

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

Committee or Working Group: Administrative Services Management Meeting		
Date: April 9, 2014	Time: 9:00a.m.	Location: BOR Conference Room
Members Present:		Members Absent:
▪ Joe Habuchmai, VPAS	▪ Francisco Mendiola, Dir/FM&S	
▪ Rencelly Nelson, Director, HRO	▪ Sinobu Lebehn, Recorder	
▪ Danny Dumantay, Comptroller		
Agenda/Major Topics of Discussion:		
<p>VPAS opened the meeting at 9:00 a.m.</p> <p><u>Review of Agenda</u>          Comptroller Dumantay moved and Director Mendiola seconded that they adopt the agenda as presented. Motion carried.</p> <p><u>Review of Minutes</u>          Director Mendiola moved and Comptroller seconded to vote electronically on the minutes of February and March meetings. Motion passed.</p> <p><u>Old Business</u>          Old Policies from the MAPs - VPAS informed his directors that recommendations on their old policies were adopted by the BOR during their March 2014 meeting. All of these policies are to be archived. Next step is to look at all the current policies in each respective unit, review together and make revision or updates if needed, and submit to the BOR to review.          The team agreed to prepare 3 sets of policy manuals for the Administrative Services:</p> <ol style="list-style-type: none"> <li>1. Fiscal Policy Manual</li> <li>2. Maintenance &amp; Security Policy Manual</li> <li>3. Human Resources Policy Manual</li> </ol> <p><i>Concerns:</i>          Need David Adams to assist in developing a format where everybody to use for uniformity in constructing policy and understanding of the policies formulated.          Internal requests especially fieldtrips and student requests should be first approved within requesting offices before the Administrative Services to support. If the activity is not approved by the requesting office, then Administrative Services will not support the activity.          Internal requests can be approved by respective Directors unless when requesting assistance from outside then that request would go up to the President and his Vice Presidents.</p> <p><u>BOR Updates</u></p> <ul style="list-style-type: none"> <li>- Resolution for the access road to Nandaku Site – a resolutions was forwarded to President Mori, Chuuk Governor, President of Senate of Chuuk Legislature and Speaker of the House to include as Phase I of the Weno road construction that leads to the College’s proposed permanent site at Nantaku.</li> <li>- MOU for Pohnpei Small Business Development Center is already signed by all parties. The use of the building follows: The first floor shall be for the use of the COM-FSM. Small Business Guarantee Finance Corporation (SBGFC) shall continue the use of the second floor where it is presently situated, including the reception area, the kitchen and the conference. All other parts of</li> </ul>		

the second floor shall be for use by COM-FSM. The third floor shall primarily be used the COM-FSM but will be made available for community outreach programs. The costs of operating the SBGFC shall be borne by the SBGFC. COM0FSM shall bear the cost for the operation of its own programs

### NEW BUSINESS

#### Staff Development Funding

Director of Human Resources reported that Staff Development fund balance is \$20,000 for FY2014 or only 5 months till the end of FY2014.

Director Mendiola updated members on Staff Development Committee recommendation: The committee recommended that training programs that are mandatory for the College to maintain requirement such as accreditation, financial aid eligibility, audit workshop be budgeted under each respective department; thus, only job relating trainings should go to the committee.

The team discussed priority training needs within each unit. They decided upon a team-building staff development day for the department. VPAS will seek professionals to conduct training on effective team building.

#### Revision of the IEMP

VPAS instructed his directors to make revisions based on new development. Revise them to fit the current status where we are in terms of the BECA study. Revise the figures to accommodate the figures that go along with it. Revisions needed:

- Financial component
- Facilities component

#### Announcements/updates:

##### Human Resources:

- Director Nelson expressed appreciation to those who attended HR workshop presented by Dr. Watson
- Will send two staff to National Government workshop (Bundi Fred and Maureen Mendiola)
- HRO Director is facilitating to bring a rep from US Embassy to attend Harassment workshop
- Incentive Award Day on March 13, 2014

##### Business Office

- Auditing still ongoing. Comptroller Dumantay reported that Business Office will be able to meet the audit timeline scheduled on June 30, 2014.
- Payroll Accountant resigned and hoping to get replacement soon

##### Maintenance & Security

- Major task is to complete the Facilities Master Plan and present to stakeholder before submission to JEMCO
- Solicited State Campus to submit maintenance needs to formulate plan
- Gym Maintenance/Repair: Pohnpei State will provide \$200,000 for the project. Project will utilize COM-FSM funding and then reimburse expenses from State's funding. Reimbursement will be made to NC Maintenance Operation Budget. Business Office will assist set up separate accounts for all purchases for the Gym maintenance/repair.
- Repair and parts on generator for Residence and Dining halls exceeds the cost of a new generator. Request is already made to President's office.
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Adjournment: Comptroller Dumantay moved and Director Nelson seconded to adjourn the meeting.  
Motion carried and the meeting adjourned at 10:55 a.m.