

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

Committee or Working Group:	Management Team Meeting
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Date: April 10, 2014	Time: 9:00 a.m.	Location: PC Conference Room
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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:	Cirilo Recana
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Updates on Campus Exhibition (April 24-25, 2014) 2. Individual's Report 3. Miscellaneous 4. Adjournment

Discussion of Agenda/Information Sharing:
<p>Director Grilly Jack opened the meeting and expressed his sincere greetings and respects to everyone for coming. He then apologized for not sending out the last meeting minutes on time because the recording used on that day was not clear.</p> <p>Updates on the Exhibit by Cirilo Recana:</p> <ul style="list-style-type: none"> • On behalf of the division chairs, Cirilo gave an update on the upcoming Campus Exhibition, which is scheduled to take place on April 24-25, 2014. • This year's main focus is recruitment of students for each of the programs. • The students will share the skills learned from the 4 degrees programs and 12 certificate programs. • Exhibit for this year will be held in their different shops for students to get an overview of each different course they plan on taking.

- Asked Student Services if they can inform peer guides and SBA officers to help direct the crowd during those days. Maintenance and security are also needed.
- The gym will be the area for dropping off and picking up point for participants.
- Debra Perman is the contact person for the Exhibit.
- All directors are invited to the exhibit meeting in the Blue Plate Café' on April 11, 2014.

Comments/Concerns:

- If TRIO students can be separated from the rest of the high school students and to be guided by SBA Officers to get advise and be motivated.
- ETS Director mentioned the upcoming college visit.
- SSC will ask if SBA officers and peer guides are permitted to take off from class during the exhibit.
- GEAR UP Director asked if there is any possibility to have career awareness to the GU 10th grade students on Saturday.
- CD suggested T&T to apply what TRIO always did on their occasions. They always invite their TRIO alumni as speakers to motivate the students.

Campus Director's Update:

- Quarterly report was already compiled and will be submitted to VPIA. CD reports only accomplishments.
- Asked IT to work with Bruno to set up a room for our server.
- CD will be on leave during the Easter week starting Monday afternoon to Thursday.
- After Easter, he will call a meeting for managers to set up expectations, timelines, flow charts, or ways to improve our services.
- PC is now the center of Technical Career & Education as a result of the PECA report.

Business Office/Bookstore:

- Only 22 students early-registered. May 16th is the deadline to pay for those students who registered online.
- We have \$72,000 in utility and \$6,000 in fuel until end of the FY. Twyla asked that we continue to conserve power.

Suggestions to conserve utility:

- If possible to shut down afternoon classes in the summer.
- Evening class are much cooler and won't need a/c.

Student Services Center:

- SSC thanked everyone for contributing to the Founding Day activities.
- Summer registration is moving very slow.
- Diaz mentioned that 100% of UB students passed the COMET but cannot attend the early registration because they haven't graduate. SSC recommended that high school principals should write an assurance letter saying the students will graduate with a diploma.

GEAR UP:

- GU is working on their Annual Performance Report (APR).
- Site Coordinator is now onboard, Ms. Keicyleen Oswald.
- Experienced transportation problem with U and Nett students. Program Director talked with Pohnpei State DOE and they are willing to provide vans for the students.
- May 17th is their last day for their afternoon classes.
- GU requested Ohmine School to secure classrooms for their summer program, as PICS will be used for the Olympic participants.
- Director reported that he lost his checkbook. Someone forged his signature and now the police are working on it.

CES:

- EFNEP staffs and JICA volunteers visited Sapwuahfik and promoted its EFNEP program to the students.
- EFNEP staffs helped train farmers on how to produce quality bananas. 15 sites were completed except for Sokehs and Nett and they are planning to do one to outer islanders in Nan Pepper.
- Participated in the Cultural Day Fair. Kitti provide the best producers.
- Diaz asked if CES could develop a course to the UB Bridge program.

Instructional:

- Student's evaluation is almost done.
- Asked TRIO to send in their summer and fall schedules in regards to classrooms' use.
- TRIO to continue to encourage their students to clean up after their classes in the weekends.

Maintenance:

- Completed 6 requests from HTM.
- Met with security officers on April 9th and they were all given a written warning.
- On Sunday, April 6th somebody tried to steal the outdoor motor from the Maintenance shop.
- CD recommended the gate is locked after working hours so it will be easier to monitor people who enter the campus.

Upward Bound Program:

- May 24th is their last day of class.
- In the process of preparing for summer bridge registration.
- UB will meet with parents for their upcoming bridge program.
- TRIO Day was successful with the help of their UB alumni. Their keynote speaker is one of their UB alumni that really motivate the students. Churchill Edward closed the event with a remark.
- TRIO Day ended with a picnic at Nihco Marine Park. Thanked Director for allowing UB to use the vehicles.

- The transition period is very challenging to the program. Students are encouraged to enroll in the summer bridge program while high school classes are still ongoing.

Educational Talent Search Program:

- TRIO Day celebration took 2 days because of the number of students attending the program. The event turned out very successful because many parents attended and the teamwork performed by the staff.
- Joined Pohnpei State celebrated the Cultural Day. Their guest speaker, McGarry Mihkel talked to the students on how Education is important and the importance of our culture.
- College Visit is scheduled for April 29th. Planning is still in process. Thinking of inviting President Daisy to give the welcoming remark.

Information Technology:

- It was found that our student users accounts are being login in Russia and elsewhere. Also discovered two staff, Bert and Loy. So far, 8 accounts were fixed and IT is still looking for the others.
- Upgrading Windows XP to Windows 7 Pro.

Miscellaneous:

- Maureen reported that PC Incentive Award Ceremony will take place on May 5, 2014 in the Student Services Center. Farewell for World Teach volunteers, Founding Day winners, and potential graduates will be recognized in the ceremony.
- Engly reported that birds are nesting in the CES building ceiling.
- Salba used mahogany trees to build tables.
- Diaz reported that UB will be doing their APR during the Easter week.
- UB is seeking funding assistance from Australia to improve their computer lab.
- CD concluded the meetings by reminding everyone, as part of our improving effort, to start establish expectations to make the work clarity.

Meeting adjourned at 11:21 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:	5/29/14
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Approval of Minutes Process & Responses:

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

Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments