

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

**Committee or Working Group:** Management Team Meeting

**Date:** December 04, 2014      **Time:** 9:00 a.m.      **Location:** HTM Conference Room



**Members Present/Absent:**

Title/Representative	Name	Present	Absent	Reasons
Campus Director	Grilly Jack	X		
Instructional Clerk	Adleen Shed	X		
Stud. Serv. Coord.	Jeffrey Arnold	X		
ETS Program Director	Rita H. Hadley	X		
UB Program Director	Diaz Joseph	X		
Acting GEAR UP Director	Menoleen Jacob	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		

**Additional Attendees:**

**Agenda/Major Topics of Discussion:**

1. Welcome
2. Adoption of November 19<sup>th</sup> Minutes
3. Updates from Managers
4. Director's Update
5. Miscellaneous
6. Adjournment

**Discussion of Agenda/Information Sharing:**

Director Grilly Jack opened the meeting by extending his sincere respect and thanked all for coming. He said that this

is the last meeting for this year/semester.

Jeffrey moved to adopt the minutes and was seconded by Adleen. Minutes for November 19<sup>th</sup> meeting was unanimously approved and adopted with the changes being made.

### *Updates:*

#### ETSP:

- Getting close to the end of the 2<sup>nd</sup> Quarter. Counselors are in the process of monitoring the academic standings for their students.
- Sports are on going in Kitti and Madolenihmw.
- On Nov. 29<sup>th</sup>, TSP joined UB and attended the HIV/AIDS Presentation by a guest female speaker from Fiji.
- TSP finally submitted their Annual Performance Report (APR).

#### UPWARD BOUND:

- UB had their staff meeting to review their calendar for the SY.
- Completed counseling at the High Schools.
- Working very hard to complete their Annual Performance Report (APR), which is due on December 31<sup>st</sup>.
- UB seek assistance from their alumni to collect their donation for the 50/50 Raffle Ticket by December 10<sup>th</sup>.
- UB Christmas Party will take place on December 20<sup>th</sup> at Black Coral Island.
- UB brought in parents of those students with attendance problem.
- Director asked his staff to submit their leave ahead of time for those who wish to take leave during the holiday.

#### Student Services:

- Raised the serious issue of internet especially the SIS. Good NC staff was here to witness the problem. SSC raised this issue in their SS meeting and they will bring it to Cabinet.
- 252 students took the COMET.
- 277 students participated in the early-registration.
- 60 potential graduates had their meeting on Dec. 2<sup>nd</sup>. Graduation Day is Dec. 18<sup>th</sup>.
- System-wide recruitment for Spring 2015 was completed.
- Still working on the calendar year for 2015.

#### Business Office/Bookstore:

- The requests for By Product Accounts for Facility Use and HTM were approved. The Facility Use account is established to generate revenue to supplement the shortage in maintenance and utility for the facilities.
- \$61.65 was collected for the Endowment Fund.
- In FY2016 everything budgeted under college activity will be moved to VPIA's account including faculty overload.

#### IT:

- Last month a virus was discovered in the Computer Lab, which resulted in crashing some of the soft wares and the slowness of the internet for the past two weeks. IT is in the process of checking every computer on campus.

- Helped UB and GU monitor their computers in their computer labs.
- Identified good students to help him monitor every computers on campus.

#### GEAR UP:

- Nov. 1<sup>st</sup>, GU closed the National GEAR UP Week with few guests from US Embassy and the National & State Governments.
- GU 1<sup>st</sup> block of classes ended on Nov. 29<sup>th</sup> and the 2<sup>nd</sup> session will start on Dec. 6<sup>th</sup>.
- GU biennial report is due on Dec. 15<sup>th</sup>.
- GU Christmas Festival is on Dec. 20<sup>th</sup> as well the last day for Morgan Jonas.
- Opening Ceremony for the High School Basketball Tournament is slated for December 20<sup>th</sup>. GU students will participate.
- Seek help from GU contractors to help donate for the 1 GU 50/50 Raffle.

#### CES:

- Completed the interview for the CES Clerk Typist position. Working on the recommendation to be submitted.
- Working with Kosrae Researcher to initiate several projects that were approved (Cassava Project and Urban Vegetable) in order to extend and improve quality of lives within Kolonia and possibility to extend to other communities in Pohnpei sometimes in February 2015.
- Black Pepper Project is also approved and will be supplied to Japan markets. The posts are a problem in Pohnpei because it kills the fern trees and sakau. Verma identified funding for this project.
- Two CES staff just left to Pingelap on Nov. 29<sup>th</sup>. 75% of taro patch in Pingelap are gone.
- Extension Agents participated in the Nett Agriculture Fair and the World Food Day.
- A meal machine is expected at the end of December from Japan at \$5,000.

#### Instructional:

- Final Exams is December 8-10.
- Last Session for ACE is December 4<sup>th</sup>.
- Reminder to all faculty to send in grades on time.
- Thanked the TRIO for maintaining cleanliness of the classrooms.

#### Maintenance:

- Schedule of projects for the semester break will be emailed out after this meeting.
- So far, his office collected \$100 for the 50/50 Raffle Ticket.
- Director of Maintenance will hold a workshop on accreditation on Dec. 5<sup>th</sup> at Nihco Marine Park. Bruno, Sinamy, Sakios, and Stanley from Pohnpei Campus are invited.

#### Personnel:

- Appointed as member of the Ad Hoc Committee for CES Clerk Typist and Electronic/Telecommunication Instructor. Completed interview for qualified candidates and recommendations are in process.
- Information System Specialist position will be closed on December 9<sup>th</sup>.
- 50/50 Raffle update: Still in the process of selling and collecting unsold tickets.

#### Campus Director's Update:

- Bandwidth is still a major issue. Initiative is undertaking at the Wood shop to connect to the fiber optic cable. Ross drafted a memo to Gordon thru VPIA and VPIEQA thus this is also an accreditation issue.
- Concerns raised in regards to security. CD and Bruno will find ways to improve security services.
- To improve processes for routing of documents. Maureen will work with key personnel.
- Retention committee was separated from Retention committee and formed a new committee called Student Success.
- 50/50 Raffle Ticket. Reminder to all to sell all their tickets. Deadline is December 10<sup>th</sup>.
- Agreed with management team to move Pohnpei Campus Christmas activity to January 2015 to combine with the welcoming back of faculty and staff.
- Reminder on President's memo re: Christmas Activities.
- To submit leaves early for those who plan to take off during the holidays.

**Miscellaneous:**

- CES Christmas party is January 7, 2015.
- No communication received that the training on Direct Deposit by FSMB will not be held anymore.

Meeting adjourned at 11:15 a.m.

**Comments/Upcoming Meeting Date & Time/Etc.:**

January 7, 2015

**Handouts/Documents Referenced:**

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**College Web Site Link:**

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**Prepared by:**

Maureen Mendiola

**Date Distributed:**

1/19/15

**Approval of Minutes Process & Responses:**

Minutes for November 19, 2014 meeting was approved and adopted.

**Submitted by:**

Maureen Mendiola

**Date Submitted:**

1/19/15

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

- Concerns raised in regards to security. CD and Bruno will find ways to improve security services.
- To improve processes for routing of documents. Maureen will work with key personnel.

**Action by President:**

Item #	Approved	Disapproved	Approved with conditions	Comments