

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

Committee or Working Group: Management Team Meeting

Date: September 14, 2016 **Time:** 9:00 a.m. **Location:** PC Conference Room



Members Present/Absent:

Title/Representative	Name	Present	Absent	Reasons
CTEC Director	Grilly Jack	X		
Instructional Clerk	Adleen Shed	X		
Stud. Services Coord.	Jeffrey Arnold		X	
ETS Program Director	Rita H. Hadley	X		
UB Prog. Director	Diaz Joseph	X		
GEAR UP Director	Menoleen Jacob	X		
CRE Coordinator	Engly Ioanis		X	
Accountant	Leyolany Anson		X	On leave
IT Technician	Winter George	X		
Maintenance Specialist	Bruno Barnabas	X		
Personnel/Recorder	Maureen Mendiola	X		
T&T Division Chair	Gardner Edgar	X		
HTM Division Chair	Debra Perman		X	

Additional Attendees: Rosalina Harris sit in to take notes for CRE Coordinator

Agenda/Major Topics of Discussion:

1. Welcome
2. Updates from Managers
3. Director's Update
4. Miscellaneous
5. Adjournment

Discussion of Agenda/Information Sharing:

Attendance sheet was passed around.

Director Grilly Jack welcomed and thanked everyone for all the support extended during the last school year and the collaborative effort in accommodating all the class schedules for this semester in order to meet the needs of our students.

Updates from the Management Team:

IT/Winter:

- IT has been working closely with FSMTC for the internet problem. ADSL is now good except for the T1 line.
- Replaced 15 computers and 3 batteries in Business Lab; 2 computers and batteries at GEAR UP; and 3 batteries at PSBDC.
- Turnover of computers will take place in December.

Instructional/Adleen:

- There are 14 overload contracts, \$13,612.
- Five (5) World Teach volunteers are assigned for CTEC for SY 2016-2107.
- 114 class sections are being offered this Fall 2016 with enrollment ranging from 1 to 29 students.
- Thanked everyone for the support extended during the Fall registration period.

GEAR UP/Menoleen:

- Official request for a No Cost Extension was sent to Program officer, Ms. Janet Mfon for approval.
- Request to utilize PICS High School as the target venue for the No Cost Extension period, was sent to PDOE Director Churchill Edward.
- The program is in search of potential grant writer for the 2017 competition.
- Total in-kind contribution for June, July, and August is \$20,333.50.
- Good news, the Program Officer already sent the Grant Notification (GAN) for another year starting September 20, 2016 to September 19, 2017. Carry over budget will be used to assist the 47 retained GEAR UP students to have them graduate from high school and enter into college.

Upward Bound/Diaz:

- Summer Bridge program is completed and they are working closely with their students in college.
- Grant competition is due in November.
- Congratulate ETS Director for getting another grant 5 years cycle.
- TRIO and GEAR UP program at the College of Micronesia-FSM is hosting a Professional Seminar, Student Leadership Conference, and Grant Writing workshop from October 24-26, 2016.
- GEAR UP proposal workshop is included in the upcoming events to help with their preparation for their grant competition in 2017.

Educational Talent Search/Rita:

- Good advocate to TRIO as the program is approved for another 5 years cycle. ETS Director personally thanked the Program Officer at the COE meeting in California.
- ETS Director held a mini workshop with her staff specifically on details of the new grant. There is a 4% increase on the budget.
- Concern: Non ETS students keep entering their office to drink water.
- Asked Maintenance to purchase materials to fix the leak toilet.
- Additional positions to their grant are Academic Coordinator and Student Services Specialist.
- In the process of recruiting freshmen and sophomores at MHS and NMHS.
- ETS will be running the Scripps Spelling Bee scheduled again this year. Thanks to Rotary Club of Pohnpei for sponsoring this activity.

Technology & Trade/Gardner:

- August monthly report is submitted.

- Student toolkit sets were distributed to the program units.
- Challenge faced this semester is low enrollment in all the T&T programs. Chair is taking this seriously and thinks on ways to tackle this issue.
- Working on program review to be submitted to VPIA.
- Purchased 3 water dispensers for the shops.
- Advised T&T students to list down in their student evaluation all the challenges they faced like getting wet under the rain, slow internet, and etc.

Personnel/Maureen:

- HR Director conducted a workshop on HR Processes and Timelines to Pohnpei Campus management team and support staff on August 31, 2016 at PSBDC.
- Two instructor positions were filled on August 1, 2016. Marcus Handy filled the Math Instructor and Ben Voltaire Nato filled the HTM Instructor position.
- Recommendation for the Agriculture Agent position was approved. Mr. Gyron Samuel will start on September 19, 2016.
- Ad hoc committee completed the interview for the English Instructor position and forwarded to VPIA for President's approval.
- Information System Specialist position is re-advertising for the 4th times.
- Start sending out electronic copy of the evaluation form to immediate supervisors to initiate and discuss the evaluation process online.

Technology & Trade/Gardner:

- Submitted T&T monthly report.
- Student's toolkit sets were received and distributed to their programs.
- Challenge faced is low enrollment in their programs. They are looking into ways to tackle this issue.
- T&T instructors were given special projects to improve the surroundings around campus and construct tables for the dining hall.
- Submit program reviews to VPIA.
- Purchased 3 water dispensers are yet to be installed. Staff will identify locations to best control and to monitor.
- T&T informed students to list down all the challenges they faced in their student evaluations like getting wet, slow internet, and etc.

Maintenance/Bruno:

- Water tank is completed but waiting to be tested before allowing staff and students to drink.
- Installation of the water heater at HTM is completed.
- On-going projects are painting inside the classrooms and concrete steps from CES building to the restrooms. Director Jack recommends cover walkway.

CTEC Director's Update:

- Encouraged students without ID cards to make one. Let them know the machine is fixed. Security officers to enforce wearing ID cards on campus.
- Security officers are to take extra initiative steps on students who are drinking alcohol, smoking marijuana, and chewing betel nut on campus.
- ADSL is fixed except the TI line.
- JEMCO approved infrastructure requests for the vocational and new classroom buildings.
- Turnover of computers for Pohnpei Campus is slated to take place in December 2016.
- The college plans to raise \$500,000 by March 2018. This year the college collected \$63,000+ from the

fundraising dinner in April and \$30,000 from the raffle ticket in August. Another fundraising for a bingo bash is scheduled for November 26, 2016 to raise money for the endowment fund and the upcoming 25th Founding Day Anniversary in 2018.

Others:

- UB Director thanked Director Jack for allowing him to take part as liaison officer in the South Pacific Forum.

Meeting is adjourned at 11:10 am.

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:

10/11/16

Approval of Minutes Process & Responses:

Submitted by:

Date Submitted:

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

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Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments