

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

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

**Date:** April 18, 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	Bruno Barnabas	X		
Personnel/Recorder	Maureen Mendiola	X		

**Additional Attendees:**

**Agenda/Major Topics of Discussion:**

1. Welcome
2. College Mission Statement
3. Minute of Feb. 15, 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 to remember Luci Donre and her

family in our prayers.

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 changes being made. Minute of Feb. 15, 2018 was unanimously approved and adopted.

Action Steps Update:

Maintenance installed 2 new A/C's in the PSBDC classrooms.

Business Office door is fixed.

The pool at the gym is fixed and now is being used by students.

Director's Update:

Director was very amazed by the successful outcome of the 25<sup>th</sup> anniversary celebration. He encouraged continuous effort and collaboration from everyone to move the college forward.

Director reminded managers to attend the memorial service for Luci Donre today at the Practice Gym.

Be reminded of annual leaves must be approved before you take off.

Still encountered reports being submitted after the deadline. Make sure to put recommendations for improvement in your reports to identify good practices, example the exhibit report.

Faculty & Staff Senate Election. Tendency Liwy and Sebastian Tairuwepiy are appointed as CTEC faculty and staff rep to the faculty staff senate.

Encouraged managers to visit the IEMP that is already in place. This will influence our next budget especially activities that will be supportive of the IEMP.

Discussions on employment qualifications. FSM do not have a law in place.

CTEC did not meet our enrollment projection for the entire year.

Professional Development. CTEC will look into this matter to start upgrading its staff that are planning to attain higher degree. Managers have 1 week to comment on the IEMP.

Remind all to focus on our teaching equivalency to improve our services and cost saving.

Fuel and utility are in good standing. Managers are to start planning on what to purchase instead of waiting until the last minute. NCBO is asking that we try to minimize PRs in August.

Maureen is tasked to put together a budget for the Thank You Dinner including the farewell for Alpenster Henry.

Nestor Mangubat is working on Willy Hawley's (Rosa) jeep to replace the broken engine with an engine from the shop. The college needs this kind of people from the private sectors to help negotiate the college to the government.

Others:

UB is planning to utilize the mechanic and telecom programs for their summer bridge program. This will be for a short time period but need to meet quality wise.

Cindy announced that CTEC received \$200 gift certificate for winning 1<sup>st</sup> prize in the COM-FSM Founding Day Float. Student Services will use the certificate to purchase things for whatever activities that is coincide with our policy.

Engly mentioned that CES stop giving out completion certificates for the EFNEP trainings because participants use those certificates to apply for jobs like ECE. Director Jack suggests submitting the EFNEP proposal to IC so he can forward to the curriculum committee.

Engly moved to adjourn and Cindy seconded.

Meeting is adjourned at 10:35 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:**

6/27/18

**Approval of Minutes Process & Responses:**

- Feb. 15, 2018 minute

**Submitted by:**

**Date Submitted:**

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

- EFNEP Proposal
- Review/comment on the IEMP

**Action by President:**

Item #	Approved	Disapproved	Approved with conditions	Comments