

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

Committee or Working Group: Management Team Meeting

Date: January 17, 2018 **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		
CRE Director	Engly Ioanis	X		
Fiscal Officer	Leyolany Anson	X		
IT Technician	Winter George	X		
Maintenance Specialist	Bruno Barnabas	X		
Personnel/Recorder	Maureen Mendiola	X		

Additional Attendees:

Agenda/Major Topics of Discussion:

1. Welcome
2. College Mission Statement
3. Minute
4. Action Steps
5. Updates
6. Others
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 meeting.

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.”*

Minute for Nov. 17, 2017 meeting was approved and adopted.

Director Jack said that meeting format will be changed. Instead of reporting updates that were already submitted in the monthly reports, managers will now bring forth issues to discuss and make recommendations and see how we can improve them.

Action Steps Update:

Maureen has to make sure one of the Mission Statement sign is posted in the conference room. IC will follow up with Salba on the frames and will get more signs from National Campus.

“Wearing ID & Do Not Make Loud Noise” signs are already up. Next month, we will start enforcing all staff and students to wear ID.

Desktop for IC-already received and IT will set up.

Update on internet at new TSP and UB offices: Director Hadley reported that she and Director Joseph met with VPIA and requested for an upgrade on their internet. VPIA advised both Directors to submit a proposal for an upgrade. A proposal for an upgrade has been submitted to VPIA. Now waiting for a response.

Director’s Update:

Board approved the name change for Pohnpei Campus, it is now called **Career and Technical Education Center (CTEC)** effective Dec. 14, 2017. Letterheads reflecting the new change will be shared soon.

New directions by VPIA required that we make decisions based on the policy or to be linked to our college mission.

25th Anniversary Celebration: Activities will be taken throughout the week like Founding Day celebration and the District Dinner. Tickets will be sold for \$100 each ticket. Last year the college was fortunate to sell 150 tickets and this year they required to sell more tickets since it will be held in the COM-FSM Practice Gym.

Reminder to submit schedule of activities and requests ahead of time for planning purposes. Requests for vehicles will be direct to Bruno, fuel to Leyolany, and classrooms to Taylor.

Importance of meeting timelines. Deadline to submit monthly and quarterly report is on the 5th of the following month. New direction format will be shared by IRPO so it will be used for the next report.

Director recommended PSBDC classrooms to be lock right after each class and to put up the chain at PSBDC parking at night.

Others

Engly said Mr. Singeru Singeo is willing to donate portion of the money divert to them as their donation to the 25th anniversary celebration.

Diaz suggested fundraising committee to lower the price of the tickets. UB just started a mentoring program where students come together to settle issues and challenges. UB Director suggests Student Services to utilize our students who graduated here and abroad to come and give presentation in our meetings or activities to attract and motivate our students. UB Student Academic Coordinator, Ms. Sylvia Elias is willing to come and

speak in the next campus wide meeting. UB is experiencing power outage, he asked if PUC can separate the cash power meter for UB and one for TSP. He also asked if maintenance or security can do an inspection of the PSBDC building before TRIO use it on the weekends. UB Director announced that they will be attending the WESTOP Annual Conference in Hawaii and they would like to invite a local who work closely with TRIO to join the trip. They do not have funding for this person but if VPIA's office could identify a funding perhaps from her indirect cost.

Leyolany reported the increase on the water billing. Director Jack requested Bruno and Leyolany to find out details on the big jump and report back to him.

Bruno reported the Security Post project will start next week.

ETS Director: A sense of clear directions needs to be provided in terms of our policies/directives that were recently approved including the 2 strategic directions. More awareness needs to be provided example during all campus wide meetings.

ETS is looking for volunteers for officials in upcoming school spelling bee.

Due to its new mentoring services requirements, ETS is providing academic and course selection advising to its seniors. She request for a more collaborative efforts with Student Services for ETS staff to be included in the registration process at both campuses and also any Student Services workshops relating to FAFSA and admission process to provide more information to its students and better tract as they progress at COM-FSM.

ETS also requested volunteers to be officials on the spelling bee next week.

ETS Director followed up on request for GEAR UP teaching resources.

Winter requested Bruno to make schedule for the cleaning ladies to clean the computer labs.

Taylor moved to adjourn and Diaz seconded.

Meeting is adjourned at 11:30 pm.

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:

2/09/18

Approval of Minutes Process & Responses:

- Jan. 17, 2018 minute

Submitted by:

Date Submitted:

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

- Maintenance to check on the water pipes if there's a leak somewhere. Bruno and Ley to find out details of how many gallons being used per day.
- Bruno to find out the meter being used by TRIO and identify.
- Leyolany to confirm with Comptroller if we have the liberty to utilize GEAR UP resources so we can disburse them accordingly.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments