**College of Micronesia – FSM**

**Committee (Working Group) Minutes Reporting Form**

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| **Committee or Working Group:** | RAC Program Advisory Council Meeting |

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| **Date:** | **Time:** | **Location:** |
| Feb. 23, 2016 | 11:00 – 12:00 nn | CTEC Conference Room |

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| **Members Present/Absent:** |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Title/Representative | Name | Present | Absent | Reasons | | Director, CTEC | Grilly Jack | ✓ |  |  | | Chair, T & T | Gardner Edgar | ✓ |  |  | | Chair, RACPAC | Bertoldo Esteban Jr. | ✓ |  |  | | Vice Chair, RACPAC | David Schelter | ✓ |  |  | | Member | Tilson Kephas | ✓ |  |  | | Member | Garry Garsain | ✓ |  |  | | Member | Kanoberson Asher | ✓ |  |  | | Member | Jackson Valentine | ✓ |  |  | | Member | Micropc Technician | ✓ |  |  | |

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| **Additional Attendees:** |  |

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| A**genda/Major Topics of Discussion:** |
| 1. Welcoming remarks and overview of the   program advisory council --------------------------------- Dir. Grilly Jack   1. Introduction of the RAC advisory council members----- 2. Importance of the advisory council ------------------------ Gardner Edgar 3. Terms of Reference ------------------------------------------ 4. Directions of the RAC program ---------------------------- Bertoldo Esteban Jr. 5. Other matters 6. Adjournment -------- |

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| **Discussion of Agenda/Information Sharing:** |
| 1. The meeting was opened with welcoming remarks by Grilly Jack 2. Members then introduced themselves, sharing relevant information 3. Gardner Edgar spoke about the importance of the advisory council in helping the College create effective links to the community, and for making the CTE program useful for the students 4. Terms of Reference were discussed. The TOR from a prior advisory council were displayed as an example. These will be re-written and then distributed for comment 5. Bertoldo Esteban, Jr. spoke regarding changes to the RAC program approved of by the COM-FSM Board of Regents, as well as subsequent changes that will implemented in the future    1. As well, he spoke about how the direction of the RAC program needs the expert assistance of the RAC Program Advisory Council 6. Lunch was serve 7. It was agreed to hold off scheduling the next meeting until the TOR had been amended and distributed 8. Since there were no other comments, Grilly Jack and Bertoldo Esteban, Jr. thanked the council members for their time and the meeting was adjourned |
| **Comments/Upcoming Meeting Date & Time/Etc.:** |
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| **Handouts/Documents Referenced:** |
| * Directions/Plan of the RAC program |

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| **College Web Site Link:** |
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| **Prepared by:** | David Schelter | **Date Distributed:** | Feb. 25. 2016 |

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| **Approval of Minutes Process & Responses:** |
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| **Submitted by:** | Bertoldo Esteban Jr. | **Date Submitted:** | March 8, 2016 |

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| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:** | | | | |
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| **Action by President:** | | | | |
| **Item #** | **Approved** | **Disapproved** | **Approved with conditions** | **Comments** |
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