

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

Committee or Working Group: Administrative Services Management Meeting			
Date: June 5, 2019		Time: 8:00 a.m.	Location:
Members Present:		Members Absent:	
▪ Joseph Habuchmai, Vice President	▪ Roselle Togonon, Comptroller	BOR Conference Room	
▪ Francisco Mendiola, Dir/Maint	▪ Martin Mingii, Dir/PPM		
▪ Rencelly Nelson, Director/HRO	▪ Sinobu H. Lebehn, Recorder		
Agenda/Major Topics of Discussion			
<p>I. Calling meeting to order Vice President called the meeting to order at 10:00am and complimented his directors on contributing reports for the upcoming BOR. He also expressed his gratitude to Director Nelson for representing him at the recent Executive Committee meeting when he was called away for a family emergency. Director Nelson announced two HR policies endorsed by EC during that meeting and will also be presented at the upcoming BOR meeting.</p>			
<p>II. Review and approval of agenda ✓ Director Mendiola moved and Director Mingii seconded to adopt the agenda as is. Motion carried.</p>			
<p>III. Review and approval of Minutes of last meeting ✓ Director Mingii moved and Director Nelson seconded to adopt the minutes of May 2, 2019 as is. Motion carried</p>			
<p>IV. Old Business:</p> <ul style="list-style-type: none"> ✓ Report on retreat from working group – during A-Team’s previous meetings, two retreats were proposed and assigned a Committee to work on the logistics of the two retreat. ✓ Retreat A – Administrative Management Team only (one guest allowed). Date: July 12-14, 2019 Venue: Lenger Resort, Nett Boat ride: College Boat and driver “The Team will plan ahead what to share at the departmental retreat” ✓ Retreat B – All NC Administrative Services Department employees Date: August 2-4, 2019 Venue: Nahlap Resort, Kitti “Focus on Team Building” ✓ Director Martin moved and Director Mendiola seconded to adopt the Committee’s plans for the two retreats. Motion carried. ✓ Policy updates to the BOR VPAS encouraged his directors to continue review policies in each respective areas and submit for the upcoming BOR meeting in September 2019. ✓ Personnel Request and hiring for Administrative Services Department HRO Specialist PPM Procurement Technician been advertised PPM Procurement Specialist – Mr. Eugene Edmund being reassigned (pending final documentation) Payroll Accountant advertised DH Cook placed on Medical Retirement (Ms. Virginia Rosario/effective May 23, 2019) Processing personnel requisition for position vacated by Mr. Paulino David (retired) ✓ Accreditation Mid Term Report updates HRO report already accepted by VPIA Comptroller was advised to submit her report at the closing time to provide most up to date data 			

V. New Business:

- ✓ Group revisited the College Strategic Direction/Measure of Success relating to each respective areas and shared updates and made recommendations to the measures of success:
 - #1 Operating costs reduced by 5% by innovating and streamlining services and processes.
recommendation to re-word to say “control to a certain percentage” instead of “reduced by 5%”
 - #6 Aggressive energy conservation measures in place reducing total annual cost by 20%
recommendation to re-word to say “reduce total energy use” instead of “reduce total annual cost”-
Light fixtures were replaced by LED bulbs and ac units were replaced 410AC to which also conserves energy as well environmental safety
 - #11 Employee recruitment process is revamped to significantly reduce time from recruitment to hiring
Issues on committee members’ attendance – unable to contact faculty members on vacation or no class. To appoint members that are available during scheduled meetings
 - The group recommend to add another measure of success in College Strategic Director II as “#12 Strengthen Resources thru revenue diversification”
 - Technology Assistant Programs
 - Infrastructure Maintenance Fund
 - Funds from foreign donors, etc.
- ✓ Time off this summer
 - Comptroller Togonon vacation in July
 - Director Mingii vacation first week of July

✓ Updates

HRO

- Recruitments:
 - CRE one position Director
 - NC two positions (Education and English instructors)
 - CTEC one position (Math instructor)
 - YC two positions (Math instructor and Education instructor-offer letter issued)
 - KC two positions (Science Instructor and Education instructor-local)
- Advertising/Re-advertising – science instructor, program coordinator, and payroll accountant
- Medically retired: two DH cooks (Virginia Rosario and Nelly Meninzor)
- Luncheon for retirement candidate Mr. Paulino David will be at Nantehlik

Business Office:

- Bookstore software module installed. Will test run in summer. Target is Fall 2019 Semester.
- Audit report still pending documents from Friends of the College of Micronesia-FSM

Maintenance Division

- Completed floor work and painting work on all rooms at the Resident Halls
- Mechanics serviced the buses and removed the signs on the doors (25th anniversary decals)
- Replacement of old ac units to 410ac units is 50% completed
- Director Mendiola shared updates on safety conference he attended in Guam

Procurement and Property Management Office

- Yap Campus IT requesting 35 computer units for the turn-lap. Comptroller & VPAS instructed to put that on hold on YC IT until next fiscal year FY2020
- Health Science division submitted purchase request for 40 each computer units – Request was put on hold for bidding requirements. There is no current storage to house the 40 computer units.
- Fixed Assets – scheduling inventory on all fixed assets. Richie Valencia and Eugene Edmund will start at National campus and move forward to the state campuses

- Working on MOU for carrier(CTSI) for Yap Campus bookstore
- Search van for Chuuk Campus

Announcement

- HRO Director introduced online calendar (trello)

Adjourn

- Director Mendiola moved and Director Nelson seconded to adjourn the meeting. Motion carried. Meeting adjourned at 12:20pm

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| ✓ Minutes from Last Meeting: Minutes of April 10, 2019 was adopted |
| ✓ Announcement: Next meeting July 5, 2019 at BOR Conference Room |