

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

Committee or Working Group:	Pohnpei Campus Wide Meeting
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Date: January 09, 2015	Time: 11:30pm.	Location: Student Serv. Center
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Members Present/Absent:
A total of 58 faculty and staff attended based on time attendance sheet....

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> ▪ Master of Ceremony – Cindy Edwin ▪ Opening Prayer – Taylor Elidok ▪ Welcoming/Opening Remark by Director Grilly Jack ▪ Introduction by Office Heads ▪ Announcement ▪ Adjournment

Discussion of Agenda/Information Sharing:
<p>Master of Ceremony is Counselor Cindy Edwin.</p> <p>Welcoming/Opening Remark:</p> <ul style="list-style-type: none"> • Director Grilly Jack welcomed back faculty and staff especially the new hire, Matthew Thiel, HTM Instructor and two security officers, Clymer Manuel and AdelinoSeiola. Hethanked everyone for all the support extended during the year 2014. He continued to seek everyone’s support and active participation in the future to continue to heighten the effectiveness and betterment of our Campus and most especially to our students. • To be prepared to receive back our students, Director encouraged all to help solve things that need to be resolved. <p>Introduction:</p>

- Director Jack introduced his management team members and all stood for recognition.
- The division heads also introduced their staff.

Announcement:

- Mindful of our processes;
- Reminder of working hours, 8:00am to 5:00pm;
- To minimize social breaks during working hours;
- Submit leave for approval prior to taking off;
- Mindful of timeline for reports to submit on time;
- Encourage attendance and participation in the standing committee meetings;
- Passing away of BollieTaulung’s mother. The college is planning to pay their respect this afternoon at 4:00pm. All are welcome to join the group;
- Reminder to sign the attendance sheet;
- Sandwiches are served !

Meeting adjourned at 12:10pm.

Comments/Upcoming Meeting Date & Time/Etc.:

February 27, 2015

Handouts/Documents Referenced:

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College Web Site Link:

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Prepared by:

Maureen Mendiola

Date Distributed:

January 20, 2015

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