

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

Committee or Working Group: Administrative Services Management Meeting

May 19, 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

Call Meeting to Order – VPAS called the meeting to order at 10:20 a.m.

Reading of College’s Mission: Director Mingii 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 Rencelly moved and Mendiola seconded to adopt the minutes of February 24, 2021 as amended. Motion carried.

Old Business

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

Group shared updates per each respective assigned standards write-ups. All reports were reported to be completed before deadline. VPAS informed all that the college website will revamp and there is a need to back-up all evidences for the write ups.

- Standard IIIA Human Resources – 15 sub-standards. Director of HRO
- Standard IIIB Physical Resources – 4 sub-standards. Director Mendiola (according to Director Mendiola, Safety and Security need to be included in the Disaster Plan)
- Standard IIID Fiscal Resources – 16 sub-standards. Comptroller Togonon
- Standard IVC – 13 sub-standards. VPAS

BOR Policy Review and Submission for next BOR meeting in May 2021

- ✓ No policy for review and update under the BOR policy reported at this meeting.

NEW BUSINESS

COVID-19 Updates

- ✓ For safety and security, the college is looking at policies and procedures to have the college community fully vaccinated.
- ✓ Director Mendiola shared concerns relating to the seating arrangements on the bus shuttles. Currently the college is practice social distancing on the shuttles and could carry only 6 passengers. Should the college goes back to face-to-face class sessions in Fall 2021, recommendation was to require students be vaccinated before boarding any the college shuttles, in order for the shuttles to transport more students rather than only 6 passengers. Passengers to be certified be vaccinated and wear masks on the bus shuttle and in classrooms.
- ✓ IDs for students and employees across the college should be re-issued and to show COVID-19 vaccinated certification

Sharing Updates

- HRO
 - ✓ Proposed a course on Customer Services training. Proposal already sent to the Cabinet for approval.
 - ✓ 2 new hires for the month of May 2021
 - ✓ Provided technical assistance to Kosrae Government via Zoom
 - ✓ 1st Webinar with Dr. Watson held on April 29, 2021 with 3 campuses participating and the next one is on May 20, 2021.

- Maintenance
 - ✓ Technical Building at CTEC - construction contract is already prepared and routed to President of FSM for final approval
 - ✓ Updates on fencing projects: (funding will be sourced from CARES Act)
 - National Campus – contractor will do site visit tomorrow
 - Kosrae Campus – reviewing plan and contract specs
 - Yap Campus and Chuuk Campus – request for proposal
 - ✓ Generation:
 - Yap Campus – YSPS is assisting on centralization of power distribution at the campus
 - Kosrae Campus – submitted the secondary power layout

- PPMO
 - ✓ Collaborating with Business Office and Maintenance on Fiscal and Finance Policy and Vehicle Policy. Delineate functions of Maintenance and Business Office and PPMO offices. Modification of administrative procedures to use HRO format.
 - ✓ Purchase of laptops for operational services are expected this week
 - ✓ Microix – number of users will also include PPMO counterparts. IT will start with NC and CTEC as a pilot project

Miscellaneous/Announcement

- ✓ HRO – 2nd Watson Training tomorrow, May 20, 2021 – Performance Evaluation

Meeting Adjourn

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