

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

Committee or Working Group:	Management Team
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Date:	Time:	Location:
05/21/13	2:00 pm	Board of Regents Conf. Room

Members Present:

Titles/Reps	Name	Present	Absent	Reason
Dean, Kosrae Campus	Kalwin Kephass	X		
Dean, Pohnpei Campus	Grilly Jack, Acting	X		
Dean, Chuuk Campus	Kind Kanto	X		
Dean, Yap/FMI Campus	Lourdes Roboman		X	Unknown
Dir. Financial Aid	Eddie Haleyalig		X	Unknown
Dir. Human Resources *	Rencelly Nelson	X		
Dir. Learning Resource Center	Jennifer Hainrick	X		
Dir. Admiss., Records, Retention/Registrar**	Joey Oducado		X	Unknown
Dir. Community Relations	Vacant			Vacant position
Dir. Information Technology	Gordon Segal	X		
Comptroller	Danny Dumantay		X	Unknown
Dir. Facilities and Maintenance	Francisco Mendiola		X	Unknown
Dir. Counseling	Penselyn Sam	X		
Dir. Student Life	Morehna Santos		x	Unknown
Cooperative Research & Extension Coord.	Engly Ioanis		X	Unknown
Dir. Career & Technical Education	Grilly Jack	X		
Dir. FMI	Mathias Ewarmai		X	Unknown
Dir. Institutional Research & Planning	Jimmy Hicks	X		
Dean Academic Programs***	Karen Simion	X		

*** Chair ** Vice Chair *Secretary

Additional Attendees:	William Haglegam, Chair of Planning and Resources Committee
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Agenda/Major Topics of Discussion:

1. Strategic Plan -Measures of Success Recommendations

Discussion of Agenda/Information Sharing:

1. **Urgent issue from IT regarding the Email Alias list** - IT is ready to make a change to this, controlled by IT and limited to selected individuals. IT Director will send the team a recommendation for input.
2. **Strategic Plan- establish benchmarks and targets[discussion was led by IRPO Director].**
 - a. Graduation Rate Target- tracking cohorts [IPEDs] in academic year. Our three year graduation rate is 20%, very low. IEMP target established graduation rate is 6% over a 5 year period. **The team unanimously elected to use the established target of 6% in the IEMP as the target for a three year graduation rate, at a 2% increase per year beginning 2016.** Intervention measures must put into place to make this work.
 - b. Retention Rate Target - 65% fall 2013 and fall 2014 cohort with the understanding that if it is higher for fall 2012 to 2013, then this will become the new baseline target. **The team unanimously voted to adopt this recommendation.**
 - c. Persistent Rate Target - summary data indicated a steady decline from 84% [fall

2009-spring 2010] to 78% [fall 2012-spring 2013]. Beginning next year, no less than 78% or maintain it at 78% and begin increasing. There are interventions in the IEMP that must be implemented to support this target. **The team unanimously voted to keep the target at 78%.** Spring 2014, multiple year targets can be established.

- d. SP Goal 2.2 Certificate Examinations- IRPO Director had a discussion with Director of CTE to provide data in the following to establish baseline data.
 - i. 1) CTE certificate programs, no test centers on island, closest centers are in Guam or Hawaii.
 - ii. 2) Education Certificate programs - FSM DOE and Education Div. needs to work together to sort this out and data can be then made available.
- e. Training Data - CTE in the area of short term trainings delivered to external agencies. Deans are to provide training data for the last 2 academic years to Director of CTR cc IRPO Director before May 23, 2013. These trainings will include trainings by CRE.
- f. SP Goal 3.1 Finance –IRPO Director had a discussion with VPAS and is expecting data for the following to establish baseline data.
 - i. Endowment Fund Balance - scope of the new foundations and how it will impact targets
 - ii. Fund Balance -never decrease more than 5% per year based on the audited balance at the end of the year
 - iii. Endowment Targets - who is responsible for establishing targets
 - iv. Revenue Sources - breakdown /appropriations
- g. SP Goal 4.2 Clarifications needed on the strategic plans. Director of IRPO had a discussion with HR Director regarding the measures of success.
- h. SP Goal 5.1 - Jimmy will send information and research in this area.
- i. SP Goal 6.1 team needs to look at for the next meeting.

3:30pm closed.

Comments/Upcoming Meeting Date & Time/Etc.:

- Thursday 23, 2013; 2:00 pm Pohnpei time, Board Conference Room; #320-0501 PIN 9876

Handouts/Documents Referenced:

- Agenda item
- Strategic Plan - Measures of Success Recommendations

College Web Site Link:

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Prepared by:

Rencelly Nelson

Date Distributed:

5/21/2013

Approval of Minutes Process & Responses:

Submitted by:

Karen Simion

Date Submitted:

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:				
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Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments