

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

Committee or Working Group: Administrative Services Management Meeting

Date: July 29, 2020 Time: 10:00 a.m. Location: BOR Conference 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 called the meeting to order.

**Review and approval of Agenda** – Item #4 – “APIPA Training” was added to the agenda by Comptroller Togonon. Director Nelson moved and Director Mingii seconded to adopt the agenda as amended. Motion carried.

**Review and approval of minutes of last meeting** – Minutes of July 17, 2020 were tabled for electronic voting after the amendments are made with new revisions. Director Nelson moved and Director Mendiola seconded to have the minutes be emailed out for electronic votes. Motion carried.

**Old Business**

- Fall Registration
  - ✓ Early Registration for Fall Semester 2020 is in progress. Regular registration begins on August 12 – 14, 2020.
  - ✓ VPAS continues to counsel students with outstanding balances on payment plans to settle their outstanding balances so they may be able to register for classes. The group also discussed challenges concerning student outstanding balances and how best the college to address these accounts receivables. The College been receiving fund assistances from the FSM Congress. Some of these appropriations subsidized portion of the student outstanding balances.
  - ✓ Comptroller will work with Publication Office for a presentation on online registration and have IT office to post on the College website.
  - ✓ The college shuttles will continue servicing to provide transportation for students taking face-to-face classes. The mandatory for wearing face coverings and social distancing applies when riding COMFSM shuttles.
  
- Outcome of Emergency Management Team Meeting on Wednesday July 22, 2020 Updates:
  - ✓ Director Mendiola resigned himself from the duty of the Emergency Management Team Chairman. He expressed the EMT needs someone from the higher-up to be the Administrator for Emergency Plan, since EMT now involves all COMFSM campuses, not just National Campus. VPAS thanked Director Mendiola for his past services and further announced that Interim President Simion had delegated Vice President for Student Services as the Plan Administrator for College of Micronesia-FSM and will be in charge of all future EMT meetings.
  - ✓ As far as the COVID-19 Emergency Responses, EMT has put in protocols the College to follow should the corona virus gets to our shores and has inserted these conditions as an “Appendix” to the COMFSM Emergency Management Plan. Some Directors stated they have reviewed the plan and it still does not address all questions relating to their respective areas, what perimeters to use under each condition. VPAS assured that that the plan is still a living document and they can continue feed-in their inputs on areas for improvement so EMT can address their inputs in their planning meetings.

## New Business

- Updates on procurement of COVID19 supplies, masks, hand sanitizers, soap, others.
  - ✓ Mandatory use of masks will begin on August 1, 2020. Faculty, staff, students, and anybody entering any to the college campuses must wear masks and identification card. Anybody not complying will be asked to leave the campus.
  - ✓ PPMO updated on procurement of PPE Supplies - PPMO has placed orders for the following PPE supplies
    - 40 gal hand sanitizers refills to replenish hand-sanitizers in common areas
    - 10 boxes of gloves at 100counts
    - 2,500 N95-face masks(approximately 300pcs on hand to date, we have not received any feedback from the other state campuses but Chuuk campus sent in their request, so their requests was already re-furnished);
    - 60ea. automatic soap dispensers (10 for each campus) Maintenance would have to identify those common areas and install those and we will seek from there if we need more then we can place more orders.
    - We also purchased thermometers, non-touched infrared and distributed to the campuses, 2 for each campus, including NC Dispensary, Residential Hall, NC Security. Five thermometers on-hand.PPE supplies are limited. The suppliers of these PPE are on a10-day wait-list production, when orders are received, it takes 10 days for them to address our orders. PPMO is procuring as much as possible.
- ✓ Updates on faculty laptops and students learning tools for Fall 2020 (PPMO Director) Request for Proposal already closed last Friday, July 24, 2020, preliminary bid review was conducted. Office Place, company in Yap, offered the lowest bid. The bid review committee will complete their final findings by Friday this week. ITO Director recommended that the laptops be shipped first to National Campus for IT office to check the conditions of the units before distribution to state campuses.
- ✓ Handling of payments of students' tuition and other fiscal requirements  
The handling of payments and collections will remain the status quo plus the approach of social distancing and face covering. It is a challenge to students with outstanding balances for they have to come in person to see VPAS for payment plans on to settle their balances. The group discussed in length on handling of payments during this pandemic and came up with options:
  - (promissory note requirements) to allow the student to deposit the initial payment in the college's account and email the deposit copy along with other required documents
  - students abroad taking 100% online courses deposit their registration fees to the college's account
  - \$15 register fee – was discussed in Cabinet to authorize this as direct charge
- ✓ APIPA - Comptroller announced that APIPA will be conducted online. Staff from business, bookstore, State Campus fiscal officers. S. Lebehn had booked the BOR conference room August 3-14, 9:00 am to 1:00 pm for the online classes.

## Others/Info Sharing

- ✓ VPAS updated the group on meeting with JCRP. - Joint Compact Review for Projects for 2024 and onward. The college project listing is approximate at \$98 million. Interim President is submitting the COMFSM project listing for FY2024 onward to FSM National Government this week.

**Next Meeting** – August 26, 2020 at 10:00 a.m. at BOR Conference Room

**Adjourn:** Meeting adjourned at 12:10p.m.

<b>Prepared by:</b>	Sinobu H Lebehn	<b>Date Distributed:</b>	August 13, 2020
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