

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

Committee or Working Group:	Management Team Meeting & Meeting w/David Adams & VPIEQA
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Date: March 04, 2015	Time: 9:00a.m.	Location: PC Conference Room
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Members Present/Absent:

Title/Representative	Name	Present	Absent	Reasons
Campus Director	Grilly -Jack	X		
Instructional Clerk	Adleen Shed	X		
Stud. Serv. Coord.	Jeffrey Arnold	X		
ETS Acting Program Director	Amy J. Santiago	X		
UB Acting Program Director	Stephen Yarofalig	X		
Acting GEAR UP Director	Menoleen Jacob	X		
CRE Coordinator	Engly Ioanis	X		
Fiscal Officer	Twyla Poll	X		
IT Technician	Winter George	X		
Maintenance Specialist	Bruno Barnabas	X		
Personnel/Recorder	Maureen Mendiola	X		

Additional Attendees:	David Adams, Frankie Harris, President Daisy & Norma Edwin
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Agenda/Major Topics of Discussion:

1. Welcome
2. Writing of Standard IV.C
3. Adoption of February 4th Minutes
4. Director's Update
5. Updates from Managers
6. Miscellaneous
7. Adjournment

Discussion of Agenda/Information Sharing:

Director Grilly Jack opened the meeting by welcoming President Daisy, Consultant David Adams, VPCRE Frankie Harris, and Norma Edwin and thanked everyone for coming. The purpose of the visit is to give a brief presentation on how Standard IV.C is to be written and as well solicit supports and inputs from the management team to assist Norma improve this standard. Norma is the lead writer for this Standard and David and Frankie are to assist with technical support and to answer any suggestions or questions arises from the writing teams.

Norma briefly went over Section C. (Governing Board) and suggested the team to read carefully and be able to identify evidences that are missing or to provide evidences by creating link to the statement. It was also recommended to look at other institutions that are re-affirmed as examples and start collecting pieces of evidences. Norma suggested breaking the team into validation groups to start working on different items before the next meeting on April 8th for the first round to collectively put together the draft before it is finalized in June.

Frankie provided the link to the current ACCJC Self Evaluation Report required format and suggested the writing teams to review and make sure it is compliance with the required overall format.

President Daisy left the meeting...

David Adams gave a brief explanation on how to write up standard reports: 1) Descriptive Summary (what you do, how you do it, and the evidence to support the story); 2) Self Evaluation (how well are you doing); and 3) Action Plan (what are you going to do). He also shared the 4 elements: a) identify clearly the issues; b) what is your goal; c) need responsible party; and d) need a timeline.

CD Grilly Jack thanked Consultant David Adams, VPIEQA, and Norma for the brief explanation. He also thanked VPIEQA for the breakfast that was prepared by our HTM students.

Management Team meeting started: CD divided the team into (3) groups and each group will work on substandard 4. The group consists of the following:

- Team 1: Jeff Arnold, Bruno Barnabas, and Winter George
- Team 2: Engly loanis, Diaz Joseph, Rita Hadley, and Menoleen Jacob
- Team 3: Grilly Jack, Adleen Shed, Twyla Poll, and Maureen Mendiola

Members were not able to review the minutes for February 4th meeting so it was decided that we review and approve online. Managers are asked to send their votes electronically no later than March 6th.

Campus Director's Update:

- Reduce the length of meeting to 1 hour. Each member is allowed for 3 minutes and to report only accomplishments out of what was reported in their monthly reports.
- Reminder of timelines. CD still noticed other offices not reporting on time.
- Maintenance will install a water tank for the students. Will work with the science instructor to have the water tested and make sure it is safe for drinking.
- The proposal to build restroom for PSBDC classrooms is approved.
- Given the green light to start the projects for the cover walkway and the ramp.
- Governor Ehsa approved our request to run our communication lines for our fiber optic cables on their side of the fence. The server will be moved to the woodshop area.
- Rollover of PSBDC Computer Lab will be part of the IT computer rotation.

- Arrangement for NC LRC Assistant at PC LRC.
- Shared with managers the Administrative Workshop that was conducted by Maureen Mendiola on February 20th.
- Encountered processes that require the managers to identify the right policy to clearly explain these inconsistencies.
- Mindful and understand our scope of responsibilities to promote teamwork, and collaboration, and be empowered to fulfill responsibilities.
- To exercise our authority.
- Upcoming Activities: Campus Exhibit and Founding Day Activities. How we can assist to move these events forward?
- With respect to student success, CD is thinking whether Program Chairs should become members of the PC Management Team. The only problem is conflict of their class schedules.

Updates:

CES:

- Apology for not submitting CES report on time.
- Good to attend the workshops as facilitators to produce the information around the accreditation process.

Student Services:

- As chairman for Recruitment and Retention committee, Jeff announced that recruitment for this year would be different. Instead of visiting the High Schools, the High Schools will be visiting the state campuses so each program can be able to introduce their own programs.
- Looking at the COMET result for this year, there is a big drop of 200 students.

Before closing, CD again reminded all to think outside the box on how to generate revenue. Each office is responsible to adjust their resources around their budget.

Meeting adjourned at 12:00p.m.

Comments/Upcoming Meeting Date & Time/Etc.:

April 01, 2015 @ 9:00a.m. in the Director's Conference Room

Handouts/Documents Referenced:

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College Web Site Link:

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Prepared by:

Maureen Mendiola

Date Distributed:

3/17/15

Approval of Minutes Process & Responses:

Minutes for February 04, 2015 meeting will be approved and adopted electronically no later than March 6 2015.

Submitted by:	Maureen Mendiola	Date Submitted:	3/17/15
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:				
<ul style="list-style-type: none"> Establish Security Work Schedule 				
Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments