

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

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| Committee or Working Group: | Deans/Directors |
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| Date | Time | Location |
| Sept. 5, 2016 | 10:00AM-11:00am | BOR Conference Room |

| Members | Name | Present | Absent | Remarks |
|----------------------------------|--------------------|---------|--------|---------|
| VPIA | Karen Simion | X | | Chair |
| Dean of Academic Programs | Maria Dison | X | | |
| Director of LRC | Jennifer Helicisar | X | | |
| 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 | | |

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| Additional Attendees: | none |
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| Agenda/Major Topics of Discussion: |
| Reports from each area Work from VPIA for fall 2016 semester |

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| <p>Discussion of Agenda/Information Sharing:</p> <p>Kosrae Campus Report</p> <ul style="list-style-type: none"> • pay rate for part-time faculty is embarrassing. Many people will not teach and Kosrae Campus has had to cancel courses because there is no one to teach. VPIA asked for specific numbers of people who refused to teach, number of courses not offered, effect on the students to include in a future proposal to increase the pay rate for part time faculty. VPIA will need to revisit the proposal made several years ago to determine why the rate is now so low. <p>Learning Resources Center</p> <ul style="list-style-type: none"> • Staff from National Campus are assisting the library technician at Pohnpei campus with staffing. One National Campus staff is assigned to the Pohnpei Campus library for one week. Then a different person assists the next week. So far this is working well. <p>Dean of Academic Programs</p> <ul style="list-style-type: none"> • National Campus will be proposing the concept of having 2 ICs and no division chairs very soon. This will help ease the need for part time instructors as division chairs would be able to teach up to 15 contact hours. Div. Chairs are currently reviewing job descriptions for division chairs. • Although yearly schedules have been received, please review schedules for spring 2017, make any revisions now, and re-submit to DAP by mid-term of fall semester 2016. <p>Pohnpei Campus Report</p> <ul style="list-style-type: none"> • IT and maintenance are working to secure the fiber optic connection for the campus • Cabinet and furniture making program is finishing more tables for the dining hall at National Campus • CTE servicing is open to the public and Xavier is certifying work on bunk beds for the residence halls. • Blue Plate Café is scheduled to open soon. |
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- Two water purifying/catchment systems are being installed – one by the main office and one in the student center. This will allow student’s access to clean drinking water.
- Congratulations to Director Jack on his nomination to the Board of Education for Pohnpei State Department of Education and as a new member and college representative on the Rotary Club.

VPIA

- Congratulations to Chuuk Campus for raising the FTE up to 94% for fall semester 2016. Your huge effort has paid off and thanks you very much from Administration and National Campus.
- I would still like to submit the grant proposal to JEMCO regarding working with the high schools and preparing students for college. No comments or suggestions were received from any campus. Please review again and send ideas for more details in the proposal by October 11, 2016.
- TracDat assessment results for all units (academic and non-academic) must be entered in TracDat by September 30 or you will not be able to access your 2017 budget. Training for TracDat is in October, but the work must be completed now. Do your best and enter information as you have been doing for the past few years. Once training occurs, you can make improvements.
- The college is preparing for the 2018 Budget. You will be receiving worksheets with updated salary information from the comptroller very soon. Also in preparation, review academic assessment recommendations from your campus and information in the IEMP Evaluation report. Please send me ideas on what you feel are priorities for the 2018 budget by Wed., Sept 7 and definitely no later than Sept. 16.
- I have set a goal for fall 2016 to fill all vacant instructional positions by Dec. This means that all vacant positions will have been requested and reviewed by cabinet, advertised, ad hoc committees formed, interviews complete and recommendations sent to HR. The earlier this occurs, the better the chances of having instructors for spring semester.

Comments/Upcoming Meeting Date & Time/Etc.:

- Next meeting: Oct. 3, 2016. 9:00 am in Chuuk and Yap; 10:00 am Kosrae & Pohnpei. VOIP 4519 PIN 5302.

Handouts/Documents Referenced:

- JEMCO Proposal
- IEMP Self Evaluation Report

College Web Site Link:

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Prepared by:

VPIA

Date Distributed:

Sept. 6, 2016

Approval of Minutes Process & Responses:

Submitted by:

Date Submitted:

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

1. Details of how difficult it is to hire part-time instructors and the consequences – Dec. 2016
2. Revised spring 2017 schedules to DAP – Oct. 1, 2016.
3. Comments/additions to JEMCO proposal – Oct. 11, 2016
4. TracDat results entered – Sept. 30, 2017
5. Comments/priorities for 2018 Budget – Wed., Sept. 7, 2016
6. Vacant position requests - ASAP

