

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

Committee or Working Group: Administrative Services Management Meeting		
Date: October 10, 2018	Time: 10:00 a.m.	Location: Riverside Restaurant
Members Present:		Members Absent:
▪ Joseph Habuchmai, VPAS	▪ Roselle Togonon, Comptroller	
▪ Francisco Mendiola, Dir/Maint	▪ Martin Mingii, Dir/PPM	
▪ Rencelly Nelson, Director/HRO	▪ Sinobu Lebehn, Recorder	
Agenda/Major Topics of Discussion:		
<p>VPAS opened the meeting and welcomed Martin Mingii as the new Director for Procurement and Property Management Division. Director Mingii expressed his gratitude for being given the position of the Directorship of this PPM.</p> <p>Review of Agenda Director Rencelly moved and Director Mendiola seconded to adopt the agenda as is. Motion carried.</p> <p>Review of Minutes Director Nelson moved and Comptroller Togonon seconded to adopt the minutes of July 4, 2018 as amended. Motion carried.</p> <p>Topics of Discussion</p> <p>Office Relocation Proposing to move the office of the PPM to a new location where the Office of Institutional Effectiveness is currently located and office of OIE will be relocated to the area where the PPM office currently at. The incoming Vice President of Institutional Effectiveness & Quality Assurance office is proposed to move back to the former office IEQA office at the 2nd Floor of the Administration Building.</p> <p>Additional duties were added on top of the existing roles of the Office of Procurement and Property Management.</p> <ul style="list-style-type: none"> ✓ Mailbox management – Mailman to work with PPM in disseminating all incoming and outgoing mails. Maintain the mail box. ✓ PPM to manage vehicle needs. PPM to take on the liquidation reports. Tagging of assets with photos as they are procured. PPM to plan an inventory with Comptroller. <p>Tracdat VPAS encouraged his directors to continue updating their tracdat</p> <ul style="list-style-type: none"> - Vpas updated his tracdat - HRO – uploaded 2019, but having problem in printing tracdat report, OIE has yet to update the tracdat to 2019. - PPM – to obtain tracdat pin number from Office of Institutional Effectiveness and create his 2019 tracdat <p>Policies Master Policy Plan is due in December 2018.</p> <p>Comptroller – Business office policies been reviewed by Finance Committee and are now due for Executive Committee. An insert on TA voucher will be given to Finance Committee for review. Bus Fees between campuses (2) Schedule to accommodate intern students to include all associate fees into their program.</p>		

Director Mendiola suggested an amendment to Gym policy on fees. Fees should be collected as revolving fund for the maintenance of the gym facilities. Director Maintenance is tasked to submit draft to Finance Committee and Facilities Committee. Director Mendiola was tasked to draft an amendment on Gym Fees collected.

Comptroller - The college's been receiving grants but Business Office needs copies of the proposal for those grants. Need to revisit a Sponsor Committee on grants. Comptroller is meeting Upward Bound on allowable salary rates.

HRO – Dress guidelines (code) Dress code – professional guidelines. Dress codes for specific employees or – One policy with breakdown dress codes per specific group. (maintenance or dining hall, security office)

Budget Allocations

FY2019 – Comptroller reported a shortfall budget projection in FY2019 development. Hence an expected shortfall for FY2020 is approximately \$770, 000. Mendiola emphasized that focus should be also on retention

FY2020 – Roselle briefed the group on FY2020 proposed budget allocations. The group reviewed together individual budget and also dialoged on programs prioritization

Infrastructure Maintenance Fund

Director Mendiola briefed the group on IMF – discussion on matching for IMP with Savage.

Vehicles:

- ✓ Business Office for banking services – new unit is being procured.
- ✓ Student Services - recommendation to transfer the light blue SUV C786 to Student Services operations
- ✓ Vehicles at Yap, Kosrae, and Chuuk campuses have been surveyed, thus, Director Mendiola recommended that each of these campuses needs two new vans.

Miscellaneous

HRO has revised the personnel evaluation forms. Form for faculty compensation data.

Maintenance – VPAS/Director of Maintenance to follow up update on land issues at Kosrae Campus

Announcement

VPAS and Comptroller will be traveling to the Philippines on November attend APAFS meeting in and extend their trip to Guam for the BOR meeting from December 3 – 7, 2018.

Adjourned: Meeting adjourned at 11:45am

✓ **Minutes from Last Meeting: Minutes of July 4, 2018 is adopted**

✓ **Announcement:**