

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

Committee or Working Group: Management Team Meeting

Date: November 29, 2017 **Time:** 9:00 a.m. **Location:** PC Conference Room



Members Present/Absent:

Title/Representative	Name	Present	Absent	Reasons
CTEC Director	Grilly Jack	X		
Instructional Coordinator	Taylor Elidok	X		
Stud. Services Rep.	Cindy Edwin	X		
ETS Program Director	Rita H. Hadley		X	
UB Prog. Director Rep.	Stephen Yarofalig	X		
CRE Coordinator Rep.	Welsihter Hagilmai	X		
Fiscal Officer	Leyolany Anson	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. Minute
3. Updates:
 - Budget 2018
 - Vehicle Usage – Fuel
 - Policy for Vehicle Use
 - Safety and Security
 - Wear ID Card
 - Christmas Committee
 - Best Practices
4. Others
 - Leave
5. Adjournment

Discussion of Agenda/Information Sharing:

Attendance sheet was passed around.

Director Jack opened the meeting with a moment of silence prayer and then welcomed everyone to the meeting.

Director Grilly Jack read the mission statement: *“The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic, career and technical education programs characterized by continuous improvement and best practices.”*

Minute for Sept. 8, 2017 meeting was approved and adopted.

Director Jack said that meeting format will be changed. Instead of reporting updates that were already submitted in the monthly reports, managers will now bring forth issues to discuss and make recommendations and see how we can improve them.

Maureen has to make sure one of the Mission Statement sign is posted in the conference room.

Budget 2018:

Encourage all to comply with timelines and follow the processes of routing PRs and POs. Be mindful all PO's with original receipts have to be submitted to our Business Office to transmit to NCBO.

Vehicle Usage:

In order to be consistency on the mail run, all documents have to be prepared and submitted to Director's office for transmittal and log in the mail run log book. Everyone agreed to maintain with 1 mail run a day, so we have to comply with the time, which is 1:00pm in order to conserve fuel. Nestor Mangubat is doing an undercoat for all our vehicles to last long.

A concern was raised to discuss the issue of allowing special contract employees to drive college vehicles.

Safety and Security:

Continue to enforce students to wear ID on campus. CTE Director is planning to use the military approach, the coaching process so everyone are accountable to take initiatives and to be attentive and proactive to our processes. He is working with security to put up signs around campus for students to wear ID cards and not to make loud noise. The concern here is whether security is aware of students who are no longer attending class. Some students are found using our facilities but no longer in school.

UB just started a mentoring program or a new approach coordinated by one of the UB alumni Ms. Sylvia Elias who went out to the high schools to educate and prepare students before coming to college and the importance of FAO.

College Christmas Party:

The college will have a combined Christmas party on Dec. 12, 2017 at the National Campus Practice Gym. The Christmas committee will meet today, Nov. 29, 2017 at 1:00pm to discuss plans for the party. Leyolany, Bruno, Augustine, and Maureen are representing CTEC in the Christmas committee.

Miscellaneous:

CTE Director continued to encourage all to plan accordingly especially during the holidays and submit their leaves ahead of time. Supervisors are to make sure annual leaves are approved before taking off and submit sick leaves right after. Do not wait and submit your leaves during the timesheet day.

Very soon Pohnpei Campus will officially name “CTEC” and will start to offer career and technical development courses.

Faculty and staff must attend standing committee meetings. Supervisors are to encourage faculty and staff who are in the standing committees. Importance of wiki where you can find the entire vital information and updates. Standing committees to continue to upload your meeting minutes on the wiki.

IC brought up the issue of limited laptops for faculty. He keeps lending out his laptop to faculty who does not have one for their classroom instructions and during registration therefore, he requested if he could have a desktop.

Student Services Lead reported that tutors last day is Dec. 6, 2017. World Diabetes Day was held on 11/24. Participants included Pohnpei State Public Programs, second year nursing students and the Cooperative Extension Services. Some of the activities included health screening for diabetes and hypertension, flu shot, screening for body fat, healthy food recipes and an awareness march. The guest speaker was Selma Primo Neth from FSM Department of Health and Social Affairs, who is also a former student of the college. November 24 was also Gender Equality Day that was planned by the SBA officers; they spoke about gender equality.

Dec. 01 is World AIDS Day. It will be a combined event for the two campuses and activities will be held outside the library at National campus. Guest speaker is Johnny Hebel, HIV/AIDS coordinator (FSM). 90% of Pell Grant eligible students have been awarded. 21 students have not been awarded Pell for Fall 2017. Nov. 24 was the last day of SEG Work-study. 79 student employees have exhausted their awards. 36 potential Fall 2017 graduates and two candidates from Summer 2017 have expressed interest in joining the commencement exercises. Rehearsal is on Dec. 14 at 9am. Graduation is on Dec. 15, also at 9am. 180 students early registered for Spring 2018.

Cindy thanked the Director for allowing them to go through with their plans for Rita’s memorial service. It was well attended by students, faculty and staff.

Welsiher reported that CRE, SPC, NRCS, FSMR&D, and PNI Agriculture conducted trainings with the community to upgrade farmer’s skills. The training was sponsored by FAO. The sea cucumber project, Agents reported that based on the spawning, over 120,000 sea cucumbers have survived.

Reminder to TRIO programs to dispose your trashes right after your activities on Saturdays.

All requests will now be coordinated with IC for facilities, Bruno and Maureen for vehicles’ use.

Meeting is adjourned at 12:10 pm.

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:	12/04/17
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Approval of Minutes Process & Responses:
<ul style="list-style-type: none"> Sept. 8, 2017 minute

Submitted by:		Date Submitted:	
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| Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities: |
| <ul style="list-style-type: none"> Make sure of the Mission Statement sign is posted in the Conference Room. Put up signs around campus “WEAR ID & DO NOT MAKE LOUD NOISE”. Enforcement of wearing ID cards on Campus. IC need desktop. Winter to check with IT Director about the 5 laptops for the computer lab and IC to work with Phyllis to do the request. Cindy Edwin to email IC and Maureen about the tutor’s last day so they can email the faculty. For UB Director to talk to VPIA & IT Director re: speed of their internet. VPIA is responsible to pay for UB’s ADSL. Parking in front of the Admin building is NOT allowed. |

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