

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

<b>Committee or Working Group:</b>	CRE Committee
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<b>Date:</b> April 22, 2010	<b>Time:</b> 2:00PM to 3:30PM	<b>Location:</b> COM-FSM
		Board's conference room

<b>Members Present:</b>		<b>Members Absent:</b>
1. W James Currie	7. Jackson Phillip	1. Grilly Jack 2. Penny Weilbacher 3. Kalwin Kephas 4. Kenye Killin 5. Lolita Ragus 6. Yosko Kim 7. Dr. Verma
2. Sonny Paddock	8. Kiyoshi Phillip	
3. Doman Dowas	9. Engly Ioanis	
4. Elfreide Suda	10. Stanislaus Fal'mngar	
5. Dr. VK Murukesan	11. Julia Eldridge	

<b>Additional Attendees:</b>	Fredson Ardos, Julieta I. Mix and Tobias Tamerlan
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<b>Agenda/Major Topics of Discussion:</b>
1. Introduction of Elfreide Suda, Chuuk CRE coordinator
2. Review of Directive from COM LGP – a. Plan of Work, b. NIFA Priority Areas (copy of subject memo sent to all sites), c. Time & Effort FTE certification reports – 6 months
3. CRE Coordinators and Researchers meeting July 24-29, 2010
4. Advisory Councils – a. Preparation timeline, and b. Completion of workshop/meeting form – before and after advisory meeting.
5. Other

<b>Discussion of Agenda/Information Sharing:</b>
<p>CRE Committee meeting began at 2:15PM. Introduction roll call round the table and brief experience introduction from Chuuk newly hired Coordinator, Mrs. Elfriede Suda.</p> <p>The use of Elluminate was problem and also the online page, so VPCRE announced a good news saying that by next fiscal year the internet will be improved and all the works will be ok. He is paying for fiber optic that will be used to increase speed. He also mentioned that the Caripac project will buy Satellite dishes for the college remote state campuses and National Campus to improve communication.</p> <p>There will be a meeting focused on Performance Based Budgeting, Plan of Work and Assessment for CRE Coordinators and Researchers to be held from July 26 to 29, 2010. CRE Coordinators will make sure to have IPOWs for their staffs and will have to complete POW for the meeting.</p> <p>The travel for Coordinators will be provided through COM-LGP. AES funding will be available to bring all the researchers from the 3 states for the meeting. Probably will start on Monday afternoon on TWTF and have Jimmy Hicks do the assessment criteria. Doman was asked to make his schedule to attend the meeting. 5 priority areas tightly focus NIFA and other science funds for solving specific problems and demonstrating results. Coordinators will have to find 4 bachelor degree people for the new positions or see which agent can take on new duties for the NIFA areas. State coordinators or Directors to complete all the report needed for the POW. The same knowledge area format will be use for the report.</p>

Coordinators and their agents to go out and help people to understand that child obesity is not the skinny child that counts but how to be healthy and teach them on food safety. Jackson comments that because mentality is changing so we should send out our extension to the communities and guide the changes in an appropriate way especially in food safety program. Train our staff in how to get that capability in nutrition or food safety too, if nobody can do the 5 NIFA critereas, then get bachelors people from FSM or get certificate holders and train them on the 5 NIFA or programs.

Stan will email his comments or concern to Jim and Jack because he cannot get to the elluminate system very well.

ADAP is competing for grants to address childhood obesity to support Extension/Coordinators, or Researchers in the island territories, Hawaii and Alaska.

FTE's are now for 6 months instead of a year report. All coordinators should have their staffs complete their FTE's for this year and email to Jackson. Ric and Auditors are looking into where the fund covering salary of each employee is coming from reflecting what people are doing and what percentage is in the POW otherwise the money should come from other sources.

Jim asked Sonny to make sure that the current budget report is completed and send out to all sites before the upcoming meeting in July 2010.

The Terms of Reference (TOR) for the State Advisory Council (SAC) was approved and final voting was made to delete Goals . In respond to Engly, Jim indicated letter of invitation for the SAC should be from the President and VPCRE. All SAC to be in place by May 30th 2010.

Coordinators to make the selection of 7 or 9 members to be representatives of the communities and partners. The advisory council is to advise the coordinators on Extension and Research. Jim will make available \$100 for each meeting of the State Advisory Council. The funds could be used for snacks and to enable members to travel to attend meetings, e.g. gasoline or taxi. In order for each site to receive the \$100 they should complete a Meeting preparation and report form (attached to this report). The form is to be used for every State Advisory meeting (the form will be used to prepare for the meeting and to report what transpired at the meeting). Doman was asked to help in how to put that into a PO request form. The form is to be ready a week before the schedule meeting.

There is a similar workshop form that Jim wants all staffs to be used in the future when they conduct workshop in the communities. Jack will share the workshop form to all sites for review and comments.

COM BOR approved a \$20,000 per site for a new Extension agent position at each site. Those filled position should help to manage the 5 NIFA Priority Areas as they are include in the 2011-2016 POW Update. Coordinators will have to find bachelor degree people for the new positions or see which agent can take on new duties for the NIFA areas. State coordinators or Directors to complete all the report needed for the POW. The same knowledge area format will be use for the report.

Jim asked for last comments and Jackson stated that there is lot of work for the CRE coordinator to complete before the July meeting. The IPOW, State POW to be reviewed by SAC before the July meeting. Jim stated that involvement of the SAC is so to teach them of the existing POW.

Kioshy moved and Engly seconded to adjourn the meeting. Meeting adjourned at 3:45PM

<b>Comments/Upcoming Meeting Date &amp; Time/Etc.:</b>
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<b>Handouts/Documents Referenced:</b>
<ul style="list-style-type: none"> <li>• National Priorities for NIFA Funds and Guidance for Plans of Work and Annual Reports hand out</li> <li>• State Advisory Meeting Planning &amp; Report form</li> </ul>

<b>College Web Site Link:</b>
<ul style="list-style-type: none"> <li>• Elluminate * COMFSM-Office of VPCRE</li> </ul>

<b>Prepared by:</b>	Julia Eldridge	<b>Date Distributed:</b>	4/28/10
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<b>Approval of Minutes Process &amp; Responses:</b>

<b>Submitted by:</b>		<b>Date Submitted:</b>	
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<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>
<p>Everyone attending the CRE committee meeting is a training also participating for sharing in the communities in the future.</p> <p>Base on Jim’s directives, items one (1) and two (2) need to be complete before June meeting.</p> <p>Kiyoshi raise a concern asking for help on how to fix a transferred vehicle from Engly’s office to RI. The vehicle was stopped down at RI farm while their using borrowed truck from maintenance office for delivering pig feed from COM cafeteria to the pig pen. Engly will look into how would they help and he also said that Tobias will check what happened to the vehicle after the meeting.</p>

Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:			
Approved with conditions:			
Disapproved:			