

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

Committee or Working Group: Management Team Meeting

Date: February 04, 2015 **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. Coord.	Jeffrey Arnold		X	Administer COMET
ETS Program Director	Rita H. Hadley		X	Spelling bee at the target schools
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 December 4th 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 respects and thanked all for coming. He said that this year he wanted to change the format of the meeting. He suggested that managers should report only accomplishments and critical issues, aside from what was already submitted in the monthly reports in order to minimize discussions and try to limit the meeting to one hour. Other discussions can be done outside the

meeting. He also reminded managers to consider the importance of timelines, which includes monthly report submissions.

Minutes for December 4th meeting was unanimously approved and adopted.

Updates:

Business Office/Bookstore:

- Business Office is in the process of helping students setting up prepaid accounts at the Bookstore. A total of 117 students setup their accounts with a total of \$7,985.00.
- Business Office is working with vendors to sell food at the Bookstore.
- Glad to report that utility is \$1,000+ lower compared to previous months.
- 605 students were enrolled in Spring 2015 semester with 6479 credits.
- Continued to ask assistance to lower the usage of fuel.

UPWARD BOUND:

- In the process of preparing student for the COMET.
- Had their Reflection Retreat at Black Coral Island on Jan. 10th. Three topics were discussed and the feedbacks received from the students were used as improvement tools to their services at the program.
- From the report cards collected, only one student with a GPA of 2.67. The others got GPA of 3.0 and above.

GEAR UP:

- Saturdays, Tuesdays, and Thursdays tutorial services resumed on Jan. 10th.
- Six (6) individuals were registered to participate in the NCCEP/Capacity Building Workshop in Philadelphia, Pennsylvania, Feb. 6-14, 2015.
- Plan to conduct a PTA meeting, Community-School election of new officers, and a Parent Day Workshop.
- Hired 2 new tutors replacing the tutors who recently resigned from the program.
- GU participant passed away in January leaving 1 slot in the program.
- GU Basketball team had their picnic at Nahlap Resort on Jan. 31st.

Maintenance:

- Received 19 new A/C split type. They are more conservative than older models. So far 15 of the units were installed in different offices and classrooms. The 15 units removed were given to the RAC Instructor.
- 10 out of 12 order requests were completed.
- Tune-up of vehicles was completed.

IT:

- In the process of renewing ID cards for faculty, staff, and students.
- NC IT staffs are assisting in locating the worms/virus discovered in all the

computers labs on campus. Winter further explained the difference between worms and virus. Worms only travels within USB while the virus travels within the internet. In order to prevent the USB or flash-drives, you should use the prompt command to clean before using.

Instructional:

- Thanked IT for attending to the needs in the computer labs.
- 103 class sections are offered this Semester, Spring 2015.
- 30 Instructors for Spring 2015 Semester. 2 PT, and 4 volunteer instructors.
- 13 overload contracts with a total amount of \$27,803.17 and 2 PT instructor contracts with the amount of \$2,450.28. Total contractual services are \$30,253.45. All these contracts are now with Business Office.
- Two (2) new instructors for HTM and T&T. The T&T instructor is expected to arrive in February 2015.
- The MOU for World Teach is soon to be expired.
- Currently working on the schedule for summer including ordering of textbooks.

Campus Director's Update:

- Bruno is working with his office to come up with a drinking system/a tank for the students to be built behind the English Office. Bruno will work with Twyla, Adleen, and appropriate offices to have the water filtered and tested before it is drinkable.
- The participants who attended the training in Washington, DC proposed a new priority target to enhance collaboration among offices of the college to achieve our goals to support student success.
- CD furthered mentioned that the managers need to exercise the authority vested within their scope of responsibilities and will only involve the Director when matter requires his support or approval.
- CD believed that this process would provide a relief in our process for quick flow of documents and established working relationships between offices for the betterment of our students.
- CD continued to encourage all to give timelines to their initiatives and always make recommendation for improvements.
- CD reminded all to get their ID made before next management meeting.
- CD introduced a motion for Maureen to facilitate a workshop for secretary and all clerical staff on campus in order to have a common understanding within their scope of responsibilities and it was agreed by the management team.

Miscellaneous:

- Diaz apologized on behalf of one of his staff that damaged one of the college vehicles. Repair of the vehicle will be arranged accordingly. He furthered requested to remove UB from doing the mail-run. ***CD asked Bruno and Maureen to revisit the mail-run process for cost saving and safety.***
- Diaz mentioned that UB is still in the process of working with World Teach in the US for the 8 volunteers that are requested to assist the program in the summer. He will inform the Director accordingly when the process is done.

- Menoleen shared her concern on the announcement for the GU Director's salary. The salary is very low compared to the previous GU Directors' salary. She said she will bring this up to their Program Manager during their trip to Philadelphia.

Meeting adjourned at 10:20 a.m.

Comments/Upcoming Meeting Date & Time/Etc.:

March 04, 2015 @ 9:00a.m. in the Director's Conference Room

Handouts/Documents Referenced:

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College Web Site Link:

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Prepared by:

Maureen Mendiola

Date Distributed:

2/11/15

Approval of Minutes Process & Responses:

Minutes for December 04, 2015 meeting was approved and adopted.

Submitted by:

Maureen Mendiola

Date Submitted:

2/11/15

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

- Make ID cards
- Training by Maureen Mendiola
- Install AC units

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments