

Committee or Working Group: Administrative Services Management Meeting

Date: July 17, 2020

Time: 10:00 a.m.

Location: BOR Room

Members Present:

Members Absent:

▪ Joe Habuchmai, VPAS

▪ Roselle Togonon, Comptroller

▪ Francisco Mendiola, Dir/Maintenance

▪ Rencelly Nelson, Director/HRO

▪ Martin Mingii, Director/PPMO

▪ Sinobu Lebehn, Recorder

Agenda/Major Topics of Discussion

Call Meeting to Order – VPAS Habuchmai the meeting to order at 10:17a.m.

Review and approval of Agenda – Director Nelson moved and Director Mingii seconded to adopt the agenda as is. Motion carried.

Review and approval of Minutes of last meeting – Director Mendiola moved and Director Mingii seconded to adopt the minutes of May 8, 2020 as amended. Motion carried.

### Old Business

- **Policy Updates**– No policy revisions or new policies submitted for discussion at this meeting. VPAS encouraged his directors to continue reviewing policies in their respective areas.
- **Review of Summer session online deliveries**
  - ✓ VPAS shared updates from recent Cabinet meeting relating to online class deliveries.
  - ✓ Internet at Kosrae Campus too slow. Bandwidth in Kosrae State is limited. ITO is working with FSMTC to address this issue.
  - ✓ Bus shuttle and sea transportation services paused causing both advantages and disadvantages (a) lessened operational expenses (b) no job for the bus shuttle drivers and boat drivers
  - ✓ Procurement requests are lessened; nonetheless, procurement technicians still need to call to work to address essential purchase needs
  - ✓ Students/Parents raised concerns over price of laptop sold at NC Bookstore.
  - ✓ Faculties returned laptops bought at NC Bookstore, claiming not satisfied with features and specs of the laptops. PPMO Director reflected on past laptop procurements. The group recommended BO/Bookstore to work collaboratively with PPMO on future procurement of laptops/computers. Groups' collective thought on the challenge is to invite the Private Sector on procurement of laptops and computers with given computer/laptop specifications/features.
- **COVID-19 Status and current working hours**
  - ✓ Replacing regular water valves to battery operated water valves - Director Mendiola requested this project be considered with College's list of priorities for the COVID19 preventive protocols.
  - ✓ Comptroller encouraging all employees to sign up for the online payroll direct account. BOG accepting any existing account at BOG. Comptroller to inform Interim President to announce on the College website.
  - ✓ Director Maintenance reported services ceased to operate during COVID-19 pandemic: Shuttle bus transportation, Sea Transportation, and Student Fieldtrips
  - ✓ VPAS shared updates from current Cabinet meeting with regards to the emergency plan. The group felt that the plan should be put to practice soon so the college won't scramble at the last minute.
  - ✓ HRO Director received clarification from Interim President Simion on unfilled positions/vacancies. Should any office need to fill their vacant positions, they should use Special Contract or part-time employment. Offices want to advertise their vacancies will have to go thru the same procedures or get approval from Cabinet before they can be advertised. For re-advertisements, just inform HRO should need re-advertisement since it was already approved by the Cabinet.

## New Business

### - **Budget FY2022 development**

Budget Manual has been reviewed and revised by the Cabinet. VPAS shared Cabinet inputs on the budget manual. The essential part of the budget development process is the planning component, especially the Instructional plan. From that plan, the allocations per department will be issued. In FY2022, plans will have to incorporate the challenges of COVID19.

- **Program assessment** - VPAS urged all to close the loop now to FY2020 then go ahead and revise and update next year FY2021 TracDat or assessment plans.

### - **Mandate all to use masks during Fall Semester**

- ✓ Procurement Director reported that thru CARES ACT funding, the college had procured a number of masks, gloves, and hand sanitizers. By Fall Semester, everybody is mandated to wear mask upon entering the college facilities for safety protocols.

### - **Units Updates**

#### HRO

- ✓ Continues its operation with staggered schedule of each staff on a weekly basis.
- ✓ President Search Review ongoing
- ✓ HRO finished the incentive awards, already done on all the campuses except CTEC, awaiting CTEC to send list of their recipients, then post all those award recipients on the website.
- ✓ Announcement for MiCare open season
- ✓ Retirement Plan office prepared a presentation in the absence of the normal face to face meeting before open seasons. Presentation was posted on the web and link was emailed out.
- ✓ Online training - Management Team Webinar with Watson). HRO training on how to use the Trello during monthly meeting.
- ✓ Request to purchase books using credit card
- ✓ HRO updates on Life Insurance – request for proposals will be closing and will be reviewing proposals.

#### Maintenance

- ✓ Maintenance responses to emergency plan – to replace all water valves to battery operated valves. Installed glass partitions at the Dining Hall, Business Office, Financial Aid, Office of Admission & Registration, and Bookstore. Maintenance is anticipating cost increase in cleaning supplies and manpower expenses as they will be doing sanitizing/wipe down on all hard surfaces, doorknobs, rails, etc. after all working days.

#### Business Office

- ✓ Collective thoughts from the group to allow students to pay their registration fee online
- ✓ Resident Halls now have only 16 residents.

#### Procurement & Property Management

- ✓ Laundry Machines request for Resident Halls. Maintenance to work with RH on the resident's laundry needs.

**Next Meeting** – July 24, 2020 at 10:00 a.m. at BOR Conference Room

**Adjourn:** Meeting adjourned at 12:05p.m.

✓ **Minutes from Last Meeting:** Minutes of May 8, 2020 was approved

✓ **Announcement:** Next June 2, 2020 (postponed to July 17)