

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

Committee or Working Group:	Management Team Meeting
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Date: November 28, 2012	Time: 9:00 a.m.	Location: PC Conference Rm.
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Members Present/Absent:				
Title/Representative	Name	Present	Absent	Reasons
Acting Campus Dean	Grilly Jack	X		
Stud. Serv. Coordinator	Jeffrey Arnold	X		
Instructional Coordinator	Maria Dison	X		
UB Program Director	Diaz Joseph	X		
PSBDC Coordinator	Herman Semes		X	
CRE Coordinator	Engly Ioanis	X		
Maintenance Specialist	Bruno Barnabas		X	
ETS Prog. Director	Rita H. Hadley	X		
Fiscal Officer	Twyla E. Poll	X		
James Washington	SBA President	X		
IT Specialist	Cooper Etse	X		
Personnel/Recorder	Maureen Mendiola	X		



Additional Attendees:	Augustine Augustine proxy for Bruno Barnabas
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Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> ▪ Approval of 10/31 meeting minutes ▪ Information Sharing ▪ Assessment Plans - PC ▪ Timeline – VPIA ▪ PC Activity Schedule ▪ Miscellaneous ▪ Adjournment

Discussion of Agenda/Information Sharing:

ACD Grilly Jack called the meeting to order at 9:00 a.m. He first thanked everyone for coming. Attendance sheet was passed around for members to sign in.

Diaz moved to adopt the October 31, 2012 minutes and Jeff seconded as amended.

Maintenance reported the completion of roofing for classrooms 5, 6, and 7. Bruno will send the preventative maintenance schedule to Acting Dean.

ACD added that maintenance activities have been assigned to different maintenance workers. He requested Bruno to send out the work plan to all managers and make sure their work is done on a timely fashion.

ETS Director raised concern regarding Saturday, December 01, 2012. Maintained work (weed cutting) on the upper campus. They skipped ETSP. She asked if ETSP can be included at all times when they do outside carpentry shop. With that, she thanked Maintenance folks for the prompt response on other request for the program. She recognized the hard work they are doing for the campus.

UB Director also thanked the maintenance for fixing the CES toilet room for UB to use.

IC asked Maintenance to give updates on her requests regarding extension of HTM office and leaking roof for Carpentry Shop. She also sent in new requests to build a ramp between Land Grant Office and Auto Shop; to convert T&T Division Chair's office into a shop; to relocate the Nahs to the vicinity of the student services and maintenance and construct service shop for electronics repair to service the College and general public; and to renovate the HTM kitchen—termite eaten walls and cabinets, rodents and cats are entering through the vent on roof and panel box.

SSC reported that 304 students had early registered for Spring 2013 semester; 158 students took the COMET; 56 graduate candidates for Fall 2012; ushers and flag bearers are attending meetings starting yesterday, 11/27 at NC; rehearsal will start two days prior to the graduation day slated for December 20th; a total of 39 staff and students attended the screening for the Diabetes Day on November 14th; extended hours given for on-going games in the gym; PC Nurse has been helping the NC clinic in the afternoons because the NC Nurse is off-island; FAO conducted workshops for ACE students; and tutors are now on-board except one which contract still in process.

SBA President announced their fundraising which will take place on Saturday, December 1st. It will be a joint fundraising for SBA and Peer Advisors. It is a buffet style, all you can eat for \$10. He also expressed the need for Telecommunications students to have a separate room for storage. He also mentioned security need to be more proactive in doing their jobs.

***ACD expressed the challenges with space at this time. Hopefully down the road, we might able to identify funding or space.

***IC thanked SBA President for being active and bringing student's concerns to our meetings.

She encouraged him to assist minimize students from playing music, leaving trashes in the Nahs and behind classrooms, downloading music and movies slowing down the already slow internet, and students involve with high school students under the influence of alcohol walked through campus carrying alcoholic drinks and started fights with our students—what can we do to minimize these occurrences?

***SSC advised SBA President to note all these issues and concerns to be brought up in the next student general assembly.

CRE Coordinator thanked Pohnpei Campus for the donation given to Alpenster Henry for the sudden passing of his son. He shared a speech that was delivered by Alpenster during the funeral and was very impressed that Alpenster said he is forgiving because he is an extension agent who goes out and help the community. It is also for the good of the college. He also thanked PC for allowing the use of the conference room for their 3-days workshop which relevant information is shared to local farmers, FSMR&D staff, and Agriculture staff. FSM CRE Coordinators and Deans from Palau and ROMI will be having their annual meeting in mid December to complete their APR report. Extension Agents are in the process of adjusting their plan of work to address the need arises. He is planning to donate their motorcycle to PC.

Fiscal Officer reported that 2,205 textbooks were ordered for Spring 2013, 1,033 are on stock, and 1,172 were expected to be delivered from NC Bookstore. For Fall 2012, 539 out of 831 students are with zero balance and 292 students still have outstanding balance.

***SSC added that the process being used now is expected to take a while than before. All students' documents have to be submitted to FAO for verification.

Fiscal Officer reported fuel report for October is \$980, and an estimate of \$988 for November 1-27. Cash power usage for October is \$4,050, and for the month of November 2012 is \$3,000+; October billing for lower campus is \$9,846 and November 1-15 billing is \$4,384.64. No water billing has been received as of FY2013. She asked everyone to start to minimize the use of petty cash especially for last minutes request. She also noticed some petty cash requests are being used for other different reasons from what is reported in the petty cash.

***ACD advised that we utilize our resources better and for a good cause.

***SSC requested maintenance to ask for the formula from PUC so we can be able to know how many kilowatts to be used within that time frame.

IC's report was briefly covered bits by bits and handouts were also sent out prior to the meeting. Instructional are at the 2nd to the last week of instructions. Instructors are doing the best they can to provide students with learning outcomes as required in each course. It has been a challenge to complete what is required of each course due to the level of readiness of most of our students. Support of student services with tutoring is crucial especially during this review period to prepare for final exams.

Instructional calendar for the rest of the semester and beginning of Spring 2013.

Last day of instructions—Dec. 11 (Tuesday)

Final exams—Dec. 12-14 (Wednesday to Friday)

Final Grades Due—Dec. 17 (Monday)
Mid-year Graduation—Dec. 20 (Thursday)
Spring Semester Begins/Faculty Workshops—Jan. 7 (Monday)
Registration—Jan. 8-10 (Tuesday to Thursday)
First Day of Instruction—Jan. 14 (Monday)

Standing committee matters: CAC members from Pohnpei Campus include Debra, Gardner, Shirley, Charles (as non-voting member), and me. During our last meeting we discussed various pending agenda items and received updates on CAC's responsibilities for the accreditation report and the integrated educational master plan.

Instructors have been attending regular committee meetings and have shared information with others during divisional meetings. Information from last month's meetings can be found on the wiki page. Reports for this month are due by Friday this week.

Mission Statement Working Group—completed work on clarifying Mission Statement and draft being routed for review and hopefully endorsement will follow.
Instructors have been conducting authentic assessments on selected classes by having peers observe as classes are being delivered.

IC had completed annual evaluation of faculty and staff who have reached anniversary dates. Stanley Etse conducted pilot testing of indigenous measurement for six and eight graders as required of his on-line Master's program completing the course requirements of the program. Deeleeann Daniel completed pilot testing of the Pohnpei counting system for first to third graders as required of her Ph.D. on-line program. Ad hoc recommendation for Auto Mechanic instructor was submitted for processing. No word from HRO on status to date.

IC completed student class evaluation on 94% (117 out of 125 sections) of classes offered this semester; completed class observation of all full time and part time instructors (23 full-time & 10 part-time).

***IC suggested to move the Nahs and UB Director mentioned the demolishing of the Nahs will have an impact on their TRIO students especially on Saturday's program since all their classes are being held at the lower campus.

ETS Director reported that they are in mid semester. She thanked ACD and IC for the classrooms being provided for their classes. ETS counselors started their academic counseling on the school sites with their students that are not doing well in their school grades. ETSP Juniors and Seniors along with their tutors from PICS attended Education USA College Fair held at the National Campus on November 14, 2012. Students learned about so many colleges in the U.S. they walked away with much information such as college admission requirements, tuition and required entrance tests. While high schools are learning more about college its Elementary schools undergo National Scribbs Spelling Bee preparation. ETSP is in the process of compiling Data for its Annual Performance Report to Washington DC. Although Kenson Santos ETS Administrative Specialist (Data Entry Person) still mourns for his recently lost brother, he came back two days after to continue compiling data for submission at the end of the week, November 30, 2012. She reported that ETSP APR now requires college completion tracking. One of its mandatory objectives pledges tracking. She reported that this is new so they have to keep

contact with their seniors until then. ETSP Director concluded her report with a request to the Acting Dean. She requested Dean's assistance in some of the bidding computers be donated to ETSP. Rita then thanked ACD and IC that ETSP is now allowed to use the computer labs. ETSP students were never allowed to use the computer lab due to technology fee. She thanked the college for the opportunity given to the students.

Issues brought up that bidding of computers are not monetary bids but it is based on needs. It is stated in the TRIO grant that the college will fully support 100% to the programs. "It is suggested that TRIO composed a MOU for accessibility of the computers on Campus".

UB Director first reported on UB area because he was also tasked to oversee GEAR UP program. December 12th will be the last day to submit their APR for activities reflected in the last cycle; working on (2) evaluation for staffs that are due for annual review; PTA meeting was successfully completed with only (3) parents absent, students are being responsible to inform their parents of PTA meetings; USDOE created a tracking system method to assist UB track their students or graduates to ensure they get their Bachelor degree and this must be included in the APR.

He then reported the challenges faced by GEAR UP staff and students. Based on observations, staff and tutors are not with students on the sites; GU contractors are not satisfied with their salaries compared to UB and TSP. He plans to meet with GU staffs and give them a guideline on how to run the program effectively and to sacrifice with time. He will also meet with the students this Saturday, 12/01. Stephen reported during his acting period, he noticed that things are slowly changing and improving. UB Director asked Nelchor and Alan to implement their class guidelines on their (2) I-pads instead of hard copies.

***SSC suggested because of limited space, if computers and printers can be taken with each program whenever they go out to the school sites instead of bringing all the students down to the computer labs or lab relocation.

***CRE Coordinator reported that GU students are littering on campus. He recommended a disciplinary action be given to them and trained them as adult students.

IT reported that they are tasked to take photos during meetings as evidence to minutes or reports; videos took long time to convert into CDs; requested 15 computers for PC from the computer bidding; limited space to store old stuffs so they are sending down to NC; PSBDC computer lab connection is very slow while monthly payment is \$200. Gordon is working with FSMTC requesting the fiber optic cable to be installed straight from FSMTC to PC.

Concerns were raised regarding a monitor for the computer labs on Saturdays. Cooper is asked to work closely with TRIO IT to come up with a plan of Saturday computer class and share with the team.

Assessment plan worksheets had been sent to the managers to complete for their offices. He further requested to have these plans completed as earliest possible as the budget development is underway. Deadline to submit the budget is either Friday, 11/30 or Monday, 12/03.

Reporting timeline was shared by VPIA and shared with the managers. Deadline of board reports is Dec. 17th, reporting period is from August 11-December 16, 2012. Last cabinet meeting for agenda items is December 14th. Monthly reports have to be submitted 2 days after end of the month.

Suggestion was made that management team meeting be held first Wednesday of the month so monthly reports can be submitted during that meeting.

Miscellaneous:

Reminder all documents like meeting minutes/reports have to be converted to PDF before it is posted on WIKI. Maureen is requested to have campus wide schedule in place and asked that all request forms be submitted in advance in order to avoid conflicts. SSC mentioned that every year a prep committee is tasked to plan upcoming school year and each division is asked to send in their activities for that year to be added into the campus wide calendar.

Maureen shared a concern raised by the Student Conduct Board that needs to bring to the attention of the management. Students and outsiders under the influence of alcohol are found on campus after working hours and weekends.

ACD will recommend to VPAS and Director of Maintenance that the campus be fenced up completely to stop people entering the campus.

IC requested if trainings can be conducted to our security.

Diaz asked if maintenance could remove the boat under the tree above Student Services because that is where most of the students are found drinking.

ACD announced that Pohnpei Basketball Association will reconvene their games this evening with understanding the 2 teams are suspended and no longer participate in the league.

The gym is reserved for SBA fundraising on December 1st.

The meeting was adjourned at 12:45 p.m.

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:

12/06/12

Approval of Minutes Process & Responses:

Management Team Meeting Minutes of 10/31 was approved and posted on WIKI 11/30/12.

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

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments