

Attachment #1: COM-FSM Chuuk Campus  
**MANAGEMENT COUNCIL (MC) MEETING MINUTES**

<b>Date:</b> Wednesday, 09/24/14	<b>Time:</b> 12:15-2:25 PM	<b>Location:</b> High Tide Conference Room
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<b>Members Present</b> (Quorum: 6) – All present	<b>Absent</b> -- None
<ul style="list-style-type: none"> <li>• Kind Kanto</li> <li>• Mariano Marcus</li> <li>• Ben Akkin</li> <li>• Kersweet Eria</li> <li>• Mike Abbe</li> <li>• Roger Arnold</li> <li>• Marie Mori-Pitiol</li> <li>• Memorina Yesiki</li> <li>• Marivic Preciado</li> <li>• Alton Higashi</li> </ul>	

**Agenda / Major Topics of Discussion:**

<ul style="list-style-type: none"> <li>I. Call to Order (with opening prayer)</li> <li>II. Attendance</li> <li>III. Minutes of Previous Meeting (08/27/14)</li> <li>IV. Announcements</li> <li>V. Department News</li> <li>VI. Old Business(1)</li> <li>VII. New Business</li> <li>VIII. Adjournment</li> </ul>	<p>(1) TracDat Processing</p>
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**Discussion on Agenda / Major Topics of Discussion**

I. **Call to Order:** By Dean Kind Kanto, with opening prayer by Mike Abbe. Kind extended MC gratitude for High Tide luncheon today by Mariano and Instruction. In addition, SBA President Marivic was welcomed to the MC.

II. **Attendance:** Above.

III. **Minutes of Previous Meeting:** Approved by **MOTION #1**.

IV. **Announcements:**

A. **MC Terms of Reference:** Kind proposed that the Management Council should have a set of terms of reference (TORs).  
 CONSENSUS: *That an MC sub-committee – Roger, Memo, and Alton – be established to draw up TORs for the Management Council.*

B. A question was raised whether or not the Youth For Christ Club be allowed to use COM-FSM transportation in order to attend a funeral. The Dean will be responsible for determining

V. **Department News:**

A. **Administration:** First, discussion focused on the possibility of translating the four ACCJC Standards into Chuukese (I = Mission, Academic Quality and Institutional Effectiveness and Integrity; II = Student Learning Programs and Support Services; III = Resources (human, physical, technology, and financial); and IV = Leadership and Governance). No decision was made. Second, Ben announced that the Facilities Committee will meet with students on October 17.

B. **Instruction:** First, Mariano assigned Alton to facilitate the upcoming faculty workshop on October 3 and to work with Marie on ordering lunches. Second, Alton requested that the “Study Hard” manual be spiral-bound. Third, the next All-Campus Meeting will be sponsored by the SBA on October 8. Fourth, mid-term deficiency notices from instructors are due on October 10.

C. **Student Services:** First, the snack bar needs to procure a fan in the absence of air-conditioning. Two business practicum students are assigned to work at the snack bar. Second, 45 students will begin their CWSP on September 29, in both public and private sectors.

D. **CRE:** First, September has been declared Sanitation Month. CRE staff shall do clean-up from the L5 building to the governor’s office. Other Chuuk Campus volunteers are welcome to join the clean-up. Second, the Food Fair, originally scheduled October 16, has been postponed to October 30.

C. **SBA:** First, SBA advisors’ names have been announced – Memo, Alton, and Coleen Dungawin. Second, an estimated total of \$6,000 shall be made available for the entire SY 2014-2015 in support of student activities.

**VI. Old Business:**

A. TracDat Assessment Processing: Tabled to the next MC meeting.

Kind left to teach a class, and Mariano assumed MC chairmanship pro tem.

**VII. New Business:** None.

**Next Meeting:** Wednesday, October 29, 2014

**Hand-Outs / Documents Referenced / Attachments:** Minutes of previous meeting (08/27/14)

**Prepared by:** Alton Higashi

**Date distributed:** Monday, September 29, 2014

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

- Kind: to lead further discussion on TracDat Assessment processing
- CRE/Mike: to submit final plans and schedule of events for the upcoming Food Fair (NLT the next Management Council meeting October 29)