton, was reminded to convene its first meeting before the next MC meeting.
 - B. **TracDat Assessment Processing** (SYs 2013-2014 and 2014-2015): Kind reminded all to have appropriate data inputted into VPIEQA Assessment Coordinator Ross Perkins' TracDat computerized program. Members expressed reluctance to do so, inasmuch as the TracDat system calls for data which are not quantitatively available. Kind was advised to contact key Palikir administrators and question them on their lack of a formal assessment policy for the COM-FSM system.
- V. **Department News:**
 - A. **Administration:** First, Kind reported that COM-FSM has a new 50/50 raffle, each ticket worth \$200. He advised that a group of persons may chip in \$200 to purchase one ticket. Deadline is set for sometime in December. Second, Chuuk Campus needs contingency funds to assist in non-budgeted activities. Members agreed that our own Fund-Raising Committee, chaired by Abraham Rayphand, should coordinate campus-wide fund-raising activities to support these non-budgeted activities. Third, the Dean, IC, and others must assist Palikir in setting up the SIS (Student Information System) program. They will meet to work out an SIS format.
 - B. **Instruction:** First, Mariano reported that the new teacher evaluation format will begin implementation in November. It must include teacher observation in the classroom. Second, some students need to complete their FAFSA for Fall 2014 no later than November 17.
 - C. **Student Services:** Memo announced that COMET testing will be held November 28, with overflow November 29.
 - D. **CRE:** In the absence of Mike Abbe or proxy, discussion on the Food Fair (as scheduled November 30) could not be held.
 - C. **SBA:**

1. First, Marivic was advised to set up a centralized accounting system of SBA-purchased fresh-water containers. Originally, there were 30 such containers, but now only 20 can be accounted for. As part of an accounting system, SBA needs to have a metal rack to hold the containers. Cost for such rack is to be investigated.
2. Second, she asked for a budget-based definition of “student activity”. She was told that certain “student activities” could not be sponsored since they were not “student activities”. Members discussed this matter and concluded that the SBA Council, in consonance with the Dean, could define “student activities” as they decided.
3. Third, Marivic submitted a budget-based list of Fall 2014 student activities: (1) Powwow (Oct 17, retroactive): \$52.50 purchase of phone cards (\$5/each) for prizes; (2) Raffle (Dec): \$70 purchase of printing paper (to produce 10,000 tickets at \$1/each) to fund-raise SBA activities; (3) Food catering: \$150; (4) Academic Talent Showdown (Dec 5): \$325 for prizes and refreshment; (5) Farewell Party (Dec 11): \$1,300 (for food and drinks, estimate based on Welcome Party expenditures); (6) Basketball Intramurals Equipment and Awards (Final game Nov 26): gym rental \$400 + sports equipment \$100; and (7) Miscellany \$500. Total estimated request for MC approval: \$3,197.50.

MOTION #2: *That the \$3,197.50 budgeted activities be approved.* Unanimously approved.

VI. Old Business:

- A. Air-Conditioning in LRC: It was reported that, in addition to two non-functioning air-cons in LRC, other air-cons on campus (including one in the snack bar) are inoperable. Members expressed disappointment and directed Kind and Ben to set a high priority on air-con repair and maintenance, if not outright new purchase.

VII. New Business:

- A. Cultural Artifacts Inventory: Chuuk Campus once had a culture artifacts display building near Building C. It is, of course, no longer there; however, the MC seeks an inventory of whatever artifacts remain. Macleen Remit and Marylene Bisalen are designated to conduct the inventory and to report their findings at our next MC meeting.
- B. ChAWG Training: Alton was advised to call all personnel in Administration and Student Services to training on assessment strategies. Training should commence in January 2015.

Next Meeting: Wednesday, November 26, 2014

Hand-Outs / Documents Referenced / Attachments: Minutes of previous meeting (10/29/14)

Prepared by: Alton Higashi

Date distributed: Tuesday, November 4, 2014

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

- Roger/Memo/Alton: to convene an ad hoc committee meeting to begin drafting terms of reference (TORs) for the Management Council.
- Kind: to confer with key Palikir administrators on setting up a formal assessment policy which, in part, will clarify the role of TracDat in data collection, data analysis, and use of findings not only to inform WASC/ACCJC but also to assist state campuses in improving programs and services.
- Abraham: to convene Fund-Raising Committee meetings to initiate and implement campus-wide fund-raising activities.
- Kind/Mariana/others: to meet and discuss the SIS format.
- Marivic/SBA Council/Ben Akkin: to find the cost of a fresh-water container metal rack.
- Kind/Ben: to find available resources to repair/maintain broken air-cons on campus.
- Ben/Abraham: to convene both Facilities and Fund-Raising Committees to determine how best to fund-raise for air-con repair and maintenance in the amount of \$1,200.
- Macleen/Marylene: to conduct inventory of cultural artifacts once displayed/house in a building next to Building C.
- Alton: to prepare and provide assessment training for Administration and Student Services personnel – January 2015.