**College of Micronesia – FSM**

**Management Team Minutes Reporting Form**

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| **Date:** May 17, 2017 | **Time:** 10:00-11:00AM | **Location:** BOR Conference Room |

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| **Members Present/Absent:** | | | | |
| **Title/Representative** | **Name** | **Present** | **Absent** | **Reasons** |
| Director of Institutional Effectiveness | VACANT | X |  | Represented by Dean of Assessment |
| Director of Maintenance | Francisco Mendiola |  | X |  |
| Dean of Academic Programs | Maria Dison |  | X |  |
| Chuuk Campus Dean | Kind Kanto | X |  |  |
| Kosrae Campus Dean | Nena Mike | X |  |  |
| Pohnpei Campus/CTEC Director | Grilly Jack(Chair) | X |  |  |
| FSM-FMI/Yap Campus Dean | Lourdes Roboman |  | X |  |
| Comptroller | Roselle Togonon | X |  |  |
| Cooperative Research & Extension Coordinator | Engly Ioanis |  | X |  |
| Registrar | Doman Daoas | X |  |  |
| Director of Financial Aid | Faustino Yarofaisug (Vice Chair) |  | X |  |
| Director of FSM-FMI | Mathias Ewarmai |  | X |  |
| Director of Human Resources | Rencelly Nelson | X |  |  |
| Director Information Technology | Gordon Segal |  | X |  |
| Director of Learning Resources Center | Jennifer Helieisar | X |  |  |
| Lead Counselor | Penselynn Etse Sam | X |  |  |
| Director of Student Life | Krystilyn Atkinson  (Secretary) | X |  |  |
| Dean of Assessment | Richard Andrews | X |  |  |
| Director of Procurement and Property Management | Robert Jose Santos | X |  |  |
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| Additional Attendees: |  | | | |

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| **Agenda/Major Topics of Discussion:** |
| 1. Reading of Mission 2. Minutes 3. Updates from Members |

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| **Discussion of Agenda/Information Sharing:**   * **Overview of Agenda**   + No comments or additions to be made * **Mission Statement**   + Read by Director of Procurement & Property Management * **Minutes of Apr. 26, 2017**   + Adjusted to reflect Morehna Santos’ attendance on behalf of Director of HR   + Adjusted to include the reasons for members’ absence (specify official travel)   + Note: It is important to inform the MTeam Officers if you are going to be off-island (whether personal or official travel) or are unable to attend the meeting. It is ideal if you can send a representative in your place.   + The question was raised: are we a Committee, Working Group, or a permanent Team? Our new TOR refers us to a Team, so our meeting minutes should reflect that: “Committee (Working Group) Minutes Reporting Form” is changed to “Management Team Minutes Reporting Form.”   + Meeting minutes were adopted with the modifications made * **Procurement Office**   + The Vehicle Policy has not been presented to the Cabinet, because no meeting has been scheduled. But it has been presented to other committees and there were no comments or suggestions. It will be presented at the next Cabinet meeting.   + The new Procurement Policy has been approved. * **Assessment Office**   + TracDat Assessments reports were completed on May 9th, they have been shared with appropriate department heads.   + BP 3203 & AP 302 have been approved - VP Simion is working on the accompanying procedures. * **Admissions:** * Summer Registration is May 25th – 26th. We are expecting 249 new students for the Summer semester. * So far we have 261 new applications for the Fall semester. * There have been an additional 76 students who have passed the COMET. Out of the 1068 COMET passers, 500 applications have been received. * There will be a special Summer registration (May 30th & 31st) at Pohnpei & National Campus for those high school students who are graduating at the end of May. * **Business:**    + The auditors revealed a surplus of over 1 million dollars, of which, $700,000 has been transferred to the endowment fund.   + The BO is in progress of setting up online access for payment of student bills. Meanwhile, debit/credits cards are now accepted at the BO (merchant terminal) and lobbying is under way for the placement of an ATM on site.   + They are also working on implementing an online payroll process, with a target completion date of June. The College now has a new account at BOG for payroll purposes. This online access will make it easier for payroll, and may also allow for the possibility of direct deposit payments going through on Thursdays.   + Allotments will be made online now too. There is no limit to the number of allotments one can make – maybe this should be visited.   + Reminder, the fiscal year is about to end, so all PRs should be prepared ahead of time. August 31st is the last day to submit PRs.   + Questions were raised about the pay date: Payday used to be on Wednesdays, but it was moved to Friday, to allow Payroll ample time to process the paperwork. With the implantation of an online payroll system, the question was raised, if this would eliminate that time constraint, thereby allowing the payday to moved back to it’s original date of Wednesday? * **Counseling:**   + The office is in the process of hiring a new counselor, recommendations have been made for HR & President’s approval. The hope is to have someone on board in 2 weeks times. * **LRC:**    + The MITC Dark Room will be expanded and converted into restrooms. * **Side Note:**    + Concerns regarding bathroom placements on campuses were raised. * **SL:**   + A new position for a Residence Hall manager will be opening up. RH is also currently looking for 3 staff members, one female & 2 males to work in the Residence Halls.   + Next week Student Life will hold a Cook Out & Island Tour for RH students.   + VPEMSS, Director of Student Life, and a student representative will be headed to Guam next week to participate in a Title IX training to be held by the Guam Coalition Against Sexual Assault & Family Violence.   + Contracts for the new student center came earlier this week and met with VPEMSS and the Director of Student Life to discuss the design and layout of the building, as well as, the needs of different offices. They will be drawing up a new layout for review in the coming weeks.   + Student Life hosted a Masquerade Ball at the end of the Spring semester for students at both National & Pohnpei Campuses. This event was attended and received by the students.   + While the DSL was out visiting the other campuses, plans were put into place to hold a college wide retreat at National Campus for SBA officers from all campuses, including FMI. Following this retreat, student officers would then hold monthly conference call meetings. The hope is that this will help to unite the campuses and the students to see themselves as one college, as opposed to various campuses. * **HR:**    + Incentive Awards are almost complete, Kosrae & Yap are the only ones left. They will all take place in May.   + A new Dining Hall Manager has been hired.   + IC positions have been filled for National. These positions will take the place of division chairs. ICs will now oversee and manage faculty, handling all of the administrative work. This was done, because it was taking away teaching time from the division chairs. This change will take effect on August 1st. The IC at Pohnpei campus is still needed.   + The hiring of summer faculty is currently in progress. There are no more pending instructional positions for the summer.   + A new evaluation policy was approved, effective May 3rd effective. Annual evaluations are now no longer required. Employees should be evaluated 6 months after their hire date and one year after their hire date. Following this, no evaluations are needed, until their contract is about to expire. For contract renewals, evaluations should be completed 6 months prior to the expiration of their contract. Evaluations are not needed for step increases. That being said, any evaluations that were due prior to May 3rd are still due. It is asked that everyone finishes up any outstanding evaluations. * **KC:**   + The Staff Incentive date is Friday.   + They are gearing up for their summer session, with faculty certification and recertification under way.   + They are working on uploading assessments results from the spring semester onto TracDat.   + Fundraising efforts are under way for the Silver Anniversary Celebration. They’ve already been able to raise money for the endowment fund, and plans are under way for the future. The International Night fundraiser is being planned for this summer. * **CC:**    + Chuuk Campus was asked by VPIA to send in computer and printer needs, because there was communication that funding for this was available. In response to this, the Dean sent in needs for staff members, as faculty members had recently acquired new computers. Chuuk Campus has heard nothing further regarding these requests and are, therefore, looking for an update from IT.   + High school graduations in Chuuk will happen in time for the start of regular summer classes at Chuuk Campus.   + They are requesting COMET scores for the outer islands of Chuuk.   + Initial planning for the creation of a Student Center are under way. * **PC:**    + The contractors came and met with staff regarding the design for new technical classrooms, walkways and parking lots. There will be fencing around the campus included into the plan.   + They are in the process of reviewing recommendations for the IC at Pohnpei Campus.   + They are gearing up for the upcoming summer. Staff members have submitted applications to become part time faculty so they can be certified to teach over the summer. They are still looking for more people to teach.   + Despite WorldTeach leaving the FSM, one volunteer wants to come back and teach at COM-FSM. * **TOR:**   + It’s a working document, and can be used as is.   + A few concerns regarding consistency in the use of wording were made:     - using numbers vs spelling out numbers;     - specifying days vs working days;     - make lists alphabetical;     - meeting minutes should be posted on the college website instead of saying appropriate website;     - the titles for Campus Deans should be changed to have location listed after professional title.   Meeting adjourned at 11:22 am. |

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

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| **Handouts/Documents Referenced:**   1. **April 26, 2017 Meeting Minutes** 2. **M-Team Terms of Reference** |

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| **College Web Site Link:** |

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| **Prepared by:** | Krystilyn | **Date Distributed:** | 5/18/2017 |

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| **Approval of Minutes Process & Responses:** |

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| **Submitted by:** |  | **Date Submitted:** |  |

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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** |