

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

Date: September 23, 2015	Time: 12:15-1:55 PM	Location: Sunrise Resto Conference Room	
Members Present (Quorum: 9) – All present			Absent -- 1
• Kind Kanto	• Kersweet Eria	• Marie Mori-Pitiol	• Macleen Remit Miuty Nokar
• Richardson Chiwi	• Mike Abbe	• Tandy Marar	
• Ben Akkin	• Roger Arnold	• Wilson Bisalen	

Agenda / Major Topics of Discussion:	
<ul style="list-style-type: none"> I. Call to Order (with opening prayer) II. Updates SBA Election III. Draft Spring 2016 Class Schedule IV. Time In/ Time Out V. Possible Core Value VI. TracDat VII. Miscellaneous VIII. Adjourn 	

Discussion on Agenda / Major Topics of Discussion
<p>I. <u>Call to Order:</u> By Dean Kind Kanto, with opening prayer by Mike Abbe. Dean Kanto introduced Richardson Chiwi, who was representing the IC, and Tandy Marar from the Student Services Division, replacing Memorina Yesiki who was on leave. He further welcomed all members and invited guests to the first Management Council meeting this academic year (AY) 2015 - 2016.</p> <p>II. <u>Updates SBA Election:</u> Counselor Wilson Bisalen gave an update on the SBA Election.</p> <ul style="list-style-type: none"> - He shared his difficulty in finding interested student with the appropriate credentials to run for the offices. In order for a student to be eligible to run for SBA office, he/she must have a GBA of at least 2.0. - Roger recommended that faculty members promote and encourage their students to run for the offices. He also suggests that SBA president Ray Chiwi and Wilson speak to the students in the classes. - Election was set for October 9, 2015. <p>III. <u>Draft 2016 Spring Class Schedule:</u></p> <ul style="list-style-type: none"> - Richardson informed the council that the schedule is almost finished. Business Division done with theirs, <ul style="list-style-type: none"> - The schedule will be finalized on Friday, September 25, 2015. - Request was made to have an additional tutor for the business courses. - The Dean responded to this concern or request by saying that we do have two tutors for the different fields, but agreed with the idea of using the work-study students. <ul style="list-style-type: none"> - Furthermore, he was still not sure whether to hire a new tutor because of the budget. <p>IV. <u>Time In/Time Out:</u></p> <ul style="list-style-type: none"> - Time in and Out is a problem at Chuuk Campus. Staff comes in whenever they like and leave early. - Employees should look at the College as theirs, where they take their source of income. <p>- Maintenance Supervisor sees that attendance is one problem with his staff. Since last year, they started to time in and out. From requiring this from his staffs, he is seeing improvement in their time in and out.</p> <ul style="list-style-type: none"> - CRE staffs have been doing the same, time in and out. <p>V. <u>Possible Core Values:</u></p> <ul style="list-style-type: none"> - Campus Dean Kanto and Math Instructor, Miuty Nokar are members from Chuuk Campus on a small working group to come up with COM-FSM's Core Values. They are collecting inputs from the both internal and external stakeholders on possible words for our Core Values. <p>VII. <u>TracDat</u></p> <ul style="list-style-type: none"> - Dean provided copies of the Trac Dat Assessments to all members of the Management Council present during the meeting, and the guests. There are reported meetings for instructional division but no evidence of the meeting.

- Dean went over the report with the members, and expressed his appreciation to all divisions for their inputs.

VIII. Miscellaneous

- Fiscal Officer Marie gave updates on each division's budget.
- She requested the maintenance to repair the broken glass door, which was broken during Typhoon Maysak.

- Ben requested for petty cash on hand. Since we encounter problem with transportation services caused by the shortage of staffs, he recommended Marcelly, Macleen and Caren to come up with a schedule so they can all go out together.

- When there is no driver at the time and staff used their own car doing their work, the college can provide gasoline.

- Maintenance budget for AY 15 - 16 has ben reduced to only \$27,000 but there are lots of needed repairs before the ACCJC visit next year. The Budget is only enough for maintenance not repair.

VIII. Adjourn:

Next Meeting: Wednesday, October 30, 2015

Hand-Outs / Documents Referenced / Attachments: Tracdat

Prepared by: Macleen Remit **Date distributed:**

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