

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

Committee or Working Group: Administrative Services Management Meeting		
Date: January 30, 2019	Time: 9:00 a.m.	Location: Red Snapper
Members Present:		Members Absent:
▪ Joseph Habuchmai, Vice President	▪ RValencia, A/Comptroller	
▪ Francisco Mendiola, Dir/Maint	▪ Martin Mingii, Dir/PPM	
▪ Rencelly Nelson, Director/HRO	▪ Sinobu H. Lebehn, Recorder	
Agenda/Major Topics of Discussion:		
<p>VPAS called the meeting to order at 9:00am.</p> <p>Review of Agenda Director Mendiola moved and Director Mingii seconded to adopt the agenda as is. Motion carried.</p> <p>Review of Minutes Director Nelson moved and Director Mingii seconded to adopt the minutes of October 10, 2018 as amended. Motion carried.</p> <p><u>Update on revisions of old policies</u></p> <p>BOR approved a 5-Year calendar on policy development wherein a selection of policies is made for the BOR’s review on their next meeting. Directors are encouraged to address listed policies and process them thru each appropriate committees, and Executive Committee. The date of EC review will reflect when they endorse the policy, whether revised or no changes made. According to Director Nelson, the calendar does not restrict introducing of new policies.</p> <p><u>HRO</u> Incentive –changes made on the policy is going to Human Resources Committee for their review HRO Director presented copy of FSMTC policy on travel (voucher) for the group to consider. VPAS recommended Business Office prepare a draft from the sample TA policy and bring in for next meeting’s review.</p> <p><u>Maintenance Office</u> Revision on Gym Fee Policy was approved by Facilities Committee. Collection from the Gym rental should be solely for repair/maintenance of the gym facilities.</p> <p><u>Procurement and Property Management</u> Policy/Administrative Procedures for Disposal of Surplus Properties – was recommended to amend and replace “Business Office” with “Procurement & Property Management”. Director Mingii said his office is ready to bring the revisions to Finance Committee for their review. Procurement & Property Management to work with Information Technology Office to create a new chapter for Procurement & Property Management on the college’s website. Segregate duties and responsibilities of Business Office and Procurement & Property Management. According to Director Mendiola, there are a number of obsolete and scrap items including vehicles, computers, furniture, tin roof need to be disposed. VPAS requested the Director of PPM to conduct an inventory on these items and set up date for auction to clear these items from the college’s asset register.</p> <p><u>Budget 2019 and 2020</u> VPAS presented consolidated summary of the Department’s budget line items for FY2019 and FY2020. Line items centralized under each respective office to manage for the College-wide/National Campus programs:</p>		

College-wide:

Recruitment & Repatriation (HRO budget)

Vehicle Purchase (VPAS office)

Nation Campus Use:

POL (fuel for vehicles – Maintenance Office)

POL (fuel for generators - Maintenance Office)

Utilities (power/cash power – Maintenance Office)

Cleaning Services (All Buildings – Maintenance Office)

Waste disposal (All buildings – Maintenance)

Employees already at the top of their pay range (ceilinged) - Director Nelson recommended a strategy to address the issue by moving employees per categorized groups to keep the budget from being effected significantly should all of these employees are addressed simultaneously.

FY2019 budget for the college-wide vehicle purchase (\$50,000) is not sufficient to fund state campuses' needs on student transportation. Both Chuuk Campus and Yap Campus are requesting vans to transport their students, ensuring student safety. Currently, these two campuses are transporting their students on flatbeds.

NEW BUSINESS

IMF/IDP – Director Mendiola reports on IDP projects

IDP Projects

- Demolition of TRIO building is completed and ready for final inspection
- Design review for the Student Center & Multi-Technical Building is completed and set for discussion with BECA and USA Corps of Engineers

IMF

- Congress have appropriated \$778,755 matching funds from its local revenue. December 22, 2018 meeting between FSM Chief of Staff, Budget office of compact management, TC&I staff, and COMFSM staff announced that approximately \$350,000 is already the IMF bank account; hence free up the college to allocate funds for matching.
- TC&I requested COMFSM to prepare maintenance plan that would reflect accomplishments and current and future maintenance programs and projects. The document is due next week February 4, 2019.

Grant Funding administering

- Re-visit implementation policy and administrative procedures on the Securing of Grant Funding. The group recommended that the college re-implement the procedures of the policy.
 - . Cabinet pre-approval before writing grant proposals
 - . Maintenance costs not included in grants creating more expenses to the college
 - . Budget & Compliance Committee on Grants

VPAS tasked Business Office and PPM to update the policy, prepare a revision draft on grant review process and bring in next meeting.; - March 6, 2019

INFORMATION SHARING

Maintenance Division

- Gym building standby generator arrived on December 2018, scheduled to energize around February 2019. Installed standby generators at CTEC administration building. All buildings at National campus have standby generator, except the Agriculture building.
- The bottom of the Snapper was painted to avoid growing scales

- The smaller Yamaha 23foot boat's seats was repaired, trailer was chipped and repainted. CTEC boat is also scheduled for seat and trainer repair
- new outdoor cookhouse was completed
- 19 AC units with R22 Freon was replaced with new efficient and environmental friendly units
- conducted trainings for boat operators on how to respond to emergencies
- Emergency Preparedness Plan (draft in progress)

Business Office

Auditors visit in March 2019

Procurement & Property Management

Training staff online

Human Resources

- HRO Director conducted a site visit in December 2018
- Vacant positions
- Account clerk positions for CTEC bookstore and Payroll Division
- HRO positions (1 approved by cabinet and advertised and another one still pending)
- PPM – reassignment was reviewed in February of this year; Procurement Specialist position already reviewed
- Bookstore Manager – being advertised and screened, (2 qualified applicants)
- Yap Campus – Maintenance Worker position approved by Cabinet

New Hires

- 6 new hires
- Personnel Manual being revised under special contract component –timeline March 2019

- Concerns

Technical problem with HRO computers

Staff Employees still under probationary status are not recommended to enroll in classes

4-Years staff development training should be approved by Cabinet

VPAS

- MOU for China pilot farm similar to Pohlangas Pilot farm
- Request was made to install Japan Rocket Monitoring Service at National Campus. Request denied
- Traditional Navigation course

Announcement

VPAS site visits at Chuuk Campus and Yap Campus – February 12 – 20, 2019

Upcoming BOR meeting at Kosrae Campus – March 18 – 23, 2019. VPAS, HRO Director, and Comptroller will attend BOR meeting in Kosrae

Adjourned: Meeting adjourned at 11:45a

✓ **Minutes from Last Meeting:** Minutes of October 18, 2018 was adopted

✓ **Announcement:** Next meeting is scheduled on March 6, 2019 – meetings are scheduled on the first Wednesday of every month.