

**College of Micronesia – FSM
Chuuk Campus Management Committee
Minutes Reporting Fall 2021**

Committee or Working Group:	Chuuk Campus Management Meeting
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Date:	Time:	Location:
September 29, 2021	12:00-1:00pm	Dean's Conference

Members Present/Absent:				
Title/Representative	Name	Present	Absent	Reasons
1. Campus Dean	Kind Kanto		X	Off-island for work
2. Instructional Coordinator	Genevy Samuel	X		
3. Student Services Coordinator	Kestery Enlet	X		
4. Facility & Maintenance Supervisor	Benjamin Akkin	X		
5. CRE Acting Coordinator	Kalvin, Assito	X		
6. FAO Rep	Memorina Yesiki	X		
7. Faculty Rep	Atkin Buliche		X	
8. Fiscal Officer	Marie M. Pitio	X		

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Call to order 2. Roll call and Establishment of Quorum 3. Reading of the College Mission Statement 4. Review of Agenda: No formal Agenda to share but an informal Agenda to follow 5. New Business <ol style="list-style-type: none"> a) Division Update b) Report on Budget 6. Old Business <ol style="list-style-type: none"> a) None 7. Miscellaneous <ol style="list-style-type: none"> a) Next meeting for October 8. Adjournment

1. **Call to Order:** Acting Chairperson IC Genevy called the meeting to order at 12:10noon.
2. **Roll call and Establishment of Quorum:** 7members present, therefore is a Quorum to conduct business.
3. **Reading of Mission Statement:** Ben Akkin volunteered to read the College Mission Statement.
4. **New Business:**
 - A). **Facility & Maintenance:** FYI, Maintenance is no longer Maintenance & Security but called Facility and Maintenance. 2 Construction are doing minor repairs for Chuuk Campus building. Construction includes GEMVJ and PLEC. Both constructions are working on 3 current projects during every weekends and holidays to avoid disruption during week days for school and work operation. Minor repairs include building B for minor repair, building C for painting and removing roofs for C4 and other classroom for C building and building K LRC for removing of roofs. Completion of Building K will before students return next year. Contractor will be working during Christmas Break. CARES funding to paint all building, provide desk for all classrooms, office, provide fans with classrooms that has ceiling fan and to provide standing fan for those not. Request was already submitted for approval. Greenhouse will be built around Generator house and fence to be provided.
 - B). **FAO:** Not yet enter FAFSA application, still waiting for reentering Memo's name into the System since main office deactivated her name. Entering FAFSA is called Central Processing Station (CPS) where FAO enter student's information and print signature page instead of signing on student's account and do the longest way. All work-study students must have their vaccine in order to continue work.
 - C). **SSC Coordinator:** Admission office, enrollment for Fall 2021 is 292 Students last Spring enrollment was dropped. For next semester Spring 2022 we should aim for more and to spread the news to interested students. COMET was schedule for October 15, 2021 but since no class available, it will be on October 16, 2021 in both Computer LABs to avoid disruption from weekend construction. Vaccination update all Chuuk Campus employees got their Covid-19 shot and those not eligible for the shot does provide exempted Doctor's certification. 192/292 received both shot and 20/292 received 1shots. The rest are either underage or have not submit their Covid-10 shot record. There are 4 regular securities (1 is on leave), 2 special contracts and I in process. Must have 8 securities plus a female security. For Sexual Harassment purposes see SSC as she is now in charge of SH. **Question by Ben: What is our Target for enrollment? Who give inform campuses for this and when in order to aim for the set Target or Projection?**
 - D). **CRE Acting Coordinator:** Not much, no outreach to the community. CRE folks are doing write up report to be submitted to Land Grant. We have 9 Staffs on board including 3 on special contract and 1 coming soon. Office challenge at CRE is "Office Space" for the lab to be use but waiting for approval. Two vehicle truck to be survey since office is spending more on car repair.
 - E). **Fiscal Officer:** Go through each department propose budget and what should be add or cut base on needs and if approve from national. First report on Facility and Maintenance, instructional, SSC. The total propose budget for Chuuk Campus is \$142,1892.94
 - F). **Instructional:** **Question by IC: Any update from Fundraising Committee for first fundraising 09/17/2021?** Chairperson said to be share next meeting. Friday 10/01/2021 is Chuuk Constitution Day it's a holiday. Midterm exam is October 4th and 5th next week. Alton Memorial Campus Beautification Day is schedule to be held once in a semester after midterm. October 9, 2021 is our second AHMCBD for Fall 2021. More detail to be discuss after committee's meeting next week and to be called by Chairlady.
5. **Old Business:**
 - a) None
6. **Miscellaneous:**

a) October Management Meeting to be announce.

7. Adjournment:

The meeting adjourned at 1:08 p.m.

Handouts/Documents Referenced:

- None

College Web Site Link:

Prepared by:	IC Genevy Samuel	Date Distributed:	10/03/2021
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