

COM-FSM Chuuk Campus

MANAGEMENT COUNCIL (MC) MEETING MINUTES

Date: September 26, 2018 (Wednesday)	Time: 12:13-2:12 pm	Location: Dean’s Conference Room
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Members Present (Quorum: 5) = 5 in attendance			Absent
• Kind Kanto (chair)	• Ben Akkin (A)	• Marie Mori-Pitiol (A)	• Memorina Yesiki (SS)
• Mixon Jonas (I)	• Wilson Bisalen (SS)	• Mike Abbe (CRE)	• Ryian Raymond (SBA)
• Alton Higashi (ex-off)		Guest: Macleen Remit	• Atkin Buliche (I)

Agenda / Major Topics of Discussion:	
I. Call to Order II. Attendance III. Minutes of Previous Meetings (Aug 29 and Sep 10) IV. Announcements/Reports ⁽¹⁾ V. Old Business ⁽²⁾ VI. New Business: None VII. Adjournment	(1) SBA Retreat Summary BOR/Community Meeting Summary Open Forum Committee Membership (2) Campus Fund-Raising Plans By-Product Accountability Plans Council Terms of Reference (TOR) News Communication to COM-FSM Website

Discussion on Agenda / Major Topics of Discussion

- I. **Call to Order:** By Chairman Kind with opening prayer by Mike. Mixon read the Mission Statement.
- II. **Attendance** (Quorum = 5): 5.
- III. **Minutes of Previous Meetings** (Aug 29 and Sep 10): Both were adopted.
- IV. **Announcements/Reports:**
 - A. **SBA Retreat Summary:** Wilson submitted a written summary report of SBA Officers Retreat, held in Chuuk Sep 15-21, primarily at Chuuk Campus.
 1. SBA officers from various COM-FSM campuses met in Chuuk to participate in a week-long training program on student leadership. Training contents include general and specific student leadership skills, Title IX and bystander intervention, and human trafficking.
 2. Wilson cited a glitch in hotel and restaurant services at High Tide.
 - B. **BOR/Community Meeting Summary:** Ben presented an oral summary report on last week’s Board of Regents meeting, including the community meeting (Thursday, September 20). He expressed gratitude for the support received by numerous individuals on campus.
 1. He also reported that a total of \$383.42 was taken from snack bar funds for refreshment and mwaramwars, that additional funds were used to make shirts and muumuus for participants.
 2. He described an over-all problem in that the schedule of activities, sent from Palikir, was changed by Palikir after participants had arrived.
 - C. **Open Forum Committee Membership:** Alton explained that the Dean had transmitted a memorandum, dated September 13, establishing the Open Forum Committee and identifying its members: Chairman Robertson Albert and members Caren Enlet, Reagan Repen, V-Three Raisom, Alton Higashi, Clayton Candido, Tandy Marar, Yosko Kim, and Lilly Koichiro. The first scheduled meeting has been set for Friday, September 28.
- V. **Old Business:**
 - A. **Campus Fund-Raising Plans:** Kind expressed the need to reinstate our campus-wide Fund-Raising Committee. He designated members: Yosko Kim, Caren Enlet, Divine Lokopwe, Sosiro Atoliph, Herner Braiel, Ben Bambo, Marcelly Mariano, and Rini Houmeang. Kind said that he would write a memorandum to this effect.
 - B. **By-Product Accountability Plans:** Kind explained that he and Marie would set up a by-product account in order to record two transactions: deposit of funds receipts from fund-raising activities, and use of snack bar funds for campus activities.
 - C. **Council Terms of Reference:** Council members initiated discussion on revising the 2015 terms of reference for our Management Council. To guide the discussion, members used Ben’s written recommendations as talking points. Alton has been assigned to draft the revised TOR on the basis of the discussions.

D. News Communication to COM-FSM Website: It was duly noted that COM-FSM News on the COM-FSM website rarely included news articles on events at Chuuk Campus, except for what was written by Juan Paulo and others from Palikir. It was determined that we at Chuuk Campus should be able to submit news for website publication initiated and written by our own staff.

1. Also, inasmuch as student readership of COM-FSM news is very low at Chuuk Campus, it was felt that the website might be able to attract more student readers by including entertaining features, such as word games (10x10 word search, series and chunking, and scrambled words).
2. Kind said that he would prepare a memorandum to that effect and transmit it to Palikir for review and approval.

VI. **New Business**:

A. Weno Municipal Business License Fee for Our Snack Bar: Marie reported that, after visiting the Weno Municipal office, our Chuuk Campus snack bar is defined as a business and is required to pay a business license fee of \$500 a year. Discussion included ways to appeal payment by an educational institution, inasmuch as the municipal constitution claims to support education. Kind and Marie will check on the business license fee ordinance to determine legality of such payment.

Next Meeting: Wednesday, October 31, 2018

Hand-Outs / Documents Referenced / Attachments: (1) Minutes August 29, 2018; (2) Minutes September 10, 2018; (3) SBA Retreat Summary; (4) Open Forum Committee Establishment and Membership Memorandum, dated September 13; (5) Council Terms of Reference; and (6) Ben's Recommendations on Council TOR

Prepared by: Secretary Alton Higashi (ex officio)

Date distributed: September 28, 2018

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

- Kind: to prepare a memorandum for Chuuk Site, reinstating our campus-wide Fund-Raising Committee and identifying its membership as soon as possible
- Kind/Marie: to set up our by-product account as soon as possible
- Alton: to redraft the revised Council TOR prior to the Council's next meeting (Oct 31)
- Kind: to prepare a memorandum on having Chuuk Campus submit feature articles and word games for publication in the COM-FSM News at the COM-FSM website
- Kind/Marie: to check on the Weno municipal ordinance on payment of \$500 for operating our snack bar as a business