

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

Committee or Working Group: Administrative Services Management Meeting		
June 30, 2021	Time: 10:00 a.m.	Location: BOR
Members Present:		Members Absent:
▪ Comptroller Acting for VPAS	▪ Roselle Togonon, Comptroller	VPAS Habuchmai
▪ Francisco Mendiola, Dir/Maintenance	▪ Rencelly Nelson, Director HRO	
▪ Martin Mingii, Director/PPMO	▪ Sinobu Lebehn, Recorder	
Agenda/Major Topics of Discussion		
<p><b><u>Call Meeting to Order</u></b> – Comptroller Togonon, Acting VPAS, called the meeting to order at 10:00 a.m.</p> <p><b><u>Reading of College’s Mission:</u></b> Director Mendiola read the mission statement “<i>The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career &amp; technical educational programs characterized by continuous improvement and best practices.</i>”</p> <p><b><u>Review and approval of Agenda</u></b> – Director Nelson moved and Director Mendiola seconded to adopt the Agenda as presented. Motion carried.</p> <p><b><u>Review and approval of minutes of last meeting</u></b> – Director Rencelly moved and Director Mingii seconded to adopt the minutes of May 19, 2021 as presented. Motion carried.</p> <p><b><u>Old Business</u></b></p> <p><u>Updates on ISER writing progress for Standards IIIA, IIIB, and IIID, IVC</u> Group shared updates on their respective assigned areas of the write-up. All reports are completed and submitted before the deadline. Vice and his directors will continuously updating the write-ups.</p> <ul style="list-style-type: none"> <li>• Standard IIIA Human Resources – Director Nelson’s updates</li> <li>• Standard IIIB Physical Resources –Director Mendiola ‘s updates</li> <li>• Standard IIID Fiscal Resources –Comptroller Togonon’s updates</li> </ul> <p>BOR Policy Review and Submission for next BOR meeting</p> <ul style="list-style-type: none"> <li>✓ No policy for review and update under the BOR policy reported at this meeting.</li> </ul> <p>Director Mendiola shared updates on the Fencing and Generator projects at each campus</p> <ul style="list-style-type: none"> <li>✓ Fencing projects at National Campus and Chuuk Campus is now out for bidding</li> <li>✓ Fencing projects at Yap Campus and Kosrae Campus still awaiting plans</li> <li>✓ Fencing at CTEC</li> <li>✓ Generator at Yap Campus</li> <li>✓ CTEC Multi project will have its groundbreaking next month</li> </ul> <p>Laptops and Microix purchase updates.. Director Mingi shared updates</p> <ul style="list-style-type: none"> <li>✓ 25 laptops and bags for administration staff already shipped</li> <li>✓ Microix purchase is still pending Cabinet’s approval</li> </ul> <p>Preparation for bringing students back on campus</p> <ul style="list-style-type: none"> <li>✓ The plan to bring back students the CIA plane and the government owned vessels will go to the BOR for review and approval</li> <li>✓ continue encouraging college-wide employees to take the COVID-19 vaccine</li> <li>✓ recommendation to open the resident halls to students residing in the rural areas on Pohnpei proper and apply the CARES act to their expenses</li> </ul>		

#### Safety arrangements (masks and social distancing)

- ✓ Emergency Plan - Concerns raised relating the role of the Plan Director. Recommendation is made to give the Plan back to the Management Team to draft into a policy a procedure to include emergency respond protocols and compensation of employees that are called in to carry out services during emergencies.
- ✓ Identify plan directors
- ✓ Insert Risk Management in the Emergency Plan
- ✓ Identify services to be carried out during shut downs (using previous shutdowns as guidelines)

#### Miscellaneous and Division Updates (only Maintenance and HRO)

##### Human Resources Office:

**New Hire at HRO**- the last vacant position is filled by way of reassignment of Bency Amond from RH. She will start July 1, 2021.

**Professional Development** – the next webinar with Dr. Watson is scheduled for July 20, 2021.

**Salary Survey**- Through the SHRMFSM, Inc. a salary survey proposal is solicited and will be cost shared by interested entities in the organization such as VITAL, PPA, FSM Development Bank and the college.

**Settling new hires**-On-going challenge for administrative support of new hires at the National Campus specifically in the area of Instruction. Another new faculty arrived in Pohnpei, he had to fend for himself and found his own way around island to get settle in. The recruitment process is completed with the arrival of the employee on island and with employee's contact information given to responsible folks in the department before his travel and after while in quarantine. This is a concerning issue that affect retention of new employees to the island and a smooth transition into the work life. This is not the first faculty who met with the same challenges.

**Retirement Plan Open Season** - is ongoing. ASC staff in their May visit to the college introduced an Individual Savings in the ASC Program. Recommended to ask for a presentation to inform the college and share with employees in subsequent college-wide meeting or the August summit.

No division updates, except for HRO. The rest cited their updates from the BOR contributing reports.

#### ANNOUNCEMENTS

Inform all employees under each respective division to attend the Summit scheduled on August 4, 2021.

#### ADJOURNMENT

- ✓ Director Mendiola moved and Director Mingii seconded to adjourn meeting. Motion Carried and meeting adjourned at 12:00 p.m.

