

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

Committee or Working Group: Management Team Meeting

Date: November 19, 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. Coord. Rep.	Yoneko Kanichy	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	Sick
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 September 5th 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 thanked all for coming. At the same time, he apologized for coming in late because he just attended an unexpected meeting with VPIA and Dr. Dacanay at the National Campus.

Diaz moved to adopt the minutes and was seconded by Morgan. Minutes for September 5th meeting was unanimously approved and adopted.

Updates:

IT:

- IT received a new machine so it is a mandatory for all faculty and staff to get a new ID card.
- Still processing ID cards for students.

Student Services:

- SS Coordinator, Jeff Arnold is away administering COMET to the high schools in the FSM.
- Looking to administer the COMET to 300+ students. 270 students (half of our enrollment already early-registered). COMET will be extended to Friday if there is a need to.
- This COMET is strictly for COM-FSM students. High school and returning students will have their chance next year.
- 441 students have been awarded.
- Lights in the Student Services Hall are replaced and are much better/brighter than last time.

Educational Talent Search Program:

- Started their services on October 18th.
- Recruited 680 students.
- Conduct tutorial services to Kitti and Madolenihmw students on Saturdays only.
- It was becoming ineffective to conduct their sessions at PICS so they moved their sessions to Kolonia School.
- All Elementary schools are now involved in the upcoming Spelling Bee. The Spelling Bee is sponsored by PDOE and Rotary Club, which now required a registration fee. ETSP staff and tutors will help the students with the pronunciations and to organize the activities.
- APR is due on December 5th.

Instructional:

- The SC117 class trips are completed. Thanked the Maintenance for being supportive in transporting the class to their site visits.
- Completed the student evaluations.
- Schedule for final exam is already distributed. Final exam is scheduled for December 8,9,&10. Last day of instruction is December 5th.
- With result of the early registration, some of the CA, BU, and AFT classes are identified full and closed.

UPWARD BOUND:

- Classrooms used during the weekends are made sure they are cleaned before they leave the class.
- Recruited 71 students. 25-sophomores; 25-juniors; 21-seniors. It was expected 63 students from the target schools but they exceeded that number.
- Had their staff retreat at Black Coral on Nov. 8th to reflect on how the program progress in providing services to students' learning.
- Conducted PTA meeting and collected 1st quarter report card. 30% of Kitti students were placed on honor

roll. UB seniors in Kitti volunteered to tutor the students who are below 3.0 GPA without compensation.

- APR will be submitted in line with TSP report.
- In the process of negotiating with World Teach in the US to come up with a pilot project during the summer. UB Director advised them that documents should be channeled thru college leaders for approval.

GEAR UP:

- October was the busiest month in preparation for the GU National Week. The event turned out very successful except no one showed up from the college.
- GU funding normally arrives in May however, they were advised that the funding would not be available to use until September 2015.
- Working on the biennial report, which is due in December 15th.
- Planning on their Christmas festival.
- The Program Officer just approved the clerk position. The work is in process.
- Asked Winter and Nelchor to fix their printer.
- To consider a volleyball tournament for GU, which was sponsored by Guam to be held in May 2016.
- Experienced the same problem with PICS in having their tutorial sessions in the afternoons. Having the vice principal as one of their Student Activity Coordinator is very helpful in doing coordination with the PICS management.
- Announced that he won the Kosrae Legislature election ranking 2nd place. He is working on his resignation letter.

CES:

- Submitted CES Annual Report to VPCRE and he will compile it with the other states.
- Interview for CES Clerk Typist is scheduled for November 21st.
- Two (2) CES attended the Urban Vegetable Farming training in Guam. CES staffs target to share this training to the people in Kolonia this year and plan on extending to the other communities in Pohnpei next year.
- There will be a visit to Pingelap next week to conduct training on planting materials. Their taro patch is almost gone so CES is encouraging people to plant Honolulu sawa instead.
- Agriculture Fair is scheduled for November 27th at Nett Municipal Office. CES staffs are hired as judge for the fair.

Campus Director's Update:

- Accompanied FSMDOE officials to Palau to attend the CTE Programs training focus mainly on technical education. He shared the similar aspects that Palau used compared to FSM. In the summer, Palau faculty usually visited the people in the communities, which relates to their field in order to maintain their skills as faculty.
- Our main goal is the tractat. To establish a guideline of processes at Pohnpei Campus.
- Shared the importance of attending standing committee meetings.
- Selling of 50/50 Raffle Tickets is moving very slow. Drawing date is December 13th. President Daisy asked if offices could help contribute items to the fundraising. Pohnpei Campus is donating a furnish table.
- PC Christmas Get Together. Management team agreed to combine the Christmas with the welcoming party in January 2015 in order to have everybody present.

- CD reminded all when working with outside agencies, to make sure they understand our routing processes.

Miscellaneous:

- To develop a committee to plan on the Christmas party.
- Still encountering trashes around the CES building.
- CD received a letter from SBG to designate a parking space for their office. He responded the letter saying that his office will not designate a parking area but will work with Maintenance to have security obstruct vehicles to park in the driveway.

Meeting adjourned at 11:15 a.m.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

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College Web Site Link:

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Prepared by:

Maureen Mendiola

Date Distributed:

12/02/14

Approval of Minutes Process & Responses:

Minutes for September 05, 2014 meeting was approved and adopted.

Submitted by:

Maureen Mendiola

Date Submitted:

12/02/14

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

- To develop a working group to work on the Christmas Party.
- CD will work with Maintenance Supervisor to address the trash issue.
- Updates on 50/50 Raffle Tickets.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments