

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

Committee or Working Group: Management Team Meeting

Date: February 09, 2022 **Time:** 9:00 a.m. **Location:** CTEC Conference Room

Members Present/Absent:				
Title/Representative	Name	Present	Absent	Reasons
CTEC Dean	Grilly Jack	X		
Instructional Coordinator	Taylor Schpin	X		
Student Services Rep.	Cindy Edwin	X		
ETS Program Director	Rita H. Hadley	X		
UB Prog. Director	Diaz Joseph	X		
Fiscal Officer	Leyolany Anson		X	
IT Info. System Specialist	Winter George	X		
Maintenance Supervisor	Bruno Barnabas		X	
Acting CRE Coordinator	Gyrone Samuel	X		
Personnel/Recorder	Maureen Mendiola	X		

Additional Attendees:

- Agenda/Major Topics of Discussion:**
1. Call to Order
 2. College Mission Statement
 3. New Business
 - a) President’s Message dated Jan. 2022
 - b) Reprogramming
 - c) BP 6010 Leave Policy – Modifications from HRD
 - d) Evaluation
 - e) Report
 - f) Campus Update
 4. Miscellaneous
 5. Adjournment

Discussion of Agenda/Information Sharing:

Attendance sheet was passed around.

Dean Jack opened the meeting with a moment of silence. Greetings to all. Management meeting is again resumed after the lock down of covid-19.

Gyrone 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.”

New Business:

1. President’s Message to the Community date January 2022:
 - President Karen reported that college will be submitting the Institutional Self Evaluation Report (ISER) for reaffirmation of accreditation on August 1, 2022. The new ALO will send the ISER to external partners for review, and send any comments to the college by October 2022. The visit is scheduled to take place in March 2023. Dean encouraged the CTEC management team to carefully review their section of the report.
 - Spring 2022 graduation is scheduled for May 13, 2022.
 - Nominations were submitted to the President for Employee of the month-February, and Mr. Mason Tihpen is unanimously selected.
2. Reprogramming:
 - This year’s budget was cut drastically unlike last year that we were able to get support from the CARES fund. CTEC was being advised to submit our reprogramming requests by semester only.
 - UB is approaching end of their grant year cycle so they will be submitting reprogramming requests to be used for other needed activities in order to clear out their account.
3. BP 6010 Leave Policy:
 - HR Director shared this policy at the Webinar zoom meeting, and all VPs, Campus Deans, and representatives from the campuses participated in the meeting. The changes are marked in blue, and HRD explained in details the reason for the changes. Dean further encouraged all to review and comply with the policy.
4. Performance Evaluation:
 - Remind and encourage all supervisors to submit evaluations on time; HRO to give guidelines or consider conditions that are recommended by supervisors. Maureen reminded supervisors to follow timelines and treat this as first priority.
5. Reporting:
 - Submit reports first week of the month but before Friday preceding the Wednesday meeting; and do report on accomplishments only or highlights on important activities. Reports will be written out in a narrative report but not in excel or using data. Maureen asked that supervisors compile and review their units’ reports before submitting. It is good to submit report with picture but make sure it is well explained.

Updates:

Instructional:

- Meeting with individual faculty on their classroom observation results and evaluations.
- Stressing on regular routine submission.
- Posting of course materials on schoology and canvas.

IT:

- Distribute 30 laptops to students in January and expect to get more this month.
- The 20 students registered last summer have not gotten their laptops.

CRE:

- Follow-up status of the vacant 2 positions - Clerk Typist & Nutrition Agent

- Three (3) new positions will be added – 1 Researcher position for AES and 2 Agriculture Agents.
- Continue to organize visits to the local communities.
- Carry out the Micro19 project and this was funded by UN.
- Distributed vegetable seeds to the outer islands.

ETSP:

- Challenge faced is the new CPP requirement to do STEM (Science Technology Engineer and Mathematics) approaches to enhance our Career Awareness. This project is very helpful to students as it will ignite their understanding to the use of technology as well in doing their projects. Each month students demonstrate and show cases their projects.
- Due to covid-19, USDOE allowed us to use our budget to buy 40 Chromebooks for students use.
- This will be the third time to advertise the vacant (SSSIII) position. The problem is the salary.
- ETSP continue to face transportation problem. They've been renting a car for their school site-visits.
- ETSP also do career awareness starting with the lower level.
- IC plans to join TSP on their PTA meetings with the High Schools to promote the technical programs.

Student Services:

- According to the College Nurse, most of the faculty have received their COVID booster shot so they are ok. It is the staff and students that quite a few have not taken theirs so they are the ones she is reaching out to.
- Enrollment is 272 however, our target is 420. Another idea is to look at our non-traditional students.
- Dean's concern why Public Health is not giving out incentive when they visit CTEC.

UB:

- UB successfully submitted their grant. Director will send a thank you letter to Comptroller for all her input and support. The grant will ends in August, however the program has already have plans in place.
- UB plans to run the Summer Residential program at the COM-FSM Dorm. Cindy mentioned only co-curricular activities are now allowed to be held on campus.

HR Rep:

- Two (2) staff resigned in January. They are Kenneth Kephias (IT Technician) and Merlisa Isaac (CRE Clerk Typist). Personnel requisitions for their replacement were forwarded and only 1 is now advertising.

Miscellaneous:

- Open House for the new HTM building is tentative to take place shortly after mid-term.
- Lower campus parking is still under construction.
- Dean met with Government leaders to improve technical education center in PATS.
- Encourage team work and share ideas to move the college forward.
- Showcase class materials and incorporate technology to promote our programs during visits with the High Schools.
- Plan to have a campus-wide meeting at the end of the month.

Meeting then adjourned at 11:30a.m.

--

Comments/Upcoming Meeting Date & Time/Etc.:
<ul style="list-style-type: none">• Management Team meeting on March 10, 2022 @ 9:00am• Campus-wide meeting, date/time not definite yet

Handouts/Documents Referenced:
<ul style="list-style-type: none">▪ President's Message▪ BP 6010 Leave Policy

College Web Site Link:
<ul style="list-style-type: none">▪

Prepared by:	Maureen Mendiola	Date Distributed:	2/10/2022
---------------------	------------------	--------------------------	-----------

Approval of Minutes Process & Responses:

Submitted by:		Date Submitted:	
----------------------	--	------------------------	--

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

Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments