

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

Committee or Working Group: Management Team Meeting

Date: January 13, 2016 Time: 9:00 a.m. Location: PC Conference Room



Members Present/Absent:

Title/Representative	Name	Present	Absent	Reasons
CTEC Director	Grilly Jack	✗		
Instructional Clerk	Adleen Shed		✗	Assist students with Add/Drop
Stud. Services Coord.	Jeffrey Arnold	✗		
ETS Program Director	Rita H. Hadley	✗		
UB Prog. Director	Diaz Joseph	✗		
GEAR UP Director	Menoleen Jacob		✗	
CRE Coordinator	Engly Ioanis	✗		
Accountant	Leyolany Anson	✗		
IT Technician	Winter George	✗		
Maintenance Specialist	Bruno Barnabas	✗		
Personnel/Recorder	Maureen Mendiola	✗		

Additional Attendees: Mason Wiley

Agenda/Major Topics of Discussion:

1. Welcome
2. COM-FSM Mission Statement
3. Adoption of November 13<sup>th</sup> & December 9<sup>th</sup>, 2015 Minutes
4. Updates from Managers
5. Presentation by Mason Wiley
6. Director's Update
7. Miscellaneous
8. Adjournment

Discussion of Agenda/Information Sharing:

Director Grilly Jack read the mission statement.

Director Grilly Jack extend his new year greetings and welcomed everyone back. He also welcomed Mr. Mason Wiley to share with the management team on ways to supplement our resources.

Adoption of November 13<sup>th</sup> & December 9<sup>th</sup> Minutes:

- Jeff moved and Rita seconded to adopt both minutes. Minutes of Nov. 13, 2015 and Dec. 9, 2015 meetings were unanimously approved and adopted.

Division's Updates:

CRE Coordinator:

- Engly asked to go first because he had to go attend the Sokehs Inauguration ceremony.
- Not much activity taken during the month of December. CES agents tend only to technical support to farmers and livestock.
- EFNEP staff plan to visit the outer islands to do follow-ups on crops.
- One of his staff, Ms. Rosalinda Silbanuz is in the hospital.

Upward Bound:

- Eleven (11) UB alumni graduated from COM-FSM in Fall 2015.
- Session will resume on Saturday, Jan. 16, 2016.
- Seniors are preparing for the COMET in February.
- Writing the UB grant for the next cycle is in process.
- WESTOP Conference is scheduled for April.

Educational Talent Search Program:

- ETSP grant is due on Feb. 5, 2016.
- ETS elementary students already started on Jan. 11, 2016.
- Xavier entrance test is on Jan. 16, 2016 and OLMCHS is on Jan. 23, 2016.
- Seniors are preparing for the COMET.

IT:

- Completed replacing of switches in the offices.
- Completed scanning of viruses in all the computer labs.

Maintenance:

- Mr. Augustine Augustine, Maintenance Worker had completed his RAC training in Apia, Samoa and has returned to work. He is now a certified trainer.
- Business Office/Bookstore building is completed.
- Fiber Optic Cable is also completed but still waiting for final inspection.

Secretary/HR:

- The new Math Instructor, Mr. Tedy Liwy just started today.

Business Office/Bookstore:

- Already submitted their quarterly report.
- Fuel at Panuelo Gas Station is reduced to \$4.15/gallon. Adjustment is being made to her report.
- Recently moved into the new building. BO has 3 service windows [1) Business Office window, 2) School Supplies window; and 3) Service window] to carry out the services effectively and better serve the students.
- Ask Maintenance folks to immediately respond to the crack window at the Business Office.

Student Services:

- Registration and Add/Drop is still on-going.
- Heads up for the upcoming Founding Day.
- Able to strategize the information to all students on the upcoming accreditation visit.
- Next month is recruitment and administration of COMET to all High Schools and certificate students.
- There have been changes to the admission policy as results from the President's Summit.

Mason Wiley:

- Just started at the college last September 2015.
- The college's interest to find ways to kick in projects and help students on how to do marketing or start a business.
- Currently undertaking 3 projects: 1) slaughterhouse-to bring in pigs for Kyoshi to raise; 2) Installing of Bluetooth; 3) and launching the website.
- Willing to come and talk to the campus if they need him.

**CTEC Director's Update:**

- Draft self-study report is on the college website for review. Encouraged all to read to get prepared for the upcoming accreditation visit in March.
- Solicit everyone's support for the upcoming Exhibit in April.
- It is now a requirement for all faculty, staff, and students to start wearing ID cards on campus.
- Plan to invite all the NC office heads to our management team meetings to share their layout so we can be on the same page.
- Met with Manny Mori re: a proposal to raise a significant amount of money based on campuses' population. Each campus is asked to take initiative step in this fundraising effort and identify possible donors for the next 2 years.
- Director plan to have a monthly meeting with each office in order for staff to bring forth concerns and issues.
- Schedule of meetings will be made and sent out to all managers.
- Still encouraged all to post the mission statement in your offices.
- Informed that in FY2017, PC will get their indirect cost back.

**Miscellaneous:**

- To bring the comp-time policy issue to HRC.
- Bruno and Xavier will be doing a fencing project.
- For Bruno to put a key to all the outside faucets.
- Taxi honning their cars very distracting.
- Engly asked if CES line can combine with the campus line.
- Jeff asked if WiFi can be only limited to users within the campus.
- For Chief of Security, Warren Ching to start doing a frequent visit to the campus especially at night.

Meeting is adjourned at 10:26 am.

**Comments/Upcoming Meeting Date & Time/Etc.:**

**Handouts/Documents Referenced:**

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**College Web Site Link:**

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<b>Prepared by:</b>	Maureen Mendiola	<b>Date Distributed:</b>	2/08/16
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**Approval of Minutes Process & Responses:**

<b>Submitted by:</b>	Maureen Mendiola	<b>Date Submitted:</b>	1/19/15
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

- Encouraged office heads to put up the mission statement in their offices.
- CES lines to combine with the campus.
- Maintenance to put a key to all the faucets.
- Share the comp-time issue with HRC.

**Action by President:**

Item #	Approved	Disapproved	Approved with conditions	Comments