

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

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

**Date:** December 09, 2015      **Time:** 9:00 a.m.      **Location:** Riverside Restaurant



**Members Present/Absent:**

Title/Representative	Name	Present	Absent	Reasons
CTEC Director	Grilly Jack	✗		
Instructional Clerk	Adleen Shed	✗		
Stud. Services Coord.	Jeffrey Arnold		✗	Recruitment at the state campuses
ETS Program Director	Rita H. Hadley	✗		
Acting UB Prog. Director	Stephen Yarofalig	✗		
Acting GEAR UP Director	Menoleen Jacob	✗		
CRE Coordinator	Engly Ioanis	✗		
Fiscal Officer	Twyla Poll	✗		
IT Technician	Winter George	✗		
Maintenance Specialist	Bruno Barnabas	✗		
Personnel/Recorder	Maureen Mendiola	✗		

**Additional Attendees:** Cindy Edwin

**Agenda/Major Topics of Discussion:**

1. Welcome
2. COM-FSM Mission Statement
3. Adoption of November 13<sup>th</sup> Minutes
4. Updates from Managers
5. Director's Update
6. Miscellaneous
7. Adjournment

**Discussion of Agenda/Information Sharing:**

CRE Coordinator gave the opening prayer.

CTEC Grilly Jack welcomed everyone to the last meeting of 2015. He expressed his appreciation for all the support extended throughout the year and still expects the continuous support for the upcoming year. Despite all the directives and challenges faced, let's try and see how we can solve and implement them.

Adoption of November 13<sup>th</sup> Minutes:

- Engly moved and Leyolany seconded to adopt the minutes of 11/13/15 on-line.

**Division's Updates:**

**Secretary/HR:**

- Mr. Sebastian Tairuwepiy assumed the Student Services Specialist position on Nov. 2, 2015. He was given a proper orientation and all his documents were submitted to HRO for processing.
- Ad hoc committee finally concluded their screening and interview for the EO No. 2016-001 Math Instructor position and submitted their recommendation to the President on Nov. 30, 2015.
- Campus Secretary attended the student conduct board meeting re: 3 students who violated the alcohol policy and they were given 12 hours of work for 2 weeks and 30 hours of counseling. They are Barton Suzumu, Steven Penias, and Jeremy William.
- Campus Secretary also attended HRC meeting on Nov. 5, 2015. The committee met on 2 issues: 1) Tuition Waiver. The committee needed clarification on the age limit (22 yrs old). Ms. Arinda from FAO presented to the committee the FAFSA age limit for dependency is 24. 2) Faculty Minimum qualification. The committee proposed that FSS hold a faculty forum to present the proposal to the faculty and get feedback.

**CRE Coordinator:**

- COM management met earlier in December 2015 to discuss the plan of work for the ongoing projects. The urban vegetable and sea cucumber projects continued to carry out research, training technology, and information dissemination to the communities.
- USDA approved the mal project to allow the agents to work on the land and put them into productive piece of land.
- The Black Pepper project was approved. Dr. Burma from Kosrae will do the testing on the site.
- Pohnpei Black Pepper is the best and the project is supposed to start next year.

**IT:**

- In the process in monitoring and repairing on the network.
- Repair on HTM laptops are completed.

**Student Services:**

- 50 potential graduates from different programs.
- 165 student records were sent to NCFAO to be awarded.
- 140 students participated in the work-study program. 71 students already exhausted their hours.
- New counselor is onboard. He will be working closely with NC colleagues this Christmas break to get same updates on what they're doing.

**Maintenance:**

- 2 on-going projects: Fiber Optic Cable-Layout is completed but still waiting for final inspection and Business Office/Bookstore Renovation-will be completed by Dec. 19, 2015.

**GEAR UP:**

- National GEAR UP Week is a success with presence of government officials and diplomatic corps.
- GU students fundraised \$1,018.51 and were donated to Pohnpei State Department of Health Services thru the Governor.
- Parent Student Advisory Council was established.
- Dec. 18, 2015 is GEAR UP student Christmas party.
- Total kind contribution is \$27,371.44.

**Instructional:**

- Received reports from T&T and LRC only.
- Thanked all who attended Stanley Etse's farewell luncheon.
- Final exams scheduled for Dec. 10-11.

**Upward Bound:**

- Students had their picnic at Black Coral Island.

- Visited all High Schools to do assessment.
- Completed counseling for 1<sup>st</sup> quarter.
- Submitted APR to the President. Ask Grilly if he can convince the President to utilize the 1 month to review before submission to USDOE.

*(Grilly said that when submitting the APR again next year, he suggested that he and Diaz should meet with the President to give him heads up and explain the challenges faced in meeting timelines).*

**Educational Talent Search Program:**

- A/C already installed.
- APR is submitted 1 week earlier than the due date, Dec. 04.
- Next year TSP will start doing the tracking of students.
- TSP sessions will end on Dec. 19 follow by a Christmas party.
- TSP Seniors Charity. Locals were donated to PICS Cafeteria thru the Principal and Cafeteria Manager.
- Seniors parent's financial workshop was held on Dec. 05. Mr. Tetaake Yeeting was invited to talk about financial aid. Close to 100% parents attended the workshop. Soup and sandwich were served.

**Business Office/Bookstore:**

- Fuel is \$827.85 as of Nov. 12. Much lower than last month.
- Bookstore sale is \$751.80
- Fall enrollment is 630. 308 students awarded; 241 checks already released for students.
- Electricity for upper campus is 10,793kw = \$4,300, lower campus is 13,112 = \$5,591.41.
- Comptroller recommends making only 1 PO for the same vendor and doing a price comparison if it is over \$500.

**CTEC Director's Update:**

- Christmas celebration will be combined with National Campus on Dec. 16. \$630 is allocated to Pohnpei Campus and all are required to attend.
- Reminder that no PO will be made for any Christmas activity except for student's activity and TRIO.
- Managers are to make sure their offices is open from 8:00am to 5:00pm. Staffs are to make arrangement for leave during the Christmas break.
- Encouraged office heads to put up the mission statement in their offices.

**Miscellaneous:**

- Engly concern if prayer is not allowed at any college's functions.
- Rita concern if TRIO staffs are not allowed to use comp time hours.
- CTEC asked if PC can come up with a song to be sung at the NC/PC Christmas party on Dec. 16, 2015.

Meeting is adjourned at 10:30am.

**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:**

1/12/16

**Approval of Minutes Process & Responses:**

<b>Submitted by:</b>	Maureen Mendiola	<b>Date Submitted:</b>	1/19/15
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<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>
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- Encouraged office heads to put up the mission statement in their offices.

<b>Action by President:</b>
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<b>Item #</b>	<b>Approved</b>	<b>Disapproved</b>	<b>Approved with conditions</b>	<b>Comments</b>