

Committee or Working Group: Administrative Services Management Meeting			
Date: April 10, 2019		Time: 10:00 a.m.	Location: BOR Conference Room
Members Present:			Members Absent:
▪ Joseph Habuchmai, Vice President	▪ Roselle Togonon, Comptroller		
▪ Francisco Mendiola, Dir/Maint	▪ Martin Mingii, Dir/PPM		
▪ Rencelly Nelson, Director/HRO	▪ Sinobu H. Lebehn, Recorder		
Agenda/Major Topics of Discussion			
<p>VPAS called the meeting to order at 10:00am.</p> <p><u>Review of Agenda</u> Director Nelson moved and Director Mendiola seconded to adopt the agenda as is. Motion carried.</p> <p><u>Review of Minutes</u> Director Mendiola moved and Director Mingii seconded to adopt the minutes of March 13, 2019 as is. Motion carried.</p> <p><u>Old Business</u></p> <ol style="list-style-type: none"> Update on revisions of old policies <ul style="list-style-type: none"> - Dress Code Policy is now in effect - continue follow BOR calendar of policies - use present policies using Director Nelson’s format - continue review and work on policies in each respective areas - delineate policies and centralize under appropriate programs Accreditation Mid-term Report <ul style="list-style-type: none"> - Director Nelson and Comptroller Togonon will assist Vice President of Instructional Affairs on the mid-term report - written documents on the FSM Congress pledge of 2million US Dollars are needed as evidence of the Government’s commitment to the college Personnel hiring and updates (regular and special contracts) <ul style="list-style-type: none"> HRO <ul style="list-style-type: none"> ✓ New recruit onboard – Human Resources Specialist III, Ms. Laura Fujimoto PPM <ul style="list-style-type: none"> ✓ Two on special contract at PPM. One position being advertised, ✓ Follow up re-assignment of Mr. Edmund, need him onboard asap to handle the inventory survey/disposal and tagging of fix assets Business Office <ul style="list-style-type: none"> ✓ Bookstore: Replacement for Jayleen Ringlen (resigned/moving to the Mainland) ✓ Payroll assistance special contract ✓ Dining Hall (short staffed) Cook on medical retirement, need replacement. For cook positions, the group suggested to add physical fitness requirements in position description (lifting specified weight, stand on feet for longer hours) BOR Meeting in Kosrae Sharing information <ul style="list-style-type: none"> ✓ VPAS thanked his directors for the good number of policies submitted at the Board of Regents meeting in Kosrae. He further stated that the other departments at the BOR meeting in liked the format HRO office presented their policies in and said they should use HRO format for their policies. ✓ Deliberations on sustainability of the college after 2023 			

V. New Business

1. Information Sharing

Maintenance Division

- ✓ Sharing updates on ongoing IDP. Included in his report, Director Mendiola also stated that construction works on National Campus Student Center and CTEC Technical building, will commence no later than September 2019. Director Mendiola also stated that included in the IDP list, is the installation of a wheelchair lift at National Campus
- ✓ MOU on China Demonstration Farm was signed on March 27, 2019. Materials are arriving in May 2019
- ✓ Project Manager conducted the final inspection on the FMI Living Quarters project and found major deficiencies. Construction punch list was issued to contractor to work on.

Business Office

- ✓ Revision the retirement plan was approved by President Daisy. Consolidation of ASC existing loans will be effective as of April 1, 2019. Consolidation requirements will be given to employees to acknowledge. Loan pay period is 5 years.
- ✓ Requested to get documents of ownership for all facilities and land
- ✓ Comptroller Togonon informed that the audit is now ongoing and the auditors might call on the offices for their assistances

Procurement & Property Management Office

- ✓ Put up signs for the mailboxes directions
- ✓ Director Mingii to write up policy/procedures on Request For Proposal on debt collection. Revise the form on service contract and also flowchart of service contract routing

Human Resources

- ✓ Incentive Award in May 16, 2019
- ✓ Meetings with counterparts at the state campuses and recommended that they budget in their incentive programs
- ✓ Watson trainings. Sent programs to campus deans to survey training needs at their respective campuses

VI. Miscellaneous/Announcements:

- BOR meeting in Kosrae – VPAS thanked Director Nelson and Comptroller Togonon for their assistance during the BOR meeting in Kosrae
- Recommendation to look at measures of success at the College's Strategic Directions and update on current status in each respective areas in future monthly meetings
- Revisit ideas for a retreat
- Next meeting on May 1, 2019

Meeting adjourned at 12:00 noon

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| ✓ Minutes from Last Meeting: Minutes of March 13, 2019 were adopted |
| ✓ Announcement: Next meeting May 1, 2019 |