

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

Committee or Working Group: Management Team Meeting



Date: May 8, 2014

Time: 9:00 a.m.

Location: PC Conference Room

Members Present/Absent:

Title/Representative	Name	Present	Absent	Reasons
Campus Director	Grilly Jack	X		
Instructional Clerk	Adleen Shed	X		
Stud. Serv. Coordinator	Jeffrey Arnold	X		
ETS Program Director	Rita Harris-Hadley	X		
UB Program Dir.	Diaz Joseph	X		
GEAR UP Director	Morgan Jonas	X		
CRE Coordinator	Engly Ioanis	X		
Fiscal Officer	Twyla Poll	X		
IT Technician	Winter George	X		
Maintenance Specialist	Bruno Barnabas	X		
Personnel/Recorder	Maureen Mendiola	X		
SBA President	Keony Ray Fredrick		X	

Additional Attendees:

Agenda/Major Topics of Discussion:

1. Highlights & Updates
2. Miscellaneous
3. Adjournment

Discussion of Agenda/Information Sharing:

Director Grilly Jack opened the meeting by greeting and thanking everyone for coming.

Updates & Highlights:

Business Office/Bookstore:

- As of today (5/8), 48 students have registered for summer. Next week is the deadline for early registration.
- CD asked each division to assess their own budget in order to meet end of the FY.

Student Services Center:

- SS will start purchasing a lot of supplies sometimes in July in preparation for Fall Semester.
- Graduation is scheduled for May 15th. SBA President Keone Ray Fredrick is graduating. A substitute will be appointed until the next SBA election.
- Online registration will start early and regular registration will remain as scheduled.
- One of our tutors left yesterday so we are looking for a replacement.
- VPIA email and encouraged all to attend the graduation.

Maintenance:

- Received 9 work requests. 6 were completed and the other 3 are scheduled to be complete this summer.
- CD mentioned the construction of an access road going down to GEAR UP office.
- Engly suggested that maintenance has to look carefully at the mahogany trees because it is dangerous for students.

GEAR UP:

- Their APR is successfully completed and sent.
- They have 2 more weeks remaining for this school year.
- They are planning to clean Ohmine School for their summer program.
- Encountered problems with DOE operational budget.
- 30 GU students are participating in the champion week.
- Thanked maintenance folks for fixing a separate door to their computer lab.

CES:

- EFNEP staffs helped train farmers on how to produce quality bananas. They have completed trainings in Madolenihmw, Kitti, and U. Sokehs is still on going and while Nett is still in the planning process.
- May 16-17, CES Agents will be travelling to Pakin to promote their program.
- May 19-22, Engly and Tobias will leave for Guam to attend a workshop. Alpenster Henry is designated as Acting CRE Coordinator.
- CD asked Maintenance to put up one streetlight outside CES office.

Information Technology:

- In the process of upgrading all computers.
- Encountered problem with upgrading Microsoft.
- CD asked Winter to work with Bruno to identify a room for the fiber optic. VPIEQA has given us the signal to start using fiber optic.

Instructional:

- Thanked maintenance for supporting SC117 class for their site visits.
- Today (5/8) is the last day for final exam.
- Remind IT to take out those names from the faculty group mail that is no longer working with the college.

Educational Talent Search Program:

- TSP has 3 more weeks remaining for the school year.
- In the process of evaluating their students.
- May 31st is their Senior Banquet. It will take place in our gym.
- IOM invited TSP to participate in the Earth Day celebration.
- For budget wise, CD reminded Rita to work closely with Doman.

Upward Bound Program:

- Thanked IT for upgrading their computers and also thanked Director's office for allowing them to use the bus for their weekend activities.
- Seniors had already submitted their packages.
- May 11th, Yoneko will be conducting a FAFSA workshop with both students and parents.
- APR was submitted on time.
- Summer Bridge Program is slated to be held at Pohnpei Campus.
- UB students are invited to take part in the Micro Games. They are attending several trainings to provide media and news.
- The plan to have the class on the holiday (May 9th) is cancelled.

Campus Director's Update:

- CD encouraged those who attended the supervisory workshop to set a goal and to assess as we move forward.
- Reminder of working hours is 8am to 5pm.
- Submitted leave in advance. This is a good practice for your staff. Remind managers to inform Director's office if they are not coming to work.
- Reminder of reports due.
- Avoid and limit the use of petty cash.
- Work closely with Lucy and James with using of vehicles.
- Managers and standing committee members are encouraged to attend meetings.
- Exhibit. CD advised to do a close up/follow up report; expedite a process to secure students; and go out to the school sites to visit students.
- May 10th is COM-FSM Fun Walk. Encouraged those who wish to participate.
- To propose a day for all staff to wear COM-FSM T-shirts to show our support to the college.

Miscellaneous:

- Concern with students using PSBDC classrooms with no restrooms.
- TSP experience non-TSP students been using their restrooms.

The floor was turned to Jimmy Hicks to do his presentation on the importance use of Tractat.

Meeting adjourned at 11:50 a.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:

6/04/14

Approval of Minutes Process & Responses:

Submitted by:

Date Submitted:

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

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments