

Committee or Working Group: Administrative Services Management Meeting

Dec 8, 2022	Time: 10:00 a.m.	Location: BOR
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Members Present:	Members Absent:
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▪ Francisco Mendiola, Acting VPAS	▪ Roselle Togonon, Comptroller	
▪ Alfred Olter, A Dir/Maintenance	▪ Rencelly Nelson, Director HRO	
▪ Mario Ignacio, Director/PPMO	▪ Sinobu Lebehn, Recorder	

Agenda/Major Topics of Discussion:

Call Meeting to Order – Acting VPAS, Francisco Mendiola, called the meeting to order at 10:12 a.m.

Reading of College’s Mission: Reading of the mission is tabled in this meeting

Review and approval of Agenda – Director Nelson moved and Comptroller Togonon seconded to adopt the agenda as amended. Motion carried.

Review and approval of minutes of last meeting – Consensus of the members to vote electronically on the minutes of the last meeting

NEW BUSINESS

ISER Updates.

The group shared ISER updates on their respective areas. The group will that they need to revise the ISER in the areas of the Administrative Services.

Sharing Highlights

Human Resources Office

New Hires/Filled Positions

- ✓ Very busy with Faculty Hiring
- ✓ Few Employees retired
- ✓ Maria Dison leaving the end of this month
- ✓ Qulihda Alex her last day is this Friday (worked more than 20 years so will be given the normal retirement award, either a gold watch or \$600.00
- ✓ Hadleen Hadley’s last day is the 20th of this month; she is being medically referred off-island for treatment
- ✓ Kamleen Sam, Counselor at TSP, resigned- family is moving off-island
- ✓ Concerns on CD Kind recommending contract renewal for a custodian being not on the job for about 3ys now, recommendation is not favored by HRO because this is considered as job abandonment.
- ✓ President approved the recommendation for the IT Director and we will have an IT Director soon.
- ✓ Position for VPIA and Campus Dean for CTEC already completed interview process last week
- ✓ ESS Faculty is being sent offer letter
- ✓ More hiring in the process, especially Faculty
- ✓ Number of positions being advertised and closed, review of application in progress
- ✓ On-going concerns on Grant Writing – Need to revive and complete the TOR. Grants has to go through a process. College has to make sure if she can sustain these grant projects. One concern is that is also risky because should if we made one mistake on a federal grant project, that mistake would affect all federal grants coming into the college, including the PELL. Recommendation that grants should route through a process/channel before goes to the President/VPs for approval.

Business Office

- ✓ The Microix - Business Office needs the Community's feedbacks/reflections on the Microix processing before they finalize the handbook for the Microix.
Maintenance- the Microix itself is good, except the notifications from the system are taking up their email capacity. Comptroller and Director of PPMO demonstrated ways to lessen emails from Microix. Comptroller also talks on "approval substitution" should a person will be on leave, he/she can always request for "Approval Substitution" to give their access to the person acting on their stead. Whoever have access to Microix can request for substitution; then file "Early Return" to your access can be automatically change back to you.
- ✓ Director Mendiola recommended to put a timeline to processes purchase orders and of course depending on the urgency of the request.
- ✓ Concerns on demurrages - a process should be formulated to avoid demurrage charges on off-island cargos.
- ✓ Director Ignacio emphasized on increasing prepayments.
- ✓ Training on Travel Authorization and liquidation TA. Submit TA vouchers with fieldtrip report.

Maintenance Division

Updates on college-wide on-going projects:

- ✓ Ground breaking of the Student Center –PMU recommended to have the groundbreaking after the signing of the contract. Robert right now is with the negotiation team regarding the infrastructure funds.
- ✓ PMU will hand the project management of the Teaching Clinic. The signs will be put up by next week
- ✓ FMI Campus Japan-aid project is still pending estimates from local contractor. The challenge is that the local contractors are not willing to make the estimates for free and then not being awarded for that project. During the previous meetings, VPAS recommended to use FMI operational budget to pay for these estimates from the local contractors.
- ✓ Yap Campus CRE Container building – \$100,000 already available for this project. Request for Proposal is already advertised and will be closed at the end of this month.
- ✓ Greenhouses in Yap Campus and Kosrae Campus completed.
- ✓ Procurement of 2 shuttles, funding for one is already approved by Cabinet. Acting VPAS Mendiola will write to the Cabinet to request funding for the other one.

Administrative Formula Standard – Director of Maintenance to be the lead in developing a formulate manpower/program for the Department of Administrative offices for planning purposes.

Performance Evaluations – Director of HRO to send Acting VPAS a listing of performance evaluation follow-ups to forward

Key indicators - A-Team to assist Management Team with Key Indicators

Christmas for the College – Interim President along with the Adhoc on 2022 Christmas party sent out two options for each Campus to select for their Christmas activity:

- a. Give each individual employee, either permanent or special contract, a monetary gift of \$50.00
- b. Each campus to use the total amount of employees per campus x \$50.00 for their Christmas party

National Campus chose to have the monetary Christmas gift of \$50.00 to each employee working at National Campus

- ✓ A-Team scheduled Christmas party for the Administrative Services Department on December 29, 2022 at 3pm. It will be a potluck-type party with 2 roasted pigs. Acting VPAS will notify Mark Kostika to provide 2 piglets from the Piglet Contract. Cost of Roasting Fee will be charged to VPAS contingent fund. Christmas Committee was selected to organized the preparations of the party: Lorenzo, Elizabeth, Ami, Sinobu, Ruthy, Laura, Maria and Janice.

Manual of operation for individual offices – A-Team group will work collaborative to form a Formula Standard for the Administrative Services.

ANNOUNCEMENT

Meeting Adjourned

Comptroller Togonon moved and Director Nelson seconded to adjourn the meeting. Motion carried and meeting adjourned at 12:10 p.m.

