

Committee or Working Group: Administrative Services Management Meeting			
Date: June 26, 2017	Time: 10:00 a.m.	Location: BOR Conference	
Members Present:		Members Absent:	
▪ Joseph Habuchmai, VPAS	▪ Roselle Togonon, Comptroller		
▪ Francisco Mendiola, Dir/Maint	▪ Roberto Santos, Dir/PPM		
▪ Rencelly Nelson, Director/HRO	▪ Sinobu Lebehn, Recorder		
Agenda/Major Topics of Discussion:			
<p>Review of Agenda Facilities & Maintenance Director moved and Human Resources Office Director seconded to adopt the agenda as is. Motion carried.</p> <p>Review of Minutes Human Resources Office Director moved and Comptroller seconded to adopt the minutes of March 29, 2017 as is. Motion carried.</p> <p>Old Business</p> <p><u>1. Accreditation Follow up Reports–</u></p> <ul style="list-style-type: none"> - Procurement Office – no follow ups - Business Office – IDP summary about 24million. Site development plan will be provided by Maintenance Office - Human Resources Office – HRO has completed their follow up report, currently doing finishing works on the HR manual. <p><u>2. Updates on Policies</u></p> <ul style="list-style-type: none"> - Maintenance Policies: Policy on standby duty already reviewed by OFCE. HRO Director recommended that the policy be reviewed also by Human Resources Committee. - Business Office – Fiscal policy revision is being reviewed by Finance Committee - Human Resources Office - Staff/Senate endorsed a number of Human Resources policies just before the BOR meeting in May, however, not enough time to submit to the BOR for review. These policies will be submitted for the BOR’s review/approval for their meeting in September 2017. - Procurement and Property Management – Procurement policy was approved. Pending is the policy on vehicle component. <p><u>3. Training Issues</u></p> <ul style="list-style-type: none"> - Human Resources Office – conducted one training this month, and will conduct another one at Yap/FMI campus. Expenses will be charged to Yap Campus Staff Development. - Maintenance Office –LED Light training will be conducted here at National Campus and Pohnpei Campus. Inviting maintenance staff from Kosrae, Yap, and Chuuk campuses. 			

- Business Office - Bank of Guam will be conducting a training on payroll and online wire transfer with Business Office staff. Comptroller requested to include Twyla Poll in the upcoming FAFSA workshop/training and be funded from the Admin Fee of the Pell Grand Federal Awards.

4. Audit

The audit is completed and corrective action plan is already submitted to the FSM President. Recommendations is made to re-issue notice from the college to all vendors to restrict issuance of any items without authorized documents. Also restricting exchange of goods and merchandises on all COMFSM purchase orders.

NEW BUSINESS

College Summit – College Summit will be held in August 2017. VPAS encouraged all key staff to attend the summit.

FY Budget 2019 Preparation

- VPAS requested his key staff to start planning/preparation programs to address
- Director Mendiola recommended members to survey furniture and equipment in their respective offices for replacement and include in FY2019 budget request

SHARING UPDATES

Business Office

- Director of IT will work with Bank of Guam with the idea to install ATM machines at National Campus
- Mr. Edper Castro volunteered to assist Business Office on the MIP payroll component, taxes are being calculated manually since the payroll tax component is programmed to US tax rates.

Maintenance Office

- Director of Facilities & Maintenance will meet with Secretary of FSM Finance on Green Projects to identify COMFSM projects that are eligible for the funding under Green Projects
- TSB building project – almost completed, with minor finishing work on electrical. Are replacing all lighting to LED lights to conserve energy. Work is targeted to be completed in a two-weeks time.
- FMI Roofing – contract is being processed and is now under review with COM-FSM legal counsel.
- New boat at NC Maintenance is ready with radio to be installed. Boat ride test is ready and will include A-Team members on the boat ride

- Ideas to install gadget charging stations using solar energy

Procurement & Property Management Office

- Furniture for FMI cadets - lightings, pool tables, washing machines are being purchased and will be shipped via surface shipping
- According to Director of Procurement & Property Management, his office has already received proposals on bunkbeds for the residence halls
- PPM office now hired a special contract to assist the director and on purchase orders while the director will be away from the office for off-island meetings.

Human Resources Office

- HRO Director and Business Office to provide detailed financial report (college-wide) on Staff Development Accounts for her office to determine how much the college invested in professional development

ANNOUNCEMENT

College summit will be held in August 2017 – VPAS encouraged all key staff to attend

VPAS will be away from the office beginning June 27 to July 10 for site visits in Yap and Chuuk campuses.

Repeaters for radio dispatchers will be repaired for bus drivers and security guards operations

Adjourned: Meeting adjourned at 11:45am

✓ **Minutes from Last Meeting: Minutes of March 2017 is adoted**

✓ **Announcement:**