

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

Committee or Working Group: Administrative Services Management Meeting		
February 24, 2021	Time: 10:00 a.m.	Location: BOR
Members Present:		Members Absent:
▪ Joe Habuchmai, VPAS	▪ Roselle Togonon, Comptroller	
▪ Francisco Mendiola, Dir/Maintenance	▪ Laura Fujimoto, Rep HRO	
▪ Martin Mingii, Director/PPMO	▪ Sinobu Lebehn, Recorder	

Agenda/Major Topics of Discussion

**Call Meeting to Order** – VPAS called the meeting to order at 10:00 a.m.

**Reading of College’s Mission:** Director Mendiola 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 Mendiola moved and Director Mingii seconded to adopt the Agenda as presented. Motion carried.

**Review and approval of minutes of last meeting** – HRO Rep Fujimoto moved and Comptroller Togonon seconded to adopt the minutes of January 27, 2021 as presented. Motion carried.

**Old Business**  
 BOR Policy Review and Submission for next BOR meeting in March 2021

- **Vehicle Policy** – Director Mingii is working on the vehicle policy to modify to the current organizational operation. Delineate the functions of Maintenance and Procurement Office. Maintenance and PPMO set up a date to review the policy together and reformat the policy to Human Resources Office’s format. Director Mingii made a recommendation to extend the exemption in the vehicle policy to the Campus Deans so they can be equipped with vehicles for college purposes use. The consensus is to enforce a disclosure to acknowledge and sign saying that whatever costs incurred beyond the insurance coverage will be the liability of the driver.
- PPMO - policies now in draft form. Director Mingii will work with Comptroller to incorporate these policies to the Fiscal Policy Manual
- Business Office – Comptroller Togonon tasked fiscal officer Alik Phillip of Kosrae Campus to reformat the Fiscal Policy Manual using the HR Manual format.
- Facilities Committee will meet this coming Friday to review and discuss the policies in the Physical policy. Policies already been sent out to the members to review before the meeting on Friday to see if there’s anything that needs to be revised or added.
- HRO – HRO has been submitting policies for revisions and updates. Some of the policies submitted were not approved by the BOR pending EC’s requested adjustments.

Unit Program Review for 2018-2023  
 Vice President Caroline Kocel is urging all offices to complete their unit’s program reviews. Kocel is working on a new template for the program review that is more user-friendly. VPAS Office, Business Office, Human Resources, Maintenance Division, already completed their program reviews (5-Year Strategic Plan) and program assessment (annual budgeting strategies) up to date. VPAS

encouraged his directors to update their program reviews of 2018, 2019, 2020, 2021, 2022 and 2023 using the Strategic Plan as their guide.

#### ISER Writing Groups:

Deadline for the write-ups is May 2021

- ✓ Standard IIIA Human Resources (15 sub-standards)– reported updates by Mingii and HRO Rep Fujimoto)
- ✓ Standard IIIB Physical Resources (5 sub-standards) – Director Mendiola reported on updates. According to Comptroller Togonon, the IDP long term plans will be reviewed also.
- ✓ Standard IIID Fiscal Resources (16 sub-standards)– Comptroller reported on updates

#### COVID-19 Vaccine Shots Updates

- ✓ VPAS encouraged employee to take the covid19

### **NEW BUSINESS**

#### Cabinet Meeting on February 16, 2021 updates

- ✓ Reimbursements – Comptroller Togonon updates
  - 208,000 reimbursement available now for drawdown (50% student travel,
- ✓ Cabinet procurement plans to utilize the CRRSSA fund:
  - Two back-up generators for Kosrae and Yap campuses- Mendiola will get cost estimate for these generators. Director Mendiola also informed there is already preliminary plans for power supply in Kosrae
  - Computer labs turn-over at all campuses
  - Desktops for employees' computer replacements - IT will monitor and authorize the purchase of office computer replacements in accordance to their recent computer inventory
- ✓ Purchase of online procurement program from Maicroix Company in USA – Comptroller Togonon and Director Mingii illustrated benefits of this program and how it will improve procurement process.
- ✓ Online course delivery for students – suggested options to improve online course delivery
  - Factors – some students don't have laptops or internet access
  - Suggestions to have students in the remote areas in Pohnpei to reside in the residential halls during the weekdays to be accessible to the college internet. Charge their accommodations to the CRRSSA.

**Others:** no item reported

### **Sharing of Units' Performance Highlights**

#### Maintenance Division

- ✓ 2.5million fund supplement from Pohnpei Governor
- ✓ Chuuk Campus library roofing renovation needs
- ✓ CTEC HTM building completion delayed again due to late shipment of the construction materials
- ✓ Ground breaking for NC Student Center and Health Clinic

#### PPMO

- ✓ Procurement Officer (Eugene E) and Business Office Accountant IV (Julius C) were tasked to complete all unliquidated purchase orders dated back to FY2016 before audit next week
- ✓ CRE Director seeked available office space at PPMO to relocate CRE Clerk
- ✓ Contract renewal for Ken Gerrard, Webmaster
- ✓ Contract for David Adams, consultant for ISER
- ✓ Relating to Covid19 PPE supplies, VPAS encouraged Director Mingii to to coordinate with

Bookstore on the procurement of these supplies

- ✓ Comptroller request Cabinet's plans for the procurement of student laptops. How many laptops to purchase?

Business office:

- ✓ Audit for 2020 already coordinate with
- ✓ Released care act last week, and also the refunds.
- ✓ Desktop for employees at Financial Aid Office and VPEMSS office have been replaced.
- ✓ Urgent renovations needs at Dining Hall

Human Resources Office

- ✓ New hires – 3 employees ( 1 YC CRE youth extension and 1 Aquaculture, 1 KC LRC assistant)
- ✓ Recommendation/screening/interview on applicants for vacant positions
- ✓ Distributed evaluation reminders throughout the campuses

### **Announcement**

- ✓ Director Mendiola announced that FSM PMUI met last week with a Guam Contractor Association on challenges to implement projects here on FSM
- ✓ To meet with CTEC Campus Dean on IDP ...

**Adjournment:** Meeting adjourned at 12:00p.m.