

Committee or Working Group: Administrative Services Management Meeting		
Date: July 4, 2018	Time: 9:00 a.m.	Location: Red Snapper
Members Present:		Members Absent:
▪ Joseph Habuchmai, VPAS	▪ Roselle Togonon, Comptroller	As of this meeting, the position for Director, PPM is still vacant
▪ Francisco Mendiola, Dir/Maint	▪ Sinobu H. Lebehn, Recorder	
▪ Rencelly Nelson, Director/HRO	▪	
Agenda/Major Topics of Discussion:		
<p>Review of Agenda Director Nelson moved and Director Mendiola seconded to adopt the agenda as is. Motion carried.</p> <p>Review of Minutes Director Nelson moved and Director Mendiola seconded to adopt the minutes of April 13, 2018 as is. Motion carried.</p> <p>Old Business</p> <p><u>1. TrackDat Update –</u></p> <ul style="list-style-type: none"> - VPAS requested his directors to review the items in the tracdat and indicate new priorities for the next fiscal year, note accomplishments, and revised those that need updating. As of this reporting - VPAS office has already updated their tracdat - Note: the group also had discussions on the needs to reinstate the Sponsored Committee. The group believed that a Grant Administrator/Coordinator is necessary to monitor grants and upload grants online. Director Mendiola moved and Director Rencelly seconded to submit a recommendation to the Cabinet for the reinstatement of the Sponsored Committee and hiring staff to submit administer grants and upload grants online. <p><u>2. IEMP</u></p> <ul style="list-style-type: none"> - VPAS presented Strategic Direction matrix template. IEM report will be based on Strategic Directions. VPAS advised his directors to look at components of their respective areas and update using the template provided. - HRO requested to be provided details of the plans in the IEMP for HR Office to be able to identify human resources supports to the plans provided in the IEMP. - VPAS will provide Director Nelson IEMP plan from Director Mendiola for HR to input the HR component of this plan. <p>NEW BUSINESS</p> <p><u>1. Updates on Unit Policies</u></p> <ul style="list-style-type: none"> - Dress Code Policy – Director Nelson reported that the BOR had already approved this policy. Procedures to this policy is being formulated. 		

- Business Office – still have pending policy with Finance Committee.
- Facilities Fee Policy - according to Director Maintenance, this policy is under review

2. Emergency Preparedness Plan – David Adams is working on the Emergency Preparedness Plan. Director Mendiola recommended that Security Office and VPEMSS should also take part in the development/upgrade of the Disaster Preparedness Plan in essence that the Security services are now under the responsibility of the VPEMSS.

3. Updates on the IDP Plan

Director Mendiola shared FY2017 and FY2018 infrastructure development plans updates.

4. Upcoming College Summit (student services and instructional advising) is scheduled on August 6-10, 2018

HRO suggested Administrative Services to have their own summit

SHARING UPDATES FROM UNITS

Maintenance Office

- Maintenance Division – Director Mendiola updated the group on his site-visits
- Director Nelson suggested the group consider a plan to reward cleanliness. To put up mesh-wire garbage bins at the National Campus premises to discourage acts of littering bugs. The group agreed that VPAS bring the recommendation of installing garbage bins at selected locations to the Cabinet for their endorsement.

Human Resources Office

- HRO needs supplement funding for repatriation of expatriates for the un-filled positions
- HRO conducted security workshop at National and CTEC campuses
- Grievance hearing finished
- MiCare Open Season
- ASC Retirement Plan open season
- HR Manual needs update

Business Office

- Presentation on Procurement and Travel Authorization this afternoon
- Comptroller raised audit concerns on late submission/processing of special contracts. Employees complained about earned hours not paid on time.

Procurement & Property Management Office

- no report from PPM this meeting – the director position is vacated and not filled as of this meeting

ANNOUNCEMENT

Director Mendiola is traveling to Saipan to attend PPA board meeting

Adjourned: Meeting adjourned at 11:18 am

✓ Minutes from Last Meeting: Minutes of April 13, 2018 is adopted

✓ Meeting Documents: IEMP Matrix form, Strategic Directions