

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

Committee or Working Group: Administrative Services Management Meeting			
Date: March 11, 2020		Time: 10:00 a.m.	Location: Riverside Conference Room
Members Present:		Members Absent:	
▪ Joe Habuchmai, VPAS	▪ Rencelly Nelson, Dir/HRO		
▪ Dir/Maintenance Representative	▪ Roselle Togonon, Comptroller		
▪ Martin Mingii, Director/PPMO	▪ Sinobu Lebehn, Recorder		
Agenda/Major Topics of Discussion			
<p>Call Meeting to Order – Before VPAS called the meeting to order at 10:10 a.m.</p> <p>Review and approval of Agenda – Director Mingii moved and Director Rencelly seconded to adopt the agenda. Motion carried and agenda was approved as is.</p> <p>Review and approval of Minutes of last meeting - Director Nelson moved and Comptroller Togonon seconded to adopt the minutes of January 22, 2020. Motion carried and minutes were approved.</p> <p>Old Business</p> <ul style="list-style-type: none"> - Program Review and Updates <ul style="list-style-type: none"> ✓ Program Review timeline is set at the end of this month, March 2020 - Policy Revision for BOR Approval <ul style="list-style-type: none"> ✓ Board Policy 6035 Diseases/Emergency ✓ Generator Standby Duty Policy – the group had a lengthy dialog on the this policy and suggestions made: Train and put more than two people on the standby duties Utilize security officers and cross-train them on the standby generator switching. Obtain external information on such duties - Budget 2020 and 2021 <ul style="list-style-type: none"> ✓ VPAS updated the group on Vice Presidents meeting on budget development. The VPs’ consensus that budget plannings commence as early as April to allow faculty members to participate in the budget planning. ✓ Trades Specialist position for Maintenance Division did not get Cabinet’s support. College should work within the current workforce and continue apply multi-tasking and cross training among current personnel. ✓ Recommendation to outsourced the grounds maintenance ✓ Recruitment of cooks pending recommendation from adhoc committee ✓ Issues on appointment of committee members - Vehicle Policy <ul style="list-style-type: none"> ✓ Non-compliance of vehicle policy, staff using college during non-working hours without an authorization permit ✓ COM-FSM driver’s permit ✓ PPMO Director to work on revision of the vehicle policy - Project Updates – IDP and IMF <ul style="list-style-type: none"> ✓ Student Center - not bid out yet, Army Corps of Engineer still reviewing the A&E plans ✓ IMF – Kosrae Roofing Project ✓ Fund Balance – CTEC Generator House ✓ IMF Gym Roof project was re-advertise, bid proposal received cost was too high ✓ Gate project was awarded to Black Sand Company ✓ Math & Science Computer Lab improvement project was funded by Yenti in the amount of \$100,000. Need the A&E plan to put in place for bidding 			

New Business

- Due to the COVID-19 pandemic, BOR meeting schedule at the end of March 2020 and will be conducted via ZOOM. Timeline for reports due VPAS Office is set on March 18, 2020.
- Due to the COVID-19, College is anticipating a campus-wide a lockdown. College will follow Governor's declaration.
- Post flyers on COVID-19 preparedness
- Founding Day might be cancelled due to this COVIS19 pandemic
- To date, Republic of Marshall Island is in locked down

Highlights from Units

- Maintenance Division
 - ✓ Installed two water tanks to the Dining Hall and hooked up the PUC waterlines
 - ✓ Comptroller inquired on the small tanks at Dining Hall
 - ✓ Ceramic tiles installed at Dining Hall
 - ✓ Sewer septic cleaning scheduled this Saturday, renting PUC sewer equipment
 - ✓ Generator house for CTEC completed pending water and power hook-ups
- Business Office
 - ✓ Comptroller started her highlights by thanking everybody for assisting Business Office and the auxiliaries while she was off-island
 - ✓ Audit has started
 - ✓ Scholarship at the look – need to revise the policy to work with the guidelines, targeting the Fall Semester 2020.
 - ✓ Need a committee on Scholarship
 - ✓ EPA inspection on Dining Hall meet standards
 - ✓ Dining Hall storage is not safe enough to stack bags of rice in proactive preparedness for lockdown. Recommendation to inquire vendors the possibility to lease container to temporarily stock up food items during COVID19 lockdown.
- Human Resources Office
 - ✓ Board Policy 6035 and the Administrative Procedures on Communicable Diseases/Emergency was introduced and already reviewed by the Emergency Management Team and Acting President Simion has submitted the policy to BOR for their review and approval.
 - ✓ According to HRO Director, CTEC need a full-time HRO staff
 - ✓ Concerns relating to IC at CTEC the only state campus IC staffed with a secretary
- Procurement & Property Management
 - ✓ Procurement of FMI boat completed, boat arrived in Yap; also part for FMI ship has arrived
 - ✓ Parts for NC CRV arrived
 - ✓ Broken door handle for KIA SUV has arrived and installed by PPMO staff
 - ✓ Martin thanked Business Office for good working collaboration between the two offices

Others:

Comptroller Togonon reported steady decline in enrollment; adjustments in our FY2021 budget is anticipated.

Meeting adjourned: 12:00 noon.

✓ **Minutes from Last Meeting:** Minutes of January 22, 2020 was approved

✓ **Announcement:** Next meeting April 9, 2020 BOR Conference Room