

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

Committee or Working Group: Management Team Meeting

Date: September 8, 2017 **Time:** 9:00 a.m. **Location:** PC Conference Room



Members Present/Absent:

Title/Representative	Name	Present	Absent	Reasons
CTEC Director	Grilly Jack	X		
Instructional Coordinator	Taylor Elidok	X		
Stud. Services Rep.	Yoneko Kanichy	X		
ETS Program Director	Rita H. Hadley	X		
UB Prog. Director	Diaz Joseph	X		
GEAR UP Director	Menoleen Jacob		X	Child's sick
CRE Acting Coordinator	Alpenster Henry	X		
Fiscal Officer	Leyolany Anson	X		
IT Technician	Winter George	X		
Maintenance Specialist	Bruno Barnabas		X	Sick
Personnel/Recorder	Maureen Mendiola	X		

Additional Attendees: Augustine Augustine Maintenance rep.

Agenda/Major Topics of Discussion:

1. Welcome
2. Moment of Silence
3. Mission Statement
4. Highlights from managers
5. Director's update
6. Miscellaneous
7. Adjournment

Discussion of Agenda/Information Sharing:

Attendance sheet was passed around.

Director Jack opened the meeting with a moment of silence prayer and then welcomed everyone to the new school year 2017-2018.

Director Grilly Jack read the mission statement: *“The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic, career and technical education programs characterized by continuous improvement and best practices.”*

Minutes for the last management meeting will be emailed out later for review before it is adopted in the next meeting.

Updates from the Management Team:

Business Office, Bookstore/Leyolany:

- Payday checks are ready
- New change for purchase request starting October 1st, the amount goes up from \$500 to \$999. You should prepare 3 price quotes and attach to the PR if the amount is \$1,000 or above.
- This year CTEC is in good standing on fuel.
- 84 students set up their prepaid account at the Bookstore. 74% already closed out their account.
- In the process of preparing the FY2019 budget. CTE Director wants it done and submitted by the end of October 2017.
- Reminder on fuel gas slips are only issued from Monday – Thursday.
- Some textbooks are still not available because they are not included on the tarp fall 2017. Martin Mingi is doing a special order for those textbooks.

IC/Taylor:

Courses offered fall 2017	# of class
AFT	4
Business	14
Language & Literature	21
HTM	7
Math/Science	18
Physical Educ	2
Social Science	5
Vocational	35

- Vacancies for 6 Instructor positions are with the ad hoc committees for screening. 2-English, 1-Math, 1-Science, 1-Social Science, and 1-Business.
- IC starts visiting the classrooms to do classroom observation. Two observations will be held, one before mid-term and one after mid-term.
- 5 part-time instructors were hired to teach this fall semester.
- 9 instructors are teaching with overloads.

***CTE Director raised the issue on textbooks not arriving on time if students can use it online.*

Educational Talent Search/Rita:

- Activities for the month of August are mostly the closure for the last academic year and preparations for the new school year.
- ETS finally received their Grant Notification. Their former officer resigned.
- Recruitment will start next week. In the new grant, requirement is to recruit from 8th graders.
- Summer Camp for 7th graders to seniors was successfully completed. The program invited college

alumni to talk to the students and motivate them about preparing for college.

- ETSP is finally settled down in their new office located at the Moylan's building. ETS Director is extending invitation to all managers to attend the opening house ceremony, today Sept. 8, 2017 @ 2:30pm.

Upward Bound/Diaz:

- Completed summer bridge program. Staying in the dorm is a new experience for the students.
- Received Grant Notification extended for another 5 years.
- Tomorrow Sept. 9, 2017, UB will administer test entrance testing.
- Classes will resume on Saturdays, starting Oct. 14, 2017.
- Bridge students retreat is scheduled for Sept. 21-22, 2017.
- Appreciation to HR rep for assisting them in the process of their contract renewals.
- Recruited 1 alumnus who just graduated with master's degree from UOG as Student Activity Coordinator.
- UB new office has finally connected to ADSL but not the internet.
- UB's budget was successfully submitted to USDOE.
- Program Director will travel to Washington, DC next week to attend the Council of Opportunity in Education meeting and to meet the freely associated states who support their grant opportunities. Stephen Yarofalig will be acting while he is away.
- Extend invitation to managers for UB & TSP open house ceremony. Request security to be there to help guide traffic.
- Request a vehicle to be used for their office errands. Transportation is being an issue/challenge for the TRIO programs.

Director asked that Bruno do an assessment from the offices to put together a request to submit to Director of Maintenance Mr. Francisco Mendiola the need to purchase a vehicle. We need to provide good justifications why we need these assets and advise that we use the protocol wise channel.

Student Services/Yoneko:

- 525 students enrolled for fall 2017 with a total of 6,094 credits.
- By looking at the program's breakdown, it seems AFT is the most popular.
- SBA Officers is now in place. Induction ceremony is scheduled for Sept. 13, 2017 at 12:30pm-2:00pm at the National Campus Practice Gym.
- Registered 8 clubs.
- Today 9/8, Club Advisors are to fill out forms on how to be good service to their fellow members and had ice-cream afterward.
- Hired 5 tutors for fall 2017.
- Test-Taking Tips workshop on September 29th.
- Intramural games started on August 29th. Volleyball games take place in the Pohnpei Campus Gym.
- Security reported 5 students caught drinking and 5 chewing betel nut. All these citations were forwarded to Student Conduct Board.
- Transmitted 168 student records to NCFAO. Received 2 Pell Grant transfer awarding a total of 67 students.
- Issued a total of 441 charge authorizations to Pell Grant eligible students. FAO is trying its best to complete the remaining students by this month.
- The SEG work-study program will start on Sept. 12th.

CES/Alpenster:

- CES Agents continued to visit and provide services to the communities.
- Two on-going projects: Fertilizers Dry in the Pepper farm and locate a mal in Kitti to plant crops and see if they can grow in that area.
- CRE Director is off-island attending a COM board meeting in Majuro.
- CES requested for work-study students.
- Submitted all their unit reports to CRE Director.
- Based on observation, very happy to see many students enroll in the AFT program.

CTE Director asked IC to include an AFT Assistant position in the next fiscal year budget.

Maintenance/Augustine:

- PR is received and the project for the Security house is slated to start once materials are available.
- This weekend, maintenance and custodians are scheduled to clean and cut grass.

IT/Winter:

- Set-up for fall registration was successful.
- Issued more than 50% ID cards to students.
- Work with Manny Mori to run a cable to Amy's office.
- Installed additional 4 computers in the Electric Shop. Total of 20 computers.

Campus Director's Update:

- CTE Director will attend the COM-FSM board meeting in Kosrae from Sept. 11-16, 2017.
- BECA team visited the campus to present the new project on the technical education building on Sept. 5th. The ground breaking ceremony will take place soon.
- Express appreciation for the collective support in regards to the conservation of fuel.
- Asked maintenance folks to put more lights outside the computer labs.
- Asked student services to purchase ID holder and put up more signs for students to wear ID so we can go back to enforcement on wearing ID on campus.
- Managers to start identify the needs so our services can be carried out effectively to articulate our needs.
- To continue to work together so we can improve.

Miscellaneous:

- ETS Director asked if they could have one security to secure their offices.
- UB Director suggested if their employment contracts could align and follow term of their grant.
- Alpenster extended CES appreciation for the support extended during Tobias wife's funeral.
- CTE Director will come up with the management team meeting schedule and inform managers.

Meeting is adjourned at 11:00 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:	9/29/17
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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