

Committee or Working Group: Administrative Services Management Meeting

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| January 26, 2023 | 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 called the meeting to order at 10:12 a.m.

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 – Members agreed to vote electronically on the minutes of last meeting. Deferred

NEW BUSINESS

- ✓ Updates on activities for the arrival of new president – Administrative Services areas
 - HRO – Secured a 2-weeks hotel accommodation for the for the arriving new President at Seven Stars Inn (Feb 2 – 14, 2023) New President already mailed her personal items to Pohnpei. Director PPMO and Eugene Edmund will assist President with her packages and cargos upon arrival.
 - The house President is moving to needs minor repairs and Maintenance Division is tasked to address them. President’s vehicle will be brought to the airport upon President’s arrival.
 - President already paid for her shipping allowances to Business Office will process the refund on her shipping expenses.
 - HRO is handling President’s Immigration documents.
 - Interim President has organized a working group for the Welcoming Committee for the New President, Dr. Theresa Korovulaono
 - Group Members: Doman, Lisa, Sinobu, Ami, Loatis, Lorenzo, Terri, Mario, Eugene... next meeting scheduled for Tuesday 3pm.
 - Madam Chair Susanne L Gallen, Lisa Ugene and Mario will escort the new President upon arrival at the airport.
 - Light refreshments with coconut drinks will be provided that day.
 - SBA members will provide leis for the event
 - A small program will be held in front of the LRC and BOR member and Cabinet will have a short stand-up introduction at the BOR conference room.
 - Sinobu will arranged Flower arrangements, fruit basket and gift basket to be brought to the President’s hotel and office as Micronesia welcome gestures
 - Recommended Boat ride for the President

Accreditation Visit

Accreditation Team arriving on March 13, 2023
 ISER Plans – group suggested meetings be held sooner to update on the ISER, hypber links between department and offices, preparation for the accreditation visits, and etc. No interactions with students on the accreditation matters.

Director Nelson shared Accreditation Improvement Plans under HRO.

- ✓ HRMS – Requested funds from the COVID-19 on procurement of the HRMS. Next week HRO Director will be working with Acting Director of IT (R. Isaac) to review HRMS proposals received.
- ✓ Collection of Data on Professional Development (not receiving reports from other offices in relation to their professional development improvements. Only data with them are those carried out under the National Campus Professional Development funds)
- ✓ Director of IT position has been recommended and offered.
- ✓ VPIA position and Campus Dean for CTEC already approved. Offers are being processed. Targeting to have those positions filled before the new President arrives.
- ✓ Currently not enough staff to manage IT operations. (Employees leaving the college for schools and job offers outside the college)

Meeting Adjourned

Acting VPAS adjourned the meeting at 11:00 a.m. to attend other prior arranged meetings in town.