

COM-FSM Chuuk Campus  
**MANAGEMENT COUNCIL (MC) MEETING MINUTES**

<b>Date:</b> March 19, 2021 (Friday)	<b>Time:</b> 12:10-1:50 pm	<b>Location:</b> Dean's Conference Room
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<b>Members Present</b> (Quorum: 7) = 7 in attendance	<b>Absent</b>
* Kind Kanto (chair)      * Ben Akkin (Administration) * Genevy Samuel (Instructional) * Marie Pitoli (Administration) * Wilson Bisalen (SS) * Kiva Meno (SBA)      * Mike Abbe (CRE)	* Atkin Buliche (Inst.) * Memo Yesiki (SS) (Off island)

<b>Agenda / Major Topics of Discussion:</b>	
I. Call to Order/Attendance II: Prayer/Moment of Silence III: Reading of the Mission Statement IV. Old Business - Snack Bar updates V. New Business - Professional Development day - Set a markup on prices at the snack bar  VI. Updates from members  VII. Miscellaneous VIII. Adjournment	

<b>Discussion on Agenda / Major Topics of Discussion</b>
<p>I-III: The Meeting was called to order by Chairman of the Chuuk Campus Management Council Dean Kanto at 12:10 pm along with Secretary Macleen taking the attendance. Chairman Dean Kind Kanto began the meeting by calling on Chuuk Campus CRE Coordinator Reverend Mike Abbe to ask for blessing of the meeting. Chairman Dean Kanto continued by reciting the College's Mission Statement followed by thanking everyone for coming to the meeting and welcoming everyone to the first Management Council Meeting for this school year.</p> <p>IV. <b>OLD BUSINESS: Snack-bar updates</b>            - Chairman Dean Kanto called on Fiscal Officer Ms. Marie Pitoli to give an updates on the snack-bar. Marie reported that the prices at the snack bar are high and needs to be set at a reasonable price so that student can afford. <a href="#">Update on the financial status of the snack bar will be done in the next meeting.</a></p> <p>V. <b>NEW BUSINESS: Professional development day</b>            - Faculty will have their workshop on March 30<sup>th</sup> from 8-12am. They will do more presentations on online teaching, core values, and online syllabus.            - Instructional Coordinator (IC) Genevy Samuel asked the Chuuk Campus SBA President Kiva Meno to have at least 5 students do share their point of view of Schoology and their experience of Online Instructions. Four Sensor Standing Sanitizer placed in LAB 1 &amp; 2, LRC and English Computer Lab. Faculty will have their Professional Development Day (PDD) on March 30, 2021 from 8:30-12:00am. Since its Chuuk State Special Election Run-Off day, the PDD for faculty is schedule for half day for eligible voters to cast their vote.            - PPD Agenda was share with faculty and agenda items include COM Core values, using Trac dat, developing online course syllabus and Open Panel Discussion on students' point of view on Schoology.            - New bus to be reserve from Monday to Friday @ 8:00-2:00pm for Education Practicum, Public and Health Practicum Students, unless it is an emergency need for the college they can be use during the designate time.</p>

- The Committee members also looked at the issue of price raise at the snack-bar and came in agreement to set a mark-up for each items so that student can afford to buy them.
- SBA President Ms. Kiva Meno made a motion that the mark up on the price of each item sold at the snack-bar will be 25 cents so students can afford them. The motion was seconded and voted on unanimously.
- The committee also saw that employees crediting at the snack-bar is also an issue; therefore, a majority of committee members agreed on a set an amount of \$10 for employees to credit.

**VI. UPDATES:**

Business Office: Marie reported that Bank Of Guam will discontinue direct deposit of checks to employees' accounts. Campus Dean plans to recommend moving payroll from Friday to Wednesday or Thursday. This will prevent employees from waiting in line for hours at the banks.

Student Services: Cut-off date for FAFSA April 10  
 : FAO- 216 students awarded, 35 have not awarded yet, 2 have yet to complete their FAFSA and supporting documents.  
 :Introduction of Kiva Meno as SBA President and Natalie Sebastian as SBA Chuuk Treasurer. It is in the plans to fill in the vacant positions of SBA Vice President and SBA Secretary.  
 : Student Services Staffs is currently working on gathering information to contribute for the Accreditation Write Up Report under Standard II.C.  
 : Student Services is currently working with Campus Dean on the Program Review.

CRE: 4 positions not yet filled  
 : EFNEP position re-announced

Maintenance: Requested funding to repair and renovate three buildings.  
 Building C: \$30,000  
 Building D: \$10,000  
 Building K: \$40,000

VII. **Miscellaneous:** Campus Dean addressed the questions of the upcoming COM-FSM Easter Schedule and 2 Hour Election Leave Information.

VIII: Meeting adjourned at 1:50pm.

**Next Meeting:** April 28, 2021

**Hand-Outs / Documents Referenced / Attachments:** (Agenda)

**Prepared by:** Secretary Macleen Remit Frank

**Date distributed:** March 25<sup>th</sup>, 2021

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

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