

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

Committee or Working Group: Administrative Services Management Meeting		
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April 9, 2021	Time: 10:00 a.m.	Location: BOR
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Members Present:	Members Absent:
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| ▪ 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 called the meeting to order at 9:30 a.m.

Review and approval of Agenda – Director Nelson moved and Director Mendiola seconded to adopt the Agenda as presented. Motion carried.

Review and approval of minutes of last meeting – Director Mendiola moved and Comptroller seconded to adopt the minutes of February 24, 2021 as presented. Motion carried.

Old Business

Updates on ISER writing progress for Standards IIIA, IIIB, and IIID, IVC

- Standard IIIA Human Resources – 15 sub-standards. Director of HRO reported that all write-ups for their sub-standards are in progress and will be completed on time.
- Standard IIIB Physical Resources – 4 sub-standards. Completed the cap analysis. Processing gathering data for the write-ups.
- Standard IIID Fiscal Resources – 16 sub-standards. Comptroller Togonon reported on updates. Completed with the write-ups. Assigned two persons for 3 sub-standards. Write-ups look back to 2015 data. Meet every Tuesdays
- Standard IVC – 13 sub-standards. VPAS updated the group on the write-up for Standard IV. Group meets every Tuesdays for write-ups. Already completed 8 of the 13 sub-standards.

BOR Policy Review and Submission for next BOR meeting in March 2021

Business Office

- ✓ Continue working on the Financial Manual with the assistance of Kosrae Campus fiscal officer
- ✓ need to create a policy on disposing of fiscal records/documents
- ✓ policy needed on the funeral contributions to maintain consistency across the college

HRO – Director Nelson shared updates from HRC and HRO:

- ✓ HRC recently discussed clarification on Bereavement Leave and the impact of COVID19 on stranded employees. Cabinet approved the college to pay for biweekly contributions to benefit programs for employees stranded overseas.
- ✓ VPAS asked HRO Director to develop a Stipend policy –not able to begin until after the work on ISER is done and after criteria is clarified by BO on the current process used.
- ✓ Recommended the college put into a policy form the current practice to provide financial assistance to employee for funerals of family members. The other campuses do not have the practice and recently asked HRO about it.
- ✓ Any policy development will take place after the current priority for ISER is met.

PPMO

- ✓ Still working on the vehicle policy

COVID-19 Updates and response plan for use of Higher Education Emergency fund of HERRF

- ✓ Office desktop computer/printer upgrades requests for offices
- ✓ PPMO requested request for proposal on 25 laptops for fiscal officers at the campuses, business office, and other administrative services office. Listing will be submitted to VPAS to review for President's approval.
- ✓ HRO requested upgrades on their computer soft wares
- ✓ Vaccination updates for Administrative services employees

Updates on Fencing for the college campuses - Director Mendiola

- ✓ Chuuk Campus compound is already been fenced out, except the Northern-side. CTEC campus is also fenced up except the lower campus. Mendiola presented plans for the fencing work plan for National Campus.

Three (3) Standby generators for National, Kosrae, and Yap campuses.

- ✓ Maintenance Director requested Kosrae Campus to provide the aerial photo of the power distribution system at the campus. Yap Campus already has underground layouts and ready for the generator installation works. CTEC need another generator to run the upper campus.
- ✓ VPAS informed that funding request for the Multi-purpose Building at Kosrae Campus was already being submitted to the Governor at a total US\$4.6 million

NEW BUSINESS

Updates on recently concluded BOR meeting still awaits directives

- ✓ VPAS shared BOR directives for the upcoming meeting. Distance Education Policy was approved by the BOR and the recommendation for new mission statement.

Preparation for bringing back students on campus by the Fall 2021

- ✓ Interim President plans to bring back students via CIA airline and other means of ship transport in order to have face to face classes. VPAS shared updates on Pohnpei Governor's repatriation plans.

Other items

- Comptroller requested workshop on Emergency Response. Need a facilitator for a dialog session.
- Employee compensation plans for future lockdown.
- Recommendation of direct deposit for all employees for future lockdowns.
- Recommendation to make inventory of needed services from each respective office during lockdowns, with reference to previous lockdowns.

Sharing Updates

- HRO
 - ✓ Requested grilled door for HRO office, similar to NC Dispensary's front door in preparation for Fall 2021 and for public health safety concerns.
 - ✓ Strategic Plan-submitted report to VPIEQA and recommendations to measures 8 to 11 including data collection and wording of some of the measures.
 - ✓ Data Need – For Strategic Plan and ISER, there is no centralized place for data on the many professional activities taking place at all campuses including on island workshop provided, coordinated and paid for outside the professional development program. For ISER, HR staff will go through the Binders for TA under Business Office to collect data and HRO maintains data from HR coordinated events and incentive award programs. There are events or data not accounted for. The recommendation for improvement is included in the report for Strategic Plan.
 - ✓ Incentive Program is in May. At the National Campus, nomination will be opened the next week.

Notices already distributed to the college community. This year's incentive will be handled in the same manner as last year's – no gathering. Awards will be given out by the Office of Human Resources starting on the 14th of May to the 20th of May. Meals tickets will also be issued all employees and can be picked up at the Bookstore from May 14 to August 31, 2021.

- ✓ Professional Development Opportunities- HR Director is coordinating monthly webinar with Dr. Watson starting this month until October 2021. The 1st session is scheduled for April 29th.
- ✓ Monthly Meeting with HR staff across campuses. HRO continues with these meetings with her staff and all HRO counterparts at the state campuses.
- ✓ 2021 Salary increments – completed all campuses except National Campus and CTEC.
- ✓ Performance Evaluation – HRO has issued 2nd Notice on Performance Evaluation to campuses and offices at the National Campus.

- BO

- ✓ Recommending all employees to apply for direct deposit, as preventive measure for future lockdowns
- ✓ Request floor waxing for Business Office
- ✓ Shared meeting updates with the Accreditation Committee

- Maintenance

- ✓ IDP

- Technical Building at CTEC - construction contract is already prepared and routed to President of FSM for final approval
- Student Center Building – construction contract process is awaiting appropriation of IDP funding of approximately 1.3 million as the FSM National Government matching share
- Teaching Clinic – PMU met with Pohnpei State Governor and his office of T&I to discuss this project. PMU informed that \$80 plus million still available and will also fund the Teaching Clinic project.
- Kosrae Campus Multi-Purpose Building – letter has been sent to Speaker and Governor of Kosrae State seeking funding from their infrastructure funding
- Chuuk Campus development plans need to be reviewed by FSM

- ✓ IMF projects

- Kosrae Land Grant building is completed
- Kosrae Campus faculty building completed
- CTEC HTM building – finally got the roofing material that's been delaying the project. Target completion in Fall 2021. CTEC will identify the required furniture and submit to PPMO for procurement.
- \$144,000 IMF is available for COMFSM preventive maintenance, especially replacing Chuuk Campus library roofing to steel roofing; floor renovation works for the administration buildings on CTEC, Kosrae, and Yap campuses. Awaiting scope of work from the state campuses for their respective renovation projects.

- ✓ New Projects

- FSM FMI received \$3.9million in grants from Japan/JICA for new dorm and new classrooms buildings

- PPMO

- ✓ Collaborating with Business Office in the liquidation prepaid of purchase orders dated back to FY2016. PPMO set a goal to lessen the practice of affidavits in purchase liquidations.
- ✓ Records showed an increase in the purchase of fixed assets across the college in comparison to the previous years, due to computer upgrades.
- ✓ Disposal/Upgrade – upgrading of computer units needs to go in-line with the disposal of assets, to avoid disposed assets being stocked up too long in the warehouse. Comptroller collaborated with IT to properly disposed necessary assets in order to update the college's fixed assets

registry and at the same time clearing up storage space in the warehouse. Director Mingii reminded all to turned-in disposals when upgrading fixed assets.

- ✓ Movements of fixed asset are being transferred without proper tagging during the emergency lockdown. PPMO is now facing challenges going back and identifying these assets' locations/users for tagging. Director of Procurement & Property Management recommended that all assets be brought to Maintenance for inspection before distribution.
- ✓ Formulate cleaning schedules for all college vehicles and setup administrative procedures to maintain cleanliness in all college vehicles.

Miscellaneous/Announcement

- ✓ HRO – New Campus Dean hired for FMI Campus, Mr. Tioti Teburea

Meeting Adjourn

- ✓ Director Mendiola moved and Comptroller Togonon seconded to adjourn meeting. Motion Carried and meeting adjourned at 12:00 p.m.