

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

Committee or Working Group: Administrative Services Management Meeting		
July 14, 2021	Time: 10:00 a.m.	Location: BOR
Members Present:		Members Absent:
▪ 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		
<p><u>Call Meeting to Order</u> – VPAS called the meeting to order at 10:00 a.m.</p> <p><u>Reading of College’s Mission:</u> Comptroller Togonon 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><u>Review and approval of Agenda</u> – Director Nelson moved and Director Mingii seconded to adopt the Agenda as presented. Motion carried.</p> <p><u>Review and approval of minutes of last meeting</u> – Director Mingii moved and Director Mendiola seconded to adopt the minutes of June 30, 2021 as amended. Motion carried.</p> <p><u>Old Business</u></p> <p>Board Policy Revisions from all units.</p> <ul style="list-style-type: none"> ✓ At this reporting, no revisions or new policies needed for review under administrative services. VPAS encouraged all to continue reviewing relevant policies under each respective area. <p>Updates on ISER writing progress for Standards IIIA, IIIB, and IIID, IVC</p> <ul style="list-style-type: none"> ✓ 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. <p>EMP Revision updates and COVID-19 Pandemic plan for vaccination of employees and students</p> <ul style="list-style-type: none"> ✓ According to VPAS, Emergency Management Team (EMT) has updated the Emergency Management Plan (EMP) to reflect current pandemic situations. College is planning to bring people back and maxed the capacity the classrooms, instead of just 10 per classroom. Students in classroom will be vaccinated/or wear masks all the time and limit the social distance to 3ft instead of 6ft. Recommendation was made to allow school activities to utilize college facilities for their activities/gatherings and at the same time follow COVID-19 guidelines. EMP Plan Executive Officer will be the President/CEO and plan administrators will depend on nature of the emergency ✓ Rencelly reflected on A-Team current meeting discussions relating to identifying of essential services/positions that will remain during pandemic lockdown and the compensation plan for employees called in to provide essential services during lockdowns. ✓ Recommendation to have a directive relating to all employees traveling off-island during pandemic situations. ✓ To install hand automatic hand sanitizers in all the classrooms. ✓ Update vaccination on NC Administrative Services – so far, all employees have taken the COVID-19 vaccine, except 3 employees who are either pregnant or breastfeeding. 		

New Business

Updates on the Fencing and Generator projects at each campus

- ✓ Fencing Project at Kosrae Campus- the proposed fence area encroaches onto Kosrae High School premises. Seeking Kosrae Government's endorsement.
- ✓ Kosrae Generator project – still awaiting requested documents from Kosrae Campus
- ✓ Fencing at Yap Campus is already packaged up and ready for bidding in two weeks. As for the generator project, more detail information still needed from their end to be able to determine the capacity of the generator and related materials needed at Yap Campus.
- ✓ Chuuk campus fencing is already in the process of contractor selection.
- ✓ National campus is also in the process of contractor selection and recommendation.
- ✓ CTEC Multi project will have its groundbreaking next month.
- ✓ VPAS emphasized the urgency of expediting the completion of these projects.

Laptops and Microix purchase Updates. Director Mingii updates

- ✓ Laptops for students – PPMO already RFP for the procurement 550 laptop units from off-island vendors. Bookstore already turned-over 250 units to IT for inspection. Yesterday, 180 units already cleared from IT and submitted to PPMO to give out to students. The committee approved 550 student applications for laptops purchased thru the CARES Act funding. Since these laptops will not be part of the college fixed assets inventory, PPMO is purchasing holographic stickers to label the laptops as promotion to student CARES Act programs established at the COM-FSM.

BOR Action Directive (VPAS)

- ✓ VPAS shared updates on BOR action directives from the July 6 meeting - on Turning Points. The group reviewed together and shared their opinions relating to their respective areas. They recommended rewordings/re-phrasing per standard measures under administrative services.
- ✓ BOR will re-open the Presidential search

Preparation for bringing students back on campus

- ✓ The college will continue delivering classes online and face to face combined Fall 2021. The college will max the capacity of the classrooms or 25 students per classroom, unlike the current semester of only 10 per classroom.
- ✓ Distributed 2nd round stimulus to students attending Summer 2021

Division Highlights

Human Resources Office:

- ✓ HRO glass door and service counter. Door cannot open widely therefore blocked the walkway and other miscellaneous issues that needs looking into.
- ✓ ASC Individual Saving Plan – Directly with your saving accounts, except that it is also aggressively invested with ASC instead of the bank. It allows people to withdraw from it as it is at the banks. Deposits can be made randomly. It is not required to be part of the Retirement Plan. The group recommended clarification from with the FSM Banking Board first.
- ✓ HRO still soliciting salary survey
- ✓ Since September 2020, the college hired a total of 33 employees
- ✓ Employee Outmigration - 24 employees departed (medical, deceased, family matter, etc.)
- ✓ MiCare – open season now and deadline is 29th of this month
- ✓ Tuition waiver reduction for Summer 2021 deadline is the 16 July 2021. Any requests submitted after this timeline will not be entertained.
- ✓ Just received Death Certificate for John Ifamilik. Death claim is being processed

- ✓ Conducted monthly meeting with HRO staff and counterparts at the state campuses
- ✓ Ongoing Webinar with Dr. Watson is scheduled on the 20th of this month
- ✓ Issued two staff development contracts (CRE and Business Office)
- ✓ 28 employees that requires a degree (both faculty and professional staff)

Business Office

- ✓ Comptroller Togonon shared updates on the CARES Act funds
- ✓ New Grants from NEFA for college-wide
- ✓ Center for Entrepreneurship received \$1 million grant from EDA
- ✓ New employee hired on special contract to replace Mauricio Santiago who is transferred to Center for Entrepreneurship Office
- ✓ Online payment is for the college ongoing.
- ✓ Online Business Office – requesting two Zoom accounts for business office and bookstore
- ✓ VPAS approved Business Office request to use Administrative Services Indirect Cost to pay for the Microix instead the CARES Act Fund.

PPMO

- ✓ Projects for the Center for Entrepreneurship – PPMO and Maintenance worked collaboratively and came up with the specifications and the scope of work, and post the bidding announcements.

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.