

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

Committee or Working Group: Administrative Services Management Meeting		
Date: April 14, 2015	Time: 10:00a.m.	Location: BOR Conference Room
Members Present:		Members Absent:
▪ Joseph Habuchmai, VPAS	▪ Francisco Mendiola, Dir/FM&S	
▪ Rencelly Nelson, Director, HRO	▪	
▪ Roselle Togonon, /Comptroller		
Agenda/Major Topics of Discussion:		
<p>VPAS opened the meeting at 3pm and welcomed, the new Comptroller, Ms. Roselle Tongonon.</p> <p>Activity Updates:</p> <ol style="list-style-type: none"> 1. Ribbon Cutting ceremony to officially close-off the Japan GGP project for Non- communicable disease. March 20, 2015. 2. Completion of fire alarm system rehabilitation for LRC and Administration building. 3. Building-N maintenance building repairs and renovation including ceiling insulation supports, steel structure repaint, roof repaint, gutter repairs and down spout replacement, and replacement of roll-up doors. 4. Building-M IT Shop, Security, Fitness Center including repairs roof repaint, rain gutter and down spout replacement. 5. Fitness center extension and improvement including construction of rest rooms, office space, walkways, new lighting, new ceiling fans and window replacement. 6. Completion of entrepreneurship center in the LRC. 7. New mini flatbed to replace 1.5 ton white flat bed. 8. Order for Mini Van replacement for security office use. 9. Repair of boat and trailer with replacement of boat safety gears. 10. Clearing of trees and shrubs from main entrance to improve viewing of on-coming traffic. <p>Administrative:</p> <ol style="list-style-type: none"> 1. Completed first part of policy update. 2. Updated tracdat for Year 2013/2014. 3. Provided CRE with Research facilities and CRE facilities repair and maintenance needs totaling to \$221,000 and for new buildings \$5,600,000. 4. Fuel Budget will be exhausted by next month May. Average monthly expenditure is \$6,000.00 annual budget is \$42,000.00 due to increase in transportation, generators and heavy equipment. 5. Submission of Request for special contract positions. <p>Meeting adjourned at 12:00 noon.</p>		

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✓ Minutes from Last Meeting: Minutes for last meeting was not provided this
✓ Announcement: