COLLEGE OF MICRONESIA-FSM

Management Council Minutes

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| Date: January 18, 2023 | | Time: 12:06 | Location: Conference Room | |
| **Members** | | | | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | **Titles /Reps** | **Names** | **P** | **A** | **Note** |  |  | | 1. | Chairman | Kind Kanto | P |  |  |  |  | | 2. | Instructional Coordinator | Genevy Samuel | P |  |  |  |  | | 3. | Student Services Coordinator | Kestery Enlet | P |  | \*Delayed in arriving |  |  | | 4. | Business Officer | Marie M. Pitiol | P |  |  |  |  | | 5. | Financial Aid | Memorina Yesiki | P |  |  |  |  | | 6. | CRE acting Coordinator | Kalvin Assito | P |  |  |  |  | | 7. | Instructor’s Rep | V-Three Raisom |  | A |  |  |  | | | | | |
| **Major Agenda or Topic of Discussion** | | | | |
| **AGENDA**   1. Call to order by Campus Dean 2. Adoption of November 16, 2022 meeting minute 3. Parking space/accommodations 4. Briefings 5. Miscellaneous/Announcements 6. Adjournment | | | | |
| **Discussion of Agenda and Information Sharing** | | | | |
| 1. **The meeting called to order at 12:06pm by Campus Dean and prayer by Kalvin Assito** 2. **Adoption of the November 16, 2022 meeting minutes:**  * Corrections made to the last Management Council meeting by members present and furthermore approved. The motion passed unanimously.  1. **Parking accommodations:**  * Consensus of the committee agreed to have college vehicles moved to the Greenhouse space as well as employee vehicles. Details on parking accommodations is to be finalize between Student Services Coordinator, Kestery Enlet, and Maintenance supervisor, Benjamin Akkin.  1. **Briefings:** 2. **Administration- Campus Dean**  * New COM-FSM president will be arriving to Pohnpei on the 3rd of February but will officially start in office on the 13th. * Accreditation team will be visiting Chuuk Campus in March 2023. Dean is encouraging members to familiarize themselves with the issues raised in the Core Focus to be better prepared for questions from visiting team. * Kersweet Eria’s retirement farewell luncheon get-together. Certificate of appreciation along with $600 cash, instead of the gold watch, will be what COM-FSM will gift to Mr. Kersweet Eria for his service and commitment of more than 20 years to the college. Members created a committee to put together the details of said farewell dinner/luncheon. * Arrival time: Sole purpose of this is to motivate college employees to be more accustomed on their arrival time to work.  1. **Administration-Benjamin Akkin, maintenance superviser**  * Greenhouse: Diggings at the greenhouse are at a standstill, further continuation of the work will resume once Timothy Mamangon gives the ok. * Restroom renovations resumes this semester. * Request for biddings on Building D (Campus Dean’s office) is out. Construction companies are coming in beginning this week for inspections on the building. Once paperwork is complete, renovations will then begin, hopefully next month. * Cares Act projects include repainting of building roofs, window screen and frame replacements, ceiling fans in all the buildings, doorframes, and exhaust fans. June 2023 is the ending period of the Cares Act funding  1. **Instructional- IC Genevy Samuel**  * There will be a faculty meeting on January 30 to address issues with instructors’ performance on Canvas as well as face-to-face interactions. * IC will make a follow-up on the Quick Access training before midterm and final exams for results of the training. * Arrangement of fuel & transportation to those undertaking practicum is provided by Education/National. * Teacher Competency Exam (PTE) will be available to take the first week of February.  1. **CRE-Kalvin Assito**  * Vacant positions/job openings  1. Youth Agent 2. Aquaculture Agent I & II 3. Accounting Clerk 4. Agriculture Agent I  * Reminder/additional comments from Campus Dean to publicize all job descriptions, requirements, and salary. Make use of the Radio Station to also have it announced to the public.  1. **FOA-Memorina Yesiki**  * SAP still in working progress and will send out as soon as it is finish.  1. **Business Officer-Marie M. Pitiol**  * Announced resignation of her counterparts, a big loss on her side with this news.  1. **Student Services-Kestery Enlet**  * Enrollment this semester is at 218 making it below the projection which was 236. * Activities:  1. January 30-workshop on Influenza (if the PRs approved)   \*An important note from Campus Dean- Another Corona Variant coming out of China, so the COVID-19 precautionary practices must continue.   1. Canvas Training & Tutoring starts tomorrow @ 9:30am in the Computer Lab. 2. To motivate students’ participation, certain items from bookstore will be rewarded to those with perfect attendance to these activities.  * COMET will begin on the 1st week of February.   \*Have Kyle and Greda- if they are interested- certified to assist with the work COMET   * Short staffed with campus security. Position is open to anyone who is willing and happy to apply. Must have a high school diploma. * SBA officers are one less this semester since the SBA vice president did not enroll this semester. * Complaints are coming in from vendors that helped with provisions for last semester’s activities. Payments have not been made so Marie volunteered to assist in following-up on how far along those payments are at.  1. **Miscellaneous/Announcements:** 2. **Meeting adjourned @ 1:14pm** | | | | |
| Next meeting: February 15, 2023 | | | | |
| **Handouts/Documents Referenced** | | | | |
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| Prepared by: | **Jennifer Robert** | | | January 27, 2023 |

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| **Summary Decisions/Recommendations/Action Steps/Motions with Timelines and Responsibilities** |

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