

**ATTACHMENT #1: COM-FSM Chuuk Campus
MANAGEMENT COUNCIL MEETING MINUTES**

Date: Friday, 09/28/12	Time: 2:15 – 4:50 pm	Location: Admin. Conference Room
Members Present		Absent
<ul style="list-style-type: none"> • Mariano Marcus • Kind Kanto • Maika Tuala 	<ul style="list-style-type: none"> • Marie Pitioi • Ben Akkin • Yosko Kim (CRE) 	<ul style="list-style-type: none"> • Kersweet Eria • Alton Higashi
		<ul style="list-style-type: none"> • Roger Arnold • Lucille Sain
		<ul style="list-style-type: none"> • Deliver Salle • SBA Rep.

Agenda / Major Topics of Discussion	
<ul style="list-style-type: none"> I. Call to Order and Attendance II. Minutes of Previous Meeting III. Announcements⁽¹⁾ IV. Department Reports⁽²⁾ V. Old Business VI. New Business VII. Adjournment 	<ul style="list-style-type: none"> ⁽¹⁾ Campus committee membership Final 9 strategic goals Chuuk advisory council ⁽²⁾ Faculty/staff senate report TTh scheduling CRE report

Discussion on Agenda / Major Topics of Discussion
<ul style="list-style-type: none"> I. Call to Order: Mariano called the meeting to order, and Maika offered an opening prayer. II. Minutes of the previous meeting 8/30/12 were approved, as circulated. III. Announcements <ul style="list-style-type: none"> A. Campus Dean: Mariano extended our congratulations to Kind as the new Campus Dean and thanked all for the opportunity to serve as the Acting for the past one year. B. Final 9 Strategic Goals: Only one office (Health/Dispensary) needs to complete the form. Maika is advised to ensure completion as soon as possible. C. Campus Committee Membership: First, the Fund-Raising Committee has full membership. In fact, the Committee sponsored its first campus-wide activity – a 50-50 raffle. It was announced that a student with \$64.50, and the other half goes to the Endowment Fund. Second, we still do not have the membership lists from the Community Outreach and Staff Development Committees. Kind is urgently advised to obtain the lists from Roger and Marylene, respectively. Third, ChAWG has been assigned a student member – Kathryn Ifa. She is advised to bring to Alton’s office a jump drive to download ChAWG’s 6 training documents. D. COM-FSM Chuuk Advisory Council: Mariano reported that Council members will all be external stakeholders; however, we are not yet sure who these members will be (i.e., representing which organizations and agencies). We further discussed the responsibilities of the Advisory Council, and we want to make sure that whatever the AC members recommend in terms of potential programs on our campus will conform to President Daisy’s “white paper” and “road map”. Further discussion was postponed. IV. Department News (Admin/Inst/SS) <ul style="list-style-type: none"> A. Administration: Vacancies exist. For the CRE coordinator’s position, an ad hoc selection committee is being established. For the IT technician slot, the vacancy announcement is re-opened; however, we questioned why the \$5,000 salary is low. For Mac Emwalu’s position in the Media Center, a vacancy announcement has not yet been made. <ul style="list-style-type: none"> 1. CONSENSUS: <i>That our HR specialist Marylene investigate which positions begin with an opening salary of \$5,000, reasons why such salaries are classified low, and how their educational and work experience requirements justify such low salaries.</i> 2. Our motivation is to understand if there is any employment discrepancies and/or discrimination in setting up salary levels. B. Instruction: Kind made several announcements. First, we have two new full-time instructors: Genevy Samuel (Education and Social Science) and Ben Bambo (Business and Computer). Second, mid-term is coming up soon, and early registration will be November 5-9. Third, textbook requests

for Spring 2013 have been finalized. Fourth, the Spring 2013 schedule needs to be finalized. Fifth, a number of office printers need to be fixed, and student needs for printing continue to plague us.

- C. Student Services: Maika made several announcements. First, he presented the SBA election results: Xilfred Robert (President), Nenson Cholymay (Vice-President), Leyann Simina (Secretary), and Atson Atnis (Treasurer). Second, the ppast week was called “Spirit Week” – every day focusing on a new student-motivated event, such as Crazy Day (Monday) and Opposite Day (today). Prizes were given to student winners. Third, a welcoming party is scheduled tonight (6-9 pm).
1. Concern was expressed that a night event (such as the welcoming party) might not attract a large turn-out of students, and that any expenditure in sponsoring the event might lack cost-benefit. Future events should be planned and scheduled to maximize student turn-out at reasonable levels of cost-benefit expenditure.
 2. It was recommended that more academic events, such as essay contest, be sponsored as well.
 3. Kind extended assistance to the SBA by offering a laptop for SBA officers’ use. Another concern was presented – that the SBA needs to have its own office in the first place.
- D. TTh 11:00-12:25 Schedule: Last week Thursday 09/20/12 there were two simultaneous events – a student meeting (i.e., recreation) and a faculty/staff meeting. A number of employees were not at the staff meeting because they were involved in the student meeting. In effect, there was a lack of coordinated planning among the departments in sponsoring both events at the same time.
1. CONSENSUS: *That the Dean, IC, and SSC must meet on Friday every week to plan, coordinate, and schedule the next week’s events to avoid conflict of time.*
 2. It is noted herewith that this kind of open discussion and decision-making is the hallmark of our Chuuk Campus measurement of cooperation, collaboration, and community.
- E. Faculty/Staff Senate Report: Maika and Alton, as Chuuk’s representatives on the system-wide Faculty/Staff Senate (FSS), reported on our own FSS meeting last Thursday. The FSS now has its own “wiki” page on the COM-FSM website. All faculty/staff members are advised to visit the “wiki” page to learn about faculty/staff issues and to participate in “wiki” discussion with others in the entire COM-FSM system.
1. A particular topic on short-term contracts raised heavy discussion. First, we may be violating our own policies and procedures. When we extend short-term contracts beyond a year, such employees lose benefits. For instance, security guards cannot have night differential and overtime and/or holiday pay. If this discrimination is an administrative oversight or intent to worry about budgeting and financing, then the needs of employees are being sacrificed. Such employees become victims of administrative decision-making. This is not tolerable.
 2. CONSENSUS: *That our Dean and HR Specialist advocate an investigation of unfair practices in how short-term contracts violate the rights of employees, and that such investigation include communication with our Palikir administration, including the legal counsel, to take all necessary and sufficient action to rectify the situation.*
- E. CRE Report: Yosko discussed several on-going programs, including the construction of the greenhouse behind Building C. This topic provoked heavy criticism and opposition. The first challenge to the greenhouse construction arose in recent weeks, especially from instructors and students during the hot summer months. Miuty Nokar’s e-mail message launched another tirade which summarized the negative impact on instruction in Classrooms B3 and B4. Band-aid therapy was offered to purchase and install air-conditioners in impacted classrooms as well as a special generator to ensure that electricity would be available to air-condition and light up the classrooms. We also heard that CRE Coordinator Jim Currie was willing to stop the construction, to take a loss in funds already expended, and to tear down the facility being built. However, construction continued unabated.
1. It became obvious that planning and decision-making for the construction were faulty from the beginning, especially in light of the fact that there was no environmental impact analysis.
 2. CONSENSUS: *That the greenhouse implementation proceed for a year as an “experiment”, and that, in the event negative impact continues, the greenhouse effort be “phased out” and ended.*

V. Old Business

- A. Community Outreach Plan: postponed.
- B. Meseiset Status: postponed.
- C. PLO Assessment: A few weeks ago DAP Karen Simion expressed an urgent point – that at Chuuk Campus are implementing plans to assess PLOs without having gone through review and approval of such plans by the Curriculum and Assessment Committee (CAC). In effect, she recommends that we delay our PLO assessment activities until clearance is received from CAC and our Palikir administration. Alton expressed his disagreement.
 - 1. Kind advised that an appropriate response be submitted, through channels, to Karen and others in the Palikir administration, including CAC members.
 - 2. Alton is directed to write such response.
- D. Latest Status on Vehicle Purchase: Ben explained that he has on several occasions written to our Palikir administration regarding this matter and that he has received no response. It appears that there is a communication breakdown between Palikir administration and Chuuk Campus.
 - 1. In our so-called “streamlined” hierarchy, two-way communication requires both down-up and up-down. When Palikir administration expects communication and fails to model or demonstrate commitment to communicate, the breakdown serves as the model.
 - 2. We at Chuuk Campus do not wish to have such model of communication breakdown.
- E. Recreation Plan for Joint Repair Project at CHS Gym: tabled.

VI. New Business: None.

Next Meeting: To be announced.

Hand-Outs / Documents Referenced:

- 1 = Minutes of the 8/30/12 Management Council meeting
- 2 = Minutes of the 9/20/12 FSS meeting

Prepared by: Alton Higashi

Date distributed: Tuesday, October 2, 2012

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

- **Strategic Goals**: Maika – please get Marcelly to submit her health/dispensary goals.
- **Campus Committees**: First, Kind – please get the membership lists from Community Outreach and Staff Development Committees. Second, Kind – please post all committee membership lists on campus.
- **Advisory Council**: Kind and Mariano – please identify external stakeholders as members.
- **Vacancy Announcement**: Kind and Mariano – please open up vacancy announcement for Mac Emwalu’s replacement.
- **\$5,000 Salary/Classification Report**: Kind and Marylene – please investigate present procedures on how certain positions are classified and why their salaries begin at \$5,000.
- **Welcoming Party Report (including cost-benefit)**: Maika and Lucille – please submit a report on welcoming party, including cost-benefit analysis.
- **SBA Laptop**: Kind – please confirm.
- **Vehicle Purchase**: Kind and Ben – please finalize communication with Palikir administration.
- **Weekly Schedule (including TTh 11:00-12:25)**: Kind, Mariano, and Maika – please set up a routine meeting every Friday to schedule the next week’s campus activities.
- **Meseiset Policy**: Kind and Mariano – please distribute to MC members the two draft policies.
- **Joint Repair Project of CHS Gym**: Maika and Lucille – please report on repair plans.
- **PLO Assessment Report**: Alton – please submit report.