

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

Committee or Working Group: Administrative Services Management Meeting

August 18, 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 10:00 a.m.

Reading of College’s Mission: Director Mendiola read the mission statement “*The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical educational programs characterized by continuous improvement and best practices.*”

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 Director Nelson seconded to adopt the minutes of June 30, 2021 as amended. Motion carried.

Old Business

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

- ✓ VPAS thank everyone for their outstanding works on their ISER write-ups. All reports were completed and submitted before timeline. Write-ups will be continually updated with new and current data.
 - IIIA - completed and waiting on recommendation from internal review
 - IIIB – made some new revisions on IIIB section 1 (new update/revision is submitted to the Dr. David Adams for review and recommendation. Mendiola shared challenges relating to project implementation timeline. Mendiola suggested that the college hired a licensed engineer for the college’s projects and to work in collaboration with FSM TC&I to expedite the implementation of IDP. ADB is funding is now available for the completion of the road to the Chuuk Campus new site. The group re-visited contract procedures, define the roles in the contract process and roles.
 - IIID- Already reviewed and revised by Dr. David Adams. Committee is now in process of updating with new data and additional supporting evidences. Recommendation to revive the Committee to review grants.

Board Policy Revisions from all units.

- ✓ Nothing to review - VPAS encouraged all to continue reviewing relevant policies under each respective area.
- ✓ HRO – Updated the policy development plan August 5, 2021. Scheduled meeting to meet and summarizing assessment. Recommendation for changes to Board Policy No.6027 *Tuition Waiver and Reduction*. All requests for tuition waiver to first go thru HRO for review prior to submission for appropriate VP for approval. Dependent waiver request deadline is changed to be no later than the last day of add and drop day.
- ✓ PPMO – vehicle and construction procedures/roles – schedule a meeting to draft something for vehicle policy and contract procedures/define roles.

COVID-19 Pandemic Updates and Classroom Ventilation

- ✓ Director Mendiola shared work plan for the classroom ventilation
 - Purchase/replace classroom desks with new desks that occupies less classroom-space and to allow a 3ft space apart and at the same time keep the same maximum number of desks per classroom – 25 student capacity.
 - Install ceiling fans in the classrooms
 - Rooms without windows to install exhaust fans/ventilation means
 - Director Mendiola's guidelines on ventilating rooms to share at all campuses

Fencing Projects

- ✓ NC fencing – contract already processed and enrooting for signatories
- ✓ KC and yap – bids for proposal are due September 15
- ✓ CC – contract process and routing
- ✓ CTEC – to put up the fence as is (same area of fencing)

Generator Projects

- ✓ Bids closed yesterday. Purchasing timeline is targeted on January 2023, for all the generators to be shipped and arrive at destination. September 2021 to have all the specifications for the generator buildings. RFP in deadline in November 2021.

New Business

BOR meeting in September 7. VPAS applauded his directors for their BOR contributing reports and a timely submission.

Division Highlights

Business Office

- ✓ Day to Day normal and routine operations – all satisfactorily done
- ✓ Renovation work at Dining Hall is ongoing
- ✓ DH freezer not operational, hence, purchasing a replacement
- ✓ Bookstore busy this month issuing textbooks and etc. to students
- ✓ Request authorization from Cabinet to start issuing out COVID-19 kits to students. VPAS will inform the Cabinet on the request.
- ✓ Director Mendiola shared concerns on storage space

Procurement & Property Management

- ✓ Laptops for students: Initial number of laptops requested was Five Hundred Fifty (550). Now the total request for laptops is increased to 1,100. For the first 550 units, contractor is already selected and the purchase contract is in progress
- ✓ Request a waiver for the next 550 to expedite the procurement of the laptops

Human Resources Office

- ✓ Submitted TracDat and uploaded to the department's webpage on the WIKI
- ✓ Requested service counter for HR office
- ✓ HRO already utilizing the new email recommended by IT
- ✓ Recommended to increase the college contribution to the ASC Retirement Plan
- ✓ Preparing for Cabinet 5 year statistics on hiring activities and departing employee questionnaire.

Maintenance

- ✓ Nothing to report – all updates already mentioned in the BOR contributing reports submitted

ANNOUNCEMENT:

- ✓ VPAS will be issuing the FY2023 Budget call development
- ✓ Director Mingii announced activities for the upcoming summit
- ✓ HRO is celebrating HR day next year, May 2022, so the office is purchasing items from SHRM

ADJOURNMENT

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

Prepared by: Sinobu L