

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

<b>Committee or Working Group:</b>	Deans/Directors
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<b>Date</b>	<b>Time</b>	<b>Location</b>
May 3, 2017	6:00 pm – 8:00 pm	High Tide Restaurant/Chuuk

Members	Name	Present	Absent	Remarks
VPIA	Karen Simion	X		Chair
Dean of Academic Programs	Maria Dison		X	Not in Chuuk
Director of LRC	Jennifer Helicisar		X	Not in Chuuk
Dean, Chuuk Campus	Kind Kanto	X		
Dean, Kosrae Campus	Nena Mike	X		
Dean, Yap Campus`	Lourdes Roboman	X		
Director, Career & Technical Ed.	Grilly Jack	X		
Acting Director, CRE	Engly Ioanis	X		

<b>Additional Attendees:</b>	Emmanuel Mori, Joey Oducado, Roselle Togonon, Norma Edwin
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<b>Agenda/Major Topics of Discussion:</b>
25 <sup>th</sup> Anniversary Updates and Work to Accomplish Summer Transition for new students Budget Updates Campus Reports IT issues

<b>Discussion of Agenda/Information Sharing:</b>
<ul style="list-style-type: none"> <li>• Mr. Mori shared an update on plans for the 25<sup>th</sup> Anniversary celebration at the college. Campuses planning sports activities need to submit a list of items needed for each activity. Mr. Mori plans to visit agencies and ask for donations. He wants to make sure the donations meet the needs of each campus. Activities besides the sports competition are a cocktail hour and dinner.</li> <li>• VPEMSS explained the idea of a summer transition program for new students. Graduating seniors should be allowed to register for classes and may start one week late in order to complete graduation exercises without interruption to classes. Students should take ACE II and ESL 089 if that is where they placed this summer to enter 100 level courses this fall. Students need to complete the 2016-2017 FAFSA by June 10 to be eligible for Pell Grant.</li> <li>• Fall enrollment for new students will be done with block scheduling. We will follow the suggested schedules in the catalog and set up blocks for new students so they can register for 15 credits. The 2018 budget was based on each student taking 15 credits since the overall potential student population is decreasing. More detail will be provided in a separate meeting.</li> <li>• Business Office.             <ul style="list-style-type: none"> <li>○ FY 2017 is almost at an end. We have until August 30 to purchase fixed assets.</li> <li>○ The Business Office plans to switch to online banking with Bank of Guam. This will make direct deposits to Bank of Guam much faster as college business office employees will actually be inputting the payroll in the banking system.</li> <li>○ Ritchie is the new accountant for the state campuses.</li> <li>○ Fiscal officer staff development will be scheduled soon.</li> </ul> </li> <li>• Kosrae Campus</li> </ul>

- Continue with fund raising efforts with the EN 201 Intro. To Literature class under the direction of Skipper Ittu presenting the annual cultural production on May 5 and International night scheduled for this summer.
- Will suggest ways to secure the piggery area.
- Yap Campus
  - Continuing fund raising efforts with a raffle, fishing and Mother’s Day gift baskets.
  - Graduation on May 19 for both Yap and FMI
  - Summer begins on June 12
- Chuuk Campus
  - Numerous activities: hosted Board of Regent meeting; college fair; fund raising; and graduation on May 11.
  - A beautiful sign with the college mission statement was donated by a group from Southern Namoneas and stands facing the main road outside the campus.
  - Expressed appreciation in the flexibility of start dates for summer to accommodate the graduating senior high school students.
- CRE
  - Need to settle the paper routing procedures for the state CRE offices to the National Campus and back. This will happen after a meeting with administrators and accountant from COM Land Grant.
  - Working to improve CRE in the community with a grant of \$5,000 and up with NIFA approval.
- Pohnpei Campus
  - Working to provide a summer schedule to meet the needs of the graduating senior high school students.
  - PNI Campus has numerous IT issues. One is getting the connection to the fiber optic cable.
- All Campuses expressed the frustration of students having access to college wifi long after they have left the college. They feel this is just causing congestion on the bandwidth. Deans have also noted that they often see cars parked near the campuses with people sitting inside using devices to access the wifi. The assumption is that students have shared/sold their passwords. No suggestions on how to control this were offered except to make sure students’ access is cut off once they leave the college.

**Comments/Upcoming Meeting Date & Time/Etc.:**  
 ■ Next meeting: June, 2017 Day and place TBD

**Handouts/Documents Referenced:**  
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**College Web Site Link:**  
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<b>Prepared by:</b>	VPIA	<b>Date Distributed:</b>	June 2, 2017
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**Approval of Minutes Process & Responses:**

<b>Submitted by:</b>		<b>Date Submitted:</b>	
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

