

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

Committee or Working Group: Administrative Services Management Meeting		
Date: January 22, 2020	Time: 10:00 a.m.	Location:
Members Present:		Members Absent:
▪ Joe Habuchmai, VicePresident/AS	▪ Rencelly Nelson, Dir/HRO	BOR Conference Room
▪ Francisco Mendiola, Dir/Maintenance	▪ Roselle Togonon, Comptroller	
▪ Martin Mingii, Director/PPMO	▪ Sinobu Lebehn, Recorder	

Agenda/Major Topics of Discussion

Call Meeting to Order – VPAS Habuchmai expressed his gratitude to all the members for their continued supports and accomplishments over the past year and called the meeting at 10:00a.m.

Review and approval of Agenda – Director Nelson moved and Director Mendiola seconded to adopt the agenda. Motion carried and agenda was approved as is.

Review and Approval of Minutes of last meeting - Director Nelson moved and Comptroller Togonon seconded to adopt the minutes of August 22, 2019. Motion carried and minutes were approved as is.

Old Business

- Updates on policies –
  - ✓ Maintenance Division updated 7 policies. Director Mendiola recommended that the Gym Policy be amended to reflect additional expenses, i.e. overtime for staff, etc. A policy on Standby Duty was introduced by Maintenance Division but was denied with concerns by the Finance Committee. Director Mendiola reported that his office did not receive any feedback from the FC regarding their decision. Director Mendiola was advised to re-submit the Standby Duty Policy.
  - ✓ HRO updated 34 policies. Ms. Norma Edwin, President’s Executive Officer, assisted Human Resources Office in reviewing and editing the HRO Manual.
- Program Reviews
  - ✓ HRO is completing their program reviews by the end of this month.
  - ✓ Maintenance is halfway completed.
  - ✓ Business Office reported that no follow-up was requested on their programs; therefore, Business Office programs are all completed.
  - ✓ Procurement & Property Management Office – VPIEQA Kocel is assisting PPMO on their programs reviews. As of this report, they have completed their objectives.
  - ✓ Vice President Kocel is modifying the program review format to be more friendly-user.
- Review of the Measures of Success under Administration
  - ✓ The group reviewed together administration measures of success under the College’s Strategic Plan (Direction #2) and reported on current situations and recommended rewordings in the measures. VPAS Habuchmai will bring the recommendations to the Cabinet and request Cabinet to revisit the Measures of Success under Direction #2.

New Business

- BOR upcoming meeting in Chuuk – BOR meeting is scheduled to be held at Chuuk Campus in March 2020. VPAS encouraged his directors to start putting together their BOR contributing reports.
- President’s Search Committee – Vice President on Instructional Affairs, Ms. Karen Simion, will be Acting for President until the Board of Regents appoints an Interim President. President Search Committee is given a period of 6 months.

- Personnel Needs
  - ✓ Replacement of Dining Hall cooks. HRO Director recommended documents be re-submitted.
  - ✓ PPMO requested sources to fund special contract for Procurement Technician in FY2020. Budget for this position is being requested for budget FY2021. VPAS office will fund this special contract in FY2020.
  - ✓ Maintenance Division – two positions (Maintenance Worker and Custodian) already interviewed and selection is already made.
  - ✓ Budget for FY2021 submission to FSM National Government – The College successfully submitted her budget for Fiscal Year 2021 FSM National Government before the due date.
  
- Highlights of Units' Activity
  - Maintenance Division
    - ✓ Director Mendiola briefed the group on the developments of IDP projects.
    - ✓ Supervisor's workshop/training is tentatively scheduled in February 2020, HRO and PPMO are invited to provide inputs on performance evaluation and procurement process.
  
  - Human Resources Office
    - ✓ Director Nelson presented HRO recruitment tracking matrix
    - ✓ 24 people were hired.
    - ✓ 15 employees departed the college.
    - ✓ Review Snap (performance management software). VPAS advised to bring it forward and his office will seek the source to fund it.
    - ✓ Director Nelson suggested that all directors and managers take part in the recruitment process.
  
  - Business Office
    - ✓ Business Office is preparing for the audit in March 2020.
    - ✓ Payable Accounts Technician (Aileen Ohli) was on sick leave to escort her husband on a medical referral. She now has submitted her resignation from her position to stay full time at her husband side during his ailment.
    - ✓ Dining Hall manager met with Director Mendiola with plans to lay ceramic tiles in the dining hall.
    - ✓ Scholarship for 2<sup>nd</sup> Chance Students
    - ✓ Programs on all campus to share costs on transportation/fuel
    - ✓ Comptroller Togonon reported a steady decline in enrollment; adjustments in FY2021 budget is foreseen.

Next Meeting is scheduled on February 19, 2020 at A-One Restaurant with breakfast and lunch

Meeting adjourned at 12:00 noon.

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- ✓ **Minutes from Last Meeting:** Minutes of August 22, 2020 was approved
  - ✓ **Announcement:** Next meeting February 19, 2020 at A-One Restaurant