

COM-FSM Chuuk Campus
MANAGEMENT COUNCIL MEETING MINUTES

Date: Wednesday, 01/29/14	Time: 12:07-1:17 pm	Location: Dean's Office
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Members Present			Absent
• Kind Kanto	• Marie Mori-Pitiol	• Kersweet Eria	• Lucille Sain
• Mariano Marcus	• Mike Abbe	• Shawn Mori	• Ben Akkin
• Alton Higashi	• Memorina Yesiki		• Roger Arnold

Agenda / Major Topics of Discussion:

I. Call to Order (with opening prayer) II. Attendance III. Minutes of Previous Meeting (11/27/13) IV. Announcements* V. Department News VI. Old Business VII. New Business VIII. Adjournment	* Job Orders Career Technical Education Snack Bar \$350 grant from President Daisy VPIEQA Visitation/Training in February CPWG Handbook
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Discussion on Agenda / Major Topics of Discussion

- I. **Call to Order:** By Dean Kind Kanto, with opening prayer by Mike Abbe.
- II. **Attendance:** Above.
[NOTE: Lucille has been significantly absent in the past few months.]
- III. **Minutes of Previous Meeting** (11/27/13): Tabled.
- IV. **Announcements:**
 - A. **Job Orders:** We need standard operating procedures (SOPs) with which staff may request work assistance. We have at least one form which should be used to request, for instance, technical help from IT and/or Maintenance/Security, but most of us fail to use such form.
 - 1. Also, given three department coordinators (Dean, IC, and SSC), communication breaks down when they are not even aware of who needs help from whom for what. What we need in place are SOPs that standardize one form, to be first given to the department coordinators (so that they have an overview of the technical-assistance needs on campus) who then must, as soon as possible, transmit the job-order forms to the proper offices (such as IT or Maintenance/Security) for action.
 - 2. Further discussion was tabled to the next meeting.
 - B. **Career Technical Education:** Tabled.
 - C. **Snack Bar:** Memo reported that, to date, the \$2,100 borrowed from Fund Balance was used as “seed money” to initiate services and that, by January 31, 2014, \$500 of that loan was to be repaid. Also, by January 22, the snack bar had receipts of close to \$1,400.
 - 1. Concerns were expressed that (a) student involvement (through the business practicum class and through college work-study) was not yet actualized, (b) inventory improvement was not being met adequately, and (c) operation management needs to be upgraded.
 - 2. Memo was advised to coordinate with key offices and persons in obtaining shared responsibilities in the operation and maintenance of snack-bar services.
 - D. **\$350 Grant from President Daisy:** Kind explained that Chuuk Campus late last year had received a belated \$350 grant from the President's office to be spent on food for a staff Christmas party. He opened discussion on how such funding might be used this semester.
 - 1. Given the upcoming March 14 staff development day, we considered how best the grant might be spent in support of the event. Funds already allocated for food expenditures for the March 14 event might be supplemented by the grant in support of a potluck dinner after training.
 - 2. MOTION #1: *That the Dean determine an appropriate plan to spend the \$350 grant in support of sponsorship of a potluck dinner on March 14.* Unanimous approval.

E. VPIEQA Visitation/Training: Kind reported that Frankie Harriss is expected to visit Chuuk Campus in late February to discuss with staff a number of issues, including accreditation and faculty standards. In addition, she and Shaun Suliol will provide technical training and further discussion on program assessment. Training is scheduled on Saturday, February 22.

F. CPWG Handbook of Guiding Principles, Protocols, and Strategies: As chair of the COM-FSM Communications Policy Working Group, Kind reported that (1) a manual was designed, developed, and approved by his working group, and (2) a handbook now needs to be reviewed and approved. Members will receive draft copies for input and comment.

V. **Department News**:

A. Administration: A number of topics were discussed.

1. Advance copies of the next Meseiset (dated February 3) were distributed at this meeting.
2. The problem of special contracts remains unresolved. The freeze on transforming such contracts into regular contracts continues.
3. COMET test dates are scheduled February 10-14 at high schools and Saturday February 15 on our own campus.

B. CRE: Mike reported that electricity used by CRE will be soon paid not by the general account but by CRE itself.

C. SBA: Shawn identified a number of forthcoming student activities being planned for this semester, including (1) Cultural and Founding Days, (2) Academic Talent Showdown II, (3) Career Fair Day, and (4) Spirit Week. He was reminded to submit to the MC a working budget plan in support of these various events.

VI. **Old Business**: None.

VII. **New Business**: None.

Next Meeting: Wednesday, February 26, 2014.

Hand-Outs / Documents Referenced / Attachments: Advanced copies of Meseiset (February 3)

Prepared by: Alton Higashi

Date distributed: Monday, February 3, 2014

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

- Kind/Ben: to discuss at the next MC meeting potential SOPs to standardize a job-order form
- Roger: to provide report on CTE activities
- Memo: to coordinate with others to obtain shared responsibilities on operation and maintenance of snack-bar services.
- Kind: to submit a plan on how best the \$350 grant may be used in support of a March 14 potluck dinner after staff development
- Shawn: to submit a working budget in support of planned events this semester