

COM-FSM Chuuk Campus
MANAGEMENT COUNCIL MEETING MINUTES

Date: Wednesday, 04/17/13	Time: 12:21 – 1:05 pm	Location: Room A2 (Educ. & Soc.Sci. Ofc.)
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Members Present		Absent	
•Mariano Marcus	•Marie Pitoli	• Kind Kanto	• Lucille Sain
•Maika Tuala	• Ben Akkin	• Roger Arnold	• SBA representative
•Alton Higashi	•Kersweet Eria	• Mike Abbe	

Agenda / Major Topics of Discussion:	
I. Call to Order (with opening prayer) II. Attendance III. Minutes of Previous Meeting (03/18/13) IV. Announcements V. Department News (Admin/Inst/SS/CRE/SBA) VI. Old Business* VII. New Business** VIII. Adjournment	* Final Report on Founding Day and Cultural Day Plans Meseiset (Vol. 2, No. 1, April 2013) ** Horizontal Communication Frankie Harriss’ Strategic Plan Survey Jimmy Hicks’ CCFSSSE Survey

Discussion on Agenda / Major Topics of Discussion

- I. **Call to Order:** By IC Mariano, with opening prayer by SSC Maika.
- II. **Attendance:** Above.
- III. **Minutes of the Previous Meeting (03/18/13):** Adopted, as distributed.
- IV. **Announcement:** A concern was raised about alcohol consumption by staff and students together. After Cultural Day, students from a region held an off-campus picnic at Pisiwi. No COM-FSM funds were used in sponsoring the picnic. However, picnic participants included students and staff, and some of them did consume alcohol. The concern raised included discussion on liability and chaperonage, even though the event was not sponsored by COM-FSM and SBA and was held off-campus. The ultimate question raised in the discussion was “responsibility”. To be sure, COM-FSM and SBA are not at all held responsible, but is there any responsibility to be assumed by COM-FSM students and staff at an off-campus event?
- V. **Department News**
 - A. **Administration**
 1. Security/Maintenance: Supervisor Ben reported on several activities. First, our textbook storage renovation is under way. Second, vacancies for 9 positions will be filled in the coming days when ad hoc committees begin their work.
 2. Business Office: Manager Marie announced that a few more refund checks are being processed.
 - B. **Instruction**
 1. IC Coordinator Mariano reported on several activities. First, two more classroom observations of instructors remain to be done. Second, texts ordered for Summer 2013 are here. Third, student evaluation of teachers will begin soon.
 2. Although special contracts for teachers during the Summer 2013 are completed and forwarded to Palikir, final processing remains to be done by Palikir.
 3. Librarian Kersweet added that he continues to request through IT for toner. Also, there is a need to open up the library to external communities. A schedule for community use must be done.
 - C. **Student Services**
 1. SS Coordinator Maika reported that another COMET test needs to be administered, and that for those who did take the COMET a few months ago still need acceptance letters.
 2. May 22 is graduation date; however, the budget of \$500 for this event may be insufficient. The SS Office is advised to consult with families of graduates to assist in this matter.
 - D. **Cooperative Research and Extension:** None.
 - E. **Student Body Association:** None.

VI. Old Business:

A. Final Report on Founding Day and Cultural Day: None.

[NOTE: Final written SBA reports on activities of both days were reviewed and approved by Dean 04/15/13 and 04/16/13, but were not submitted to our Management Council meeting 04/17/13. In all fairness to the SBA, the following comments are herewith submitted ex post facto.]

1. According to both reports, the purposes of the two days fulfilled the COM0FSM Strategic Goals #6, #7, and #8. The reports listed the various activities which took place.
2. What makes these reports outstanding is its honesty. First, they identified specific activities – a feature of the report which will help next year’s SBA to plan more effectively and quickly. Second, they pointed out both successes and failures to accomplish planned activities. Again, this feature will assist SBA to capitalize on successes and to avoid failures next year.
3. *[NOTE: Persons interested in obtaining copies of the final reports may request them from the SBA officers, particularly SBA Secretary Fina Saky.]*

B. Meseiset: The April 2013 issue (Vol. 2, No. 1) was released and distributed at last week’s All-Campus Meeting on Wednesday, April 10. Persons interested in obtaining copies may request them from Rick Chiwi.

VII. New Business

A. Horizontal Communication: Tabled due to lack of time.

B. VPIEQA Strategic Plan Survey: Tabled due to lack of time.

C. Jimmy Hicks’ CCFSSSE Survey: Alton reminded members to inform appropriate faculty, if applicable, to take the CCFSSSE survey (e-mail online) from Jimmy Hicks. The deadline is May 15 – the sooner the better.

Next Meeting: To be announced.

Hand-Outs / Documents Referenced / Attachments :

(1) Minutes of the 03/18/13 Management Council meeting

Prepared by: Alton Higashi

Date distributed: Friday, April 19, 2013

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

- Kersweet: to submit a schedule for use of the library by external communities
- Dean-IC-SSC: to draft a campus policy on off-campus social events to be attended by COM-FSM students and staff
- IC: to remind faculty to take the CCFSSSE survey on e-mail online NLT May 15