

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

Committee or Working Group:	Management Team Meeting
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Date: November 13, 2015	Time: 9:00 a.m.	Location: Student Activity Room
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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 Rep.	Cindy Edwin	X		Jeff is in Kosrae (Recruiting)
ETS Program Director	Rita Harris-Hadley	X		
UB Program Director	Diaz Joseph	X		
GEAR UP Director	Menoleen Jacob	X		
CRE Coordinator	Engly Ioanis		X	Workshop
Account Clerk	Leyolany Anson	X		
IT Technician	Winter George	X		
Maintenance Specialist	Bruno Barnabas		X	
Personnel/Recorder	Maureen Mendiola	X		
SBA Officers				

Additional Attendees:	
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| Agenda/Major Topics of Discussion: |
| <ol style="list-style-type: none"> 1. Welcome 2. Adoption of Sept. 8, 2015 minutes 3. Individual Reports 4. Director's Update 5. Miscellaneous 6. Adjournment |

Discussion of Agenda/Information Sharing:
<p>Director Grilly Jack opened the meeting and thanked everyone for coming. He further congratulates Mrs. Edwin for re-election of her husband to the Pohnpei State Legislature. Director then read the mission statement.</p> <p>Diaz moved to adopt the September 8, 2015 minutes and Adleen seconded. Minutes of September 8, 2015 was unanimously approved and adopted.</p> <p>Secretary/Personnel:</p> <ul style="list-style-type: none"> • There are new hires at the campus. Mr. Mason Tihpen filled the GU Education

Specialist and Mr. Sebastian Tairuwepiy filled the Counselor position.

- A friendly reminder to all supervisors who haven't evaluated their staff, to please do so especially those whose contracts are expired.

Student Services:

- SSC Jeffrey Arnold left to Kosrae to do recruitment.
- SS monthly report was late to submit because of the early registration.
- 298 students early registered for Spring 2016.
- Sebastian Tairuwepiy, new counselor started on November 2.

Business Office & Bookstore:

- Reported on financial expenditure for the month of October. Remind all to control their expenditure especially the usage of fuel.
- Thanked those who participated in working on the 2017 performance budget report.
- Reminder on submission of purchase orders should be 1 week prior to the activity date.

Information Technology:

- Received 6 computers and were deployed to their destinations. 4-LRC and 2-SS (Rensleen & Edwin). PC requested 15 computers but were only given 6.
- Update on Fiber Optic. Shaun is working with FSMTC because the contract is expired.
- Received supplies for the ID cards. IT will start issuing ID cards by Spring 2016. IT will develop a schedule for faculty and staff so all will start wearing ID cards by Spring 2016. *(CTEC Director recommended this will also apply to all TRIO students).*

GEAR UP:

- GU sessions kicked off on October 10, 2015 at all schools: NMHS, MHS, and PICS.
- A pre-test was administered on Saturday sessions.
- Counselor Diopulos conducted workshops for parents from MHS and NMHS.
- Major planning and preparation for the GU National week (Nov. 16-21, 2015).
- GU students came out 1st and 3rd place in the Writing Contest Essay.
- GU collected \$17,413 in kind contribution.

***CTEC Director suggested that GU Director document the achievements took place in the program so it could be shared with VPIA.*

Educational Talent Search Program:

- Recruited 750 students.
- Seniors college prep seniors started earlier in October to prepare for the COMET and other necessary preparations.
- Lower grade students (Elementary-Juniors) started on Nov. 14th.
- In the process of working with the grant writer on their grant.

- Follow-up on ETS request raised in the last management meeting re: in need of an A/C. *(CTEC had communicated this issue with Bruno. He advised ETS Director to go ahead and work with Bert to replace the broken A/C. The new a/c's dies frequently. Bert and his students are working to find out the problem).*
- ETS needs a vehicle for their Saturday sessions. *(CTEC Director asked that Trio put together their needs of a vehicle so he can bring these pressing issues with VPIA & VPAS).*
- Equation of Amy's degrees is in process. If CTEC Director can assist with HR Director to extend the deadline.

UPWARD BOUND Program:

- This is the 3rd Saturday, UB had their curricular activities.
- UB conducted workshops on the holidays; topic is "Decision Making".
- Students went on a picnic at Black Coral on Nov. 7-8, 2015. Students discussed why holidays are important and celebrated.
- Challenge faced is boat driver who cancelled the last minute and luckily Stephen was able to drive the boat.
- Nov. 4th UB submitted their APR to the President so it could be submitted a week prior to submission to the USDOE on Dec. 4th.
- Equation of Diaz degree is in process.

INSTRUCTIONAL:

- October monthly report is already submitted.
- Thanked maintenance for transporting the SC117 class and installing the fans in the classrooms except for classrooms 6&7.
- During the early-registration, it shows that some classes are already closed.
- Order of textbooks for Spring 2016 were submitted to NCBO.
- Student's class observations were completed.

CTEC Director's Update:

- 2016 Budget. The new comptroller has its new process so we are encouraged to keep in line and submit our documents in advance.
- Reminder to have all purchase orders initialed by Leyolany before Director sign and make sure all receipts are submitted to the Business Office.
- Evaluation: Supervisors are to make sure to clearly document the strengths and weaknesses of that employee in order to protect supervisors and the college. Supervisors, who plan to re-classify their employees, to make sure they fill out the right form and submit all the necessary documents.
- Reminder: requests are to receive at the Director's office 1 week in advance to make necessary arrangements.
- Absenteeism: All offices are required to open from 8:00am to 5:00pm.
- Enrollment: Recruited 300 students. Projection for Spring 2016 is 500.
- Mission Statement: Make sure faculty, staff, and students understand and to post them up in their offices.

Miscellaneous:

Diaz: Challenges always faced with Summer enrollment. PICS graduation is held toward the end of June while summer school already started.

Winter: To request a vehicle for NuKap students.

Menoleen: Status of the broken computer by PICS student.

Meeting was adjourned at 10:50a.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:

12/02/15

Approval of Minutes Process & Responses:

- Sept. 8, 2015 Minutes approved and adopted.

Submitted by:

Date Submitted:

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

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments