

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

Committee or Working Group: Administrative Services Management Meeting		
January 28, 2022	Time: 10:00 a.m.	Location: BOR
Members Present:		Members Absent:
▪ Joe Habuchmai, VPAS	▪ Roselle Togonon, Comptroller	
▪ Alfred Olter, Acting Dir/Maintenance	▪ Rencelly Nelson, Director HRO	
▪ Martin Mingii, Director/PPMO	▪ Sinobu Lebehn, Recorder	
	▪ Eugene Edmund, PPMO	
Agenda/Major Topics of Discussion		
<p>Call Meeting to Order – VPAS called the meeting to order at 10:00 a.m.</p> <p>Reading of College’s Mission: Director Nelson read the mission statement “<i>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.</i>”</p> <p>Review and approval of Agenda – Director Nelson moved and Comptroller Togonon seconded to adopt the Agenda as presented. Motion carried.</p> <p>Review and approval of minutes of last meeting –Director Nelson moved and Director Mingii seconded to adopt the minutes of August 18, 2021 as presented. Motion carried.</p> <p>Old Business</p> <p>COVID-19 Pandemic in the FSM</p> <ul style="list-style-type: none"> - Group shared COVID-19 updates. Palau is spiking up in their number COVID-19 positive cases. VPAS urged his key staff to encourage employees in their respective areas to get their booster shots. As of now, all employees under the NC Administrative Services already completed their COVID-19 vaccination shots and a number of employees have already gotten their booster shots. The booster shots are now available at Pohnpei State Public Health Monday to Saturday. - There was a consensus among the group that EMT needs to meet again and make necessary revisions to revamp the Emergency Management Plan. - Repatriation flights scheduled for this month was postponed until next month - VPAS requested his key staffs to write up an integrated recommendation for the administrative services and to include listing of essential workers and compensation plans. Director Mingii was tasked to head the group to review the EMT plan and see what needs to for revision and update. <p>ISER Updates</p> <ol style="list-style-type: none"> 1. Standard IIIA – Director Nelson Report was completed and submitted. To date, no feedback yet. 2. Standard IIIB – Director Mendiola Report was completed and submitted this month. No feedback yet. 3. Standard IIID- Comptroller Togonon Report was completed and submitted <p>Policy Updates for BOR meeting in March 2022</p> <ol style="list-style-type: none"> 1. HRO submitted 12 policies thru VPAS to the Executive Committee for their review and endorsement to BOR. <p>New Business</p> <p>Accreditation Visit timeline/schedule/preparation</p> <p>Preparation of ISER reports to be edited to its final form by Summer 2022 ISER draft will be reviewed by the BOR at their upcoming meeting in March 2022. With the quarantine arrangements/flight schedules, accreditation visits will be a challenge, a virtual visit is most likely.</p> <p>Premium calling card for departments</p> <p>Overseas calling costs will be decentralized as of Cabinet last meeting in January. Each department will fund their overseas calls from their individual budgets/sources</p>		

Signage Projects

Prioritized naming of 16 buildings at National Campus and install Energy Saving signs around the campus. Met with vendors for quotations. Identify fall-out areas during emergency disasters. All signs to be installed prior to the accreditation visit.

Yap Campus already installed signs on classroom buildings

Purchase of Microix Module under MIP for online purchase orders routing approval

Payment to vendor is already processed today. After installation of the module, training will be conducted for all staff across the college who are responsible for procurement of goods and services.

The existing HR Module in the MIP was removed and a new program is impending. ITO Director's was delegated to work with HRM consultant on a new HR module.

Division Highlights

Maintenance

COVID-19 Projects Funded by the CARES ACT Funds:

Chuuk Campus Perimeter Fencing Project

Construction contract is ongoing. Change order from contractor for a 60-day extension due to delayed shipment of construction materials. There was also relocation of the fence line between the campus perimeter and the adjacent land owner.

Yap Campus Perimeter Fencing Project

Construction work is ongoing and completion is due April 2022.

Yap Campus Onsite Electrical Distribution System with Backup Generator –

The contract document is being routed for signatories.

Kosrae Campus Perimeter Fencing Project –

Bid review was conducted and Senny's Construction Company was awarded on February 9, 2022. Project will commence upon final signing of the contract.

Kosrae Onsite Electrical Distribution System with Backup Generator –

No Bid was received during the bidding period. College is currently working with local contractors for quotation.

CTEC Perimeter Fencing Project –

Contract was awarded to A & P Enterprises, Inc. Construction will start on February 1, 2022 and proposed to complete on June 1, 2022.

National Campus Bookstore Extension –

Contract was awarded to Delco Construction Company and will commence December 14, 2021. Scheduled completion date is March 15, 2022.

The following projects funded under the Infrastructure Maintenance Funds include:

Chuuk Campus Bldg. K - Library Roof Replace & Renovation Project – Construction is ongoing and is currently at 50% completion.

CTEC Classrooms 1-4 Roof Replacement & Renovation & CTEC Administration Floor Repair. Both projects were awarded to RS Roque Architects & Construction Services. Contract is being processed.

VPAS and Acting Director Olter will conduct a walk-about inspection on the NC facilities for repair needs. Container for Business Office and PPMO is now installed and needs concrete flooring

Business Office

Audit for Fiscal Year 2021 will consume more time than usual as a new sets of auditors will be doing the audit. The current group is exiting; however, they will conduct orientation/familiarization for the new set during the audit.

BO is facing challenges with other departments being not compliant on the fiscal policy.

Procurement & Property Management

PPE supplies inventory for system-wise:

- 4,000 face masks
- 200 face shields
- 6 cases of 1-gal alcohol
- 7 cases of small hand sanitizers

Student laptops

1st batch of 550 units has arrived and turned over to IT for inspection and distribution

2nd batch of another 550 units are arriving in February

3rd there will be another batch of 550 units, procurement is due process

Comptroller Togonon encouraged PPMO to expedite the procurement of PPE supplies and laptops for students due to the fact that the funding will lapse in May 2022. Extension of this funding is indeterminate.

Director Mingii is resigning effective April 15, 2022, his last working day is March 15, 2022 and will be using up his excess annual leaves until his resignation date. While spending his excess leaves, Director Mingii offered to assist/orient the temporary replacement, Mr. Eugene Edmund, with the roles of the Director of PPMO.

Human Resources Office

- ✓ IPEDS completed before the timeline of April 2022
- ✓ Updates on personnel during the reporting period, employees departed and employees hired
Total permanent employees as of this reporting 375. Ratio of employees by citizenship is 81% FSM Citizens and 19% Non-FSM Citizens
- ✓ Gender and citizenship for November until reporting period
Male 58% and Female 42%
- ✓ Recruitment updates - 4 employees
- ✓ Policy development
12 policies submitted to VPAS for BOR meeting in March
- ✓ Workshop/Meetings
Jan 27, 2020 Policy Webinar, 47 participants including VPs, campus deans, HR reps and other managers
- ✓ Feb 2, 2022 Webinar, COVID law Update through SHRM/Guam
- ✓ Conducted 2 monthly meetings

ANNOUNCEMENT:

BOR meeting on March 10, 2022 – tentative schedule

All BOR contributing reports are due VPAS office by February 9, 2022

Reports due President's Office by February 14, 2022

Comptroller announced that Bookstore is launching an online bookstore momentarily

Online Tuition payment is also forthcoming

Next meeting was scheduled on February 11, 2022

ADJOURNMENT

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

