

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

Committee or Working Group:	Management Team Meeting
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Date: September 08, 2015	Time: 9:00 a.m.	Location: Blue Plate Cafe'
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Members Present/Absent:				
Title/Representative	Name	Present	Absent	Reasons
Campus Director	Grilly Jack	X		
Instructional Rep.	Adleen Shed	X		
Stud. Serv. Coordinator	Jeffrey Arnold	X		
ETS Program Director	Rita Harris-Hadley	X		
UB Program Director	Diaz Joseph	X		
GEAR UP Director	Menoleen Jacob	X		
CRE Coordinator	Engly Ioanis		X	Funeral
Account Clerk	Leyolany Anson	X		Came in late
IT Technician	Winter George	X		Came in late
Maintenance Specialist	Bruno Barnabas	X		
Personnel/Recorder	Maureen Mendiola	X		
SBA Officers				

Additional Attendees:	
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- | Agenda/Major Topics of Discussion: |
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| <ol style="list-style-type: none"> 1. Welcome 2. Individual Reports 3. Director's Update 4. Miscellaneous 5. Adjournment |

Discussion of Agenda/Information Sharing:
<p>Director Grilly Jack opened the meeting and thanked everyone for coming. He said he had been meeting with Norma, Chief of Staff, and the President every Mondays and Wednesdays morning on the standard IV and this section of the accreditation report is in a good shape.</p> <p>Director will share the mini plan with management team which identifies student success as priority for the college.</p> <p>Educational Talent Search Program:</p> <ul style="list-style-type: none"> • Thanked the college/President Daisy for approving ETS request for college to pay for a grant writer. Grant writer is in the process of writing ETS renewal of grant. • ETS received its grant notification (GAN) from Washington earlier in April thus

recently submitted its 2015-2016 budgets to NC Business Office.

- Planning for the new school year has completed.
- ETS is in the process of recruiting both students (7th graders) and tutors for the new SY.
- Senior tutorial sessions will start on October 3, 2015 while lower grades will begin November 7, 2015.
- 2 a/c's are down and need to be replaced.
- ETS is very concern of a lot of non TSP participants is using their restrooms.
- TSP front office and kitchen are being flooded when rains. Maintenance guys patching is not good. Water still floods in when raining.

Student Services:

- Fall enrollment is 632.
- FAO is trying to catch up with the new student's files and the internet speed causing some staffs to stay late or come during the weekend.
- SBA election is delayed to next week due to only few student sign up.
- SS already set the direction for this school year.
- There's a plan to change the content of the COMET. If certificate students are getting good grades, then they won't retest but will move them into degree. Implementation of this plan will take place if all agreed.

Maintenance:

- Installed 3 new a/c units.
- 3 ongoing projects: 1) renovation of the Business Office/Bookstore; 2) fiber optic cable; and 3) construction of the restroom at PSBDC.
- Completed work order requests.
- Augustine Augustine is attending a training course in Apia, Samoa from July-December 2015. The campus desperately in need of a certified trainer in AC.

Business Office & Bookstore:

- Leyolany apologized for coming in late because the daughter is sick.
- Collection thru SIS is \$9,778.95
- Sales of sundries is \$165.20
- Endowment fund thru carwash is \$25.00
- Usage of fuel is 177 gallons at \$829.80
- Usage of cash power for lower campus-\$3,350.00 and upper campus-\$1,292.3
- 632 students enrolled in Fall 2015 with total credits of 6482. Total revenue is \$1,053,993.75. Textbooks are yet to be added.
- Pohnpei Campus did not reach the 669 student projection for fall 2015.

UPWARD BOUND Program:

- 22 graduating seniors successfully enrolled at COM-FSM as full-time students.
- 3 UB staff took 19 seniors on a college visit to Guam specifically to UOG and GCC on

August 2-7, 2015.

- Received the continuation grant notification from USDOE with a full amount given back in the grant to serve 63 students.

INSTRUCTIONAL:

- Thanked all for the support extended during the registration period.
- There are fewer overloads this semester.
- Recommend window tinted at PSBDC or curtains for better projector presentation.
- *Grilly said utilizing of Part-time instructors is required by ACCJC.*
- *Jeffrey suggested PSBDC used the tint/protector used for MITC or to purchase fans not only for PSBDC but for every office to use in the morning to conserve power.*

GEAR UP Program:

- Major accomplishment is the recruitment of students.
- Received its Grant Award Notification.
- GU vehicle is not running, radiator is broken.
- *Grilly: There is no money for TRIO to purchase vehicles or repair but they can request for indirect cost to buy a used car less than \$10,000.00. GU can look at FY2016 to offset something in order to get a vehicle.*

CES:

- Maureen reported that Engly has a funeral and won't be attending the meeting and asked that she reported these in addition to the CES monthly report. CES continues to employ 2 AFT students on short-term contract until January 2016. They are Amanda Marquez and Eugene Pelep.
- New JICA senior volunteer is Kazuo Tanaka. Two old volunteers (Mitchko Mori and Toshiaki Sugura are leaving on Sept. 25, 2015.

HR:

- Reminder to all managers to complete evaluations on employees who are yet to be evaluated.

CTEC Director's Update:

- Remind managers to read Standard IV.C and send comments by Sept. 15, 2015 to include in the write-up.
- All the VP's are establishing common goals that will link to the IEMP.
- Absenteeism is becoming an issue therefore all managers are required to inform the director's office if and when they plan to be absent from work.
- Share program goals and activities and secure plans and resources ahead of time to avoid conflicts.
- Dr. Singeru said the car wash in front of the mechanic shop is causing issues for the parking. His office is willing to pay for coral to make a 1-way road around his building to resolve the parking space issues.
- Core Value group is revisiting the college core values, ethics, and student success on the website. He will send the list for input.

- FY2016 Budget is received. Leyolany will break down the budget for each office and send out.
- The name CTEC for Pohnpei Campus is endorsed and approved by President and the board.
- Accreditation visit is March 16, 2016.

Miscellaneous:

Leyolany reminded all that purchase orders have to be liquidated by Sept. 30.

Diaz mentioned that his employment contract is expired.

Bank of FSM is announcing their new loan application processes from 2 weeks to 24 hours.

Meeting was adjourned at 11:50a.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:

9/22/15

Approval of Minutes Process & Responses:

Submitted by:

Date Submitted:

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

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments