

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

Committee or Working Group: Administrative Services Management Meeting		
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Date: December 16, 2020	Time: 10:00 a.m.	Location: BOR
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Members Present:	Members Absent:
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| <ul style="list-style-type: none"> ▪ Joe Habuchmai, VPAS ▪ Francisco Mendiola, Dir/Maintenance ▪ Martin Mingii, Director/PPMO | <ul style="list-style-type: none"> ▪ Roselle Togonon, Comptroller ▪ Rencelly Nelson, Director HRO ▪ Sinobu Lebehn, Recorder | |
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Agenda/Major Topics of Discussion

Call Meeting to Order – VPAS called the meeting to order at 10a.m.

Review and approval of Agenda – Director Mendiola moved and Comptroller Togonon seconded to adopt the Agenda as is. Motion carried.

Review and approval of minutes of last meeting – Director Mingii moved and Director Mendiola seconded to adopt the minutes of October 30, 2020 as presented. Motion carried.

OLD BUSINESS

Policy Updates for BOR

HRO Policies submitted to the BOR, one was approved but some were tabled pending amendments to change requested by the BOR. VPAS will send Director Nelson the details of the amendments. Director Nelson also reported there are other policies approved by the HRC and will be transmitted to the EC for their next meeting.

PPMO – Policy pending BP301 Vehicle Policy. This policy was bought up by the auditors in regards to purchasing of vehicles, especially the bus shuttles. Our shuttles are used cars purchased from Japan companies. Existing policy dictates that we use RFP (request for proposal); however, RFP is not achievable with used cars due to the dissimilar operable conditions per used cars. Director Mingii recommended that the policy be modified to insert exemptions on the purchased on used cars. Director Mingii was tasked to work with Comptroller Togonon to modify the vehicle policy.

Preparation for Self-Study report – gap analysis

Standard IV – VPAS updated the group on the VPs first meeting addressing the Standard IV

Comptroller Togonon shared updates on Financial Resources and Physical Resources gaps. They already submitted their analysis reports on both Financial and Physical resources analysis.

Comptroller informed gaps in the Physical Resources– IDP funding for the college in still in limbo. The group reasoned the college should be given the law that says the college should be given a regular budget for its IDP. This is in conflict with our report to the Accreditation Committee saying FSM Government is funding our Infrastructure Development Projects. It is in the discretion of the FSM Government whether the college be given funding for infrastructure development or not. Director Mendiola was tasked to draft a letter to the President of FSM to secure assurance that the post-secondary is included in the IDP Funding.

BOR Meeting in December 2020

VPAS Habuchmai shared updates on BOR December meeting. BOR completed their organizational restructure. The BOR raised concerns relating to employees stranded abroad and but still getting paid, especially employees not on medical referral. The management staffs stranded abroad are working remotely online, but the concern was mainly about the support staffs that are stranded abroad due to the COVID19 travel restrictions.

HRO Director reported that some of the employees are now on leave without pay. Director Nelson further recommended that the College should come up with a plan to take care of these employees' fringe benefits the salaries of these stranded employees' fringe benefits to keep their benefits intact until the boards are open for them to come back home. VPAS informed that Interim President already made recommendations to address these stranded employees' salaries thru the College's CARES Act fund.

The BOR approved the FY2022 budget. VPAS office is converting the budget to the FSM Government Budget Performance System.

NEW BUSINESS

Update on plan for College 2020 Christmas party—

Due to the COVID19 pandemic, no Christmas party this year to comply with the College's Emergency Management Disaster Plan.

Updating IEMP

To add PPMO in the IEMP along with its strategies and performances, this office is not yet established when the IEMP was implemented.

Division Highlights

Human Resources Division

- ✓ Hired another staff last week (third staff)
- ✓ Training on Customer Service course with Dr. Watson this month. This course is free and Director Nelson is inviting PPMO to join
- ✓ Workshop on Hiring Process with the counterparts
- ✓ Trello – HRO staff continue on Trello, using zoom for meetings
- ✓ 4 employees were hired this week – 3 security officers and one custodian
- ✓ 2 faculty at CTEC will be issued contracts in January 2021
- ✓ IPEDS already open

Business Office

- ✓ Program for inventory system at Bookstore is already completed, next goal is to make online system for our inventory so that students could see what is available at the bookstores and purchase online
- ✓ Audit for FY2020 will commence soon. The college completed its audit for FY2019
- ✓ Online textbooks are affordable to students, up to 60% off the regular price. For the past school years, there were challenges in lateness of textbook procurement and the lateness of the faculty request of textbooks. The online textbook addresses these issues.
- ✓ Requested maintenance to start the renovation works on the dining hall; it is the good time now since the population at Dining halls is smaller during these days.

Maintenance Division Updates

IDP

- ✓ National Student Center and CTEC Technical Building- PMU request bidder ABCOR to review its bid to see possible reduction in cost of \$10.2 million for both buildings. Option-2 is to reduce the scope of work.
- ✓ Lower CTEC Parking lot Paving - VCS is the lowest bidder but has not been awarded the contract. PMU will update.
- ✓ National Teaching Clinic - Need supplemental Budget of \$2.0 million
- ✓ Kosrae Campus Multipurpose Building - Need Budget of \$3.5 million for construction

IMF

- ✓ Kosrae Campus Land Grant and Faculty Office Roofing - Project is nears completion and waiting for finishing materials which are expected to arrive Mid December. Request for extension is being proposed due to delay in material shipment. Project is now proposed to be completed by late January 2021.
- ✓ CTEC HTM Building - Project is also being delayed due to material production in PI as result of COVID-19 Pandemic. Contractor is requesting extension of 120 days moving project completion to mid-March 2021.
- ✓ Proposed IMF projects for 2021: Possible funding \$150,000.00 Balance of IMF at National Gov't.
 - CTEC Classrooms 1-4 roofing replacement; Kosrae Campus Admin Building floor replacement; Yap Campus; Admin Building floor replacement; Chuuk Campus Computer Lab and Library roof replacement
- ✓ Maintenance Activities:
 - Installation of motion sensor faucet completed at National Campus and is on-going at CTEC.
 - Energy reduction program in progress and purchasing replacement AC units for CTEC PSBDC classrooms and Classrooms 5-7.
 - Shuttle service ceased on Friday Dec. 11.
 - PR for procurement of Bus pass has been submitted in Nov.2020.
 - Hiring of the Heavy Diesel Mechanic and additional Grounds Maintenance personnel has improved performance of the units.
 - Vehicle and Generator preventative maintenance will be scheduled during the Christmas break.
 - Floor strip and waxing is also scheduled for the break.
- ✓ FSM-FMI- Request for Yap PMO office has been sent to Yap State Governor for Yap PMO to assist in developing conceptual design for FMI-New Classrooms building and new Dormitory building to support program upgrade to class-4.

PPMO

- ✓ Only one staff handling purchase orders since other staff is on sick leave and will return sometimes January 6, 2021.
- ✓ Insurance selection/recommendation is done. Bid proposals were already reviewed by adoc committee.
- ✓ Addressing our risk management of our buildings. Assessment of building contents to best to look at value of buildings and update the list of buildings as to save cost of buildings to be insured. NC Maintenance and PPMO will work the list at all campuses.
- ✓ Inventory registry is fixed and updated
- ✓ Director Mingii to pick up supplies at FSM Health Department with the Dr. Livingston. PPE supplies are ready for pick-up.

VPAS

- ✓ VPAS thanked everyone for their throughout the year. “this time of the year is a time to give and enjoy holidays with your families. MERRY CHRISTMAS TO YOU ALL AND PLEASE TAKE TIME OFF TO CELEBRATE WITH YOU FAMILIES”
- ✓ Director Mingii “Also want to thank everyone and convey PPMO wishes for the Holiday Season to all, we appreciate the teamwork toward our office and the staff”
- ✓ Director Mendiola “ Also want to extend our Holiday wishes to everyone”

Announcement/Info Sharing

- ✓ Director Mendiola requested to take leave next week to attend Sokehs Agriculture Fair as the Chairman for the Sokehs Agriculture Fair.
- ✓ Concerns raised on schoology being a secondary education program, not meant for post-secondary. The group shared their opinions.

Next Meeting will be scheduled after the submission of our budget.

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