

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

Committee or Working Group: Administrative Services Management Meeting		
--	--	--

January 27, 2021	Time: 10:00 a.m.	Location: BOR
------------------	------------------	---------------

Members Present:	Members Absent:
------------------	-----------------

<ul style="list-style-type: none"> <li>▪ Joe Habuchmai, VPAS</li> <li>▪ Francisco Mendiola, Dir/Maintenance</li> <li>▪ Martin Mingii, Director/PPMO</li> </ul>	<ul style="list-style-type: none"> <li>▪ Roselle Togonon, Comptroller</li> <li>▪ Rencelly Nelson, Director HRO</li> <li>▪ Sinobu Lebehn, Recorder</li> </ul>	
--	--	--

Agenda/Major Topics of Discussion

Call Meeting to Order – VPAS called the meeting to order at 10a.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 Nelson moved and Director Mendiola seconded to adopt the minutes of December 16, 2020 as amended. Motion carried.

**Old Business**

- ✓ Board Policies Updates  
Vehicle policy – Recommendation to make revision to reflect the new arrangement with regards to PPMO now handling the aspects of vehicle fleet management.
  
- ✓ COVID 19 Updates (vaccine and services during lockdown)  
 Distribution vaccine across the FSM:
  - ✓ Pohnpei now is at the stage of 60yrs and up. VPAS encouraged all to get the COVID19 vaccine. VPAS already took got vaccinated with no side effects to date, and is ready to take the second dose.
  - ✓ The two weeks shut down was for the college to observe the fall out of the announcement relating to the positive case on MV Chief Mailo anchoring in Pohnpei seas. VPAS thanked all the staff that showed up to work during the shutdown to help the college carry out the essential services of the College.

Level of Personnel per Office

- ✓ Human Resources office - HRO has 3 staff plus one vacant position being re-advertising
- ✓ Business office— Business office level of staff is okay. Comptroller Togonon recommended hiring somebody to handle the federal grants.
- ✓ Maintenance Office— Maintenance is now fully staff; however, Director Mendiola is requesting to have the employees on special contract to permanent status - *One AC mechanic, One diesel mechanic, One grounds maintenance*
- ✓ Procurement & Property Management – is fully staffed. Personnel requisition is in place to place the employee on special contract to permanent status.

IDP Projects implementation – Director Mendiola reporting:

- ✓ Received grant award for the National Campus Student Service building and CTEC Technical Building. FSM PMU is processing the paperwork on these two contracts. Tentatively scheduled to commence in two months from now
  
- ✓ Teaching Clinics – Interim President Simion submitted a letter to Governor of Pohnpei State requesting funding support.

### Visiting Rencelly Nelson's Family –

- ✓ VPAS conveyed the department's condolences to Director Nelson for the untimely passing of her mother. VPAS requested a departmental visit to Director Nelson and family as soon as time is convenient with Director Nelson.

### New Business

#### ISER/gaps analysis - Director Mingii led the discussion on the ISER updates

- ✓ Director Mingii and Comptroller representing the Department of Administrative Services in the ISER Team, identifying gaps and make improvement plans
- ✓ All gap analysis already been submitted to Interim President. Next process is for the write up.
- ✓ The group complimented HRO's manual format published on the college website. A model for the other offices to follow.
- ✓ The group identified members of their write up team and the members' contact information.
  - Director Nelson - Standard IIIA Human Resources
  - Director Mendiola - Standard IIIB Physical Resources
  - Comptroller Togonon - Standard IIID Fiscal Resources
- ✓ Director Mendiola shared concerns relating to continuity of the Government's funding commitment to the College's infrastructure development. As stated by Mendiola, the Compact agreement mentions only the primary education and secondary education. He further suggested that the College lobby with those representing FSM in the Compact Re-negotiation to secure post-secondary education to the recipient list.

#### Sharing of highlights of your area of responsibilities

##### Human Resources Office

- ✓ New hires – 4 employees ( 3 faculty and 1 program coordinator at NC)
- ✓ Recommendation/screening/interview on applicants for vacant positions
- ✓ Life Insurance (IAC) contract renewal
- ✓ All HRO staff and Director Mingii certificates in a customer service course/training
- ✓ Director Nelson reported on current updates relating to stranded employees abroad. Most of them went off-island for medical purposes and are now running out of sick leaves. Director Nelson recommended the College to have contingency plan for these employees on what happens next.

##### Maintenance Division

- ✓ Director Mendiola shared concerns relating to revenue losses from the Shuttle services. VPAS informed that new funding for the pandemic will be available within the coming weeks that will address the shuttle service shortfalls.
- ✓ Recommendation to continue lobby with FSM representatives in the Compact Negotiation to secure post-secondary education in the recipients listing of Infrastructure Development Compact funding.
- ✓ Similar communication was drafted by the VPAS for President Mori's approval and signature and was sent to the Accreditation Team during the last accreditation evaluation. IP Simion had tasked VPAS to draft similar communication for President Panuelo to sign and send to the current President of the ACCJC in order to address the Government's future funding commitment to the College.
- ✓ Completion of HTM Building construction was delayed till March 2021 due to deferred arrival of materials.
- ✓ Land Grant building in Kosrae is completing this week. Only finishing works to complete (painting works).

#### Business Division

- ✓ In regards to the 2-week shutdown, Cabinet did not endorse special compensation to employees working during the lockdown. Comptroller Togonon and other members of the group shared concerns relating to employees that were called in to carry out essential services during the two weeks shutdown, especially Residential Hall employees and Dining Hall employees that were lockdown with the residential students.
- ✓ VPAS informed that the Cabinet will address these issues in their meeting scheduled next week.

#### Procurement Division

- ✓ PPMO is back to normal schedule.
- ✓ MOU renewals for vendors with open purchase orders
- ✓ Director Mingii tasked Procurement Officer to complete the tagging of all fixed assets, and to ensure that all purchase orders for the fiscal year 2020 are liquidated and ready before the next audit.
- ✓ ISER team giving free masks. PPMO have available masks on reserved in the event we get a positive case in Pohnpei.
- ✓ VPAS informed that supplies are now ready for pick up at FSM Department of Health office
- ✓ PPMO is in the process of distributing PPE supplies to all the state campuses.
- ✓ VPAS requested Director Mingii and Director to revisit policy BP7002 with Director Mendiola and delineate the functions.
- ✓ Reconciliation issues with Ace Hardware open purchases of prior years. PPMO is working with Business Office to address these reconciliations

#### Announcements:

- ✓ VPAS announced that Covid19 Vaccines are now being administered in the FSM. Pohnpei State Hospital is now administering the vaccine to people from 60 years old and up, and also the people with chronic deceases.
- ✓ Director Mr. Francisco Mendiola was appointed as the Chairman of the Pohnpei Port Authority

Adjourn: Meeting adjourned at 12:00p.m.