

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

Committee or Working Group: Management Team Meeting

Date: February 15, 2018 **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	Diaz Joseph	X		
CRE Director	Engly Ioanis	X		
Fiscal Officer	Leyolany Anson	X		
IT Technician	Winter George	X		
Maintenance Rep	Augustine Augustine	X		
Personnel/Recorder	Maureen Mendiola	X		

Additional Attendees:

Agenda/Major Topics of Discussion:

1. Welcome
2. College Mission Statement
3. Minute of Jan. 17, 2018
4. Action Steps
5. Updates
6. Others
7. 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.”*

Diaz moved to adopt the minute with the inputs from ETS Director and Taylor seconded. Minute of Jan. 17, 2018 was unanimously approved and adopted.

Action Steps Update:

Mission Statement sign is completed and posted up in the conference room.

“Wearing ID & Do Not Make Loud Noise” signs are already posted around campus. CTEC Director asked IT and Business Office to give out ID clips to students.

Leyolany received approval from Comptroller to allow TRIO to use the GEAR UP computer lab. Winter had checked all the computers to make sure all are in good condition. Custodians already cleaned the place. Director recommends maintenance to change the door knob to the computer lab. GEAR UP teaching resources will be disbursed to TSP and inventory for all the fixed assets are completed.

Water leak: Stanley already fixed the small leaks and one at the Student Services restroom.

Reminder to maintenance if you are to dispose or transfer A/C's or computers, you have to fill out the disposal or transfer forms. All fixed assets have to be recorded for audit purposes. Supplies like chairs can be disposed but have to be noted. Need to clean and dispose broken things from the gym for student's safety. Recommend maintenance to work closely with Leyolany to update on things that are being relocated or disposed.

Director's Update:

Letterheads reflecting the name change are completed. Recommend all offices to use the same letterhead.

Encouraged all to go back to the Policy workshop to be continued this afternoon at MITC.

25th Anniversary: Student Services is working on parade and games. Managers are asked to send in names to Cindy Edwin for those who will participate in the committee to start preparing and coordinating of activities for the upcoming Founding Day. There will be 2 floats, 1 for CTEC and 1 for Techno Club. SBA will come up with a dance.

In the Fundraising Dinner, Lady's Shark and HTM students will be the main server. Tickets for the dinner are being distributed to all managers to help sell.

Others

UB Director encounter bus problem being requested at the last minute. UB also reported the challenge being faced with the TRIO fund. President Trump has proposed a PROSPER Act to re-allocate all Trio Funding to the states to handle and the challenge here is that we are not part of the US states.

Cindy reported that Student Services received the early warning deficiency list. Noticed that poor attendance is being the problem. 2 Tutors just started. Have couple of workshops coming up; ASVAB is next week; SBA officers are now being in place. The new health clearance is being enforced for students who participate in sports in the gym, the fee is \$15.

FAFSA awareness/renewal workshops will be at the end of February and sometimes in April. FAO received

2 Pell transfer of 277 students being awarded; 187 attended work-study and 30 are still yet to start.

OARR reported 58 potential graduates for Spring 2018, IDPs are to be reviewed by instructors first. Enrollment for Spring 2018 is 389.

Two pool tables are in poor condition and need to be bid out.

ETS Director announced the winners for the spelling bee (Kolonia, Nett, Awak) will participate in the Regional Bee in Guam next week.

The college is planning that COMET will also administer to sophomores in order to keep their heads up.

Engly moved to adjourn and Diaz seconded.

Meeting is adjourned at 11:00 am.

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:

3/12/18

Approval of Minutes Process & Responses:

- Jan. 17, 2018 minute

Submitted by:

Date Submitted:

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

- PSBDC big classroom AC is not working, maintenance to check.
- Business Office door is termite in poor condition

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments