

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

Committee or Working Group: Administrative Services Management Meeting		
Date: March 13, 2019	Time: 10:00 a.m.	Location: BOR Conference Room
Members Present:		Members Absent:
▪ Joseph Habuchmai, Vice President	▪ Roselle Togonon, 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 10:15am.</p> <p><u>Review of Agenda</u> Director Mendiola moved and Director Mingii seconded to adopt the agenda as is. Motion carried.</p> <p><u>Review of Minutes</u> Director Nelson moved and Director Mingii seconded to adopt the minutes of January 30, 2019 as is. Motion carried.</p> <p><u>Old Business</u> 1. Update on revisions of old policies – continue revising policies in each respective areas.</p> <p><u>New Business</u></p> <p>1. Upcoming Board meeting in Kosrae –attending are VPAS, Director Nelson and Comptroller Togonon Topics included in the upcoming BOR meeting: a. IDP updates b. Review of Fiscal policies/revisions of fiscal policies c. Revisions of Retirement Plan d. Review of Human Resources Policy e. Emergency Management Plan</p> <p>2. Vehicle Use Arrangement – Procurement & Property Management office now have been given the full responsibility to manage the college vehicle fleet as far as procurement, usage, fueling, and inventory, disposal/surveys. Director Mingii recommended reserved parking areas for the vehicles designated for office errands – handicap parking areas are not fully utilized at all times. Recommendation is made to use two of these parking areas for these vehicles. VPAS requested that PPM office work with Maintenance office and draft revisions to the procedures of the policy on Vehicle Use. Some old vehicles at the state campuses have become an eyesore and need to be surveyed and disposed.</p> <p>3. Personnel Evaluation</p> <p>Reminders were sent out twice a year to all campuses. Updated personnel listings were provided to all the state campuses. HRO has completed all step increments for 2019 at the state campuses. Began with the National campus and has completed up to May 2019.</p> <p>HRO is still working on the evaluations for those that have contract expiration due in 2019</p>		

As per policy revision on May 3, 2017 that eliminates annual evaluation:

- new hires are evaluated 2 times for the first year, or 6 months from date of hire and 60 days before the end of that first year. Continuing existing employees, only submit evaluations 6 months prior to end of the contract.

Director Nelson will provide VPAS updated listing for all Administrative Services employees, VPAS will then break the into each respective areas and forward listings to all directors.

3. Training Needs

Watson Training/Workshop – HRO tentatively scheduled in July to September of this year
IPED training – Director of HRO and Comptroller are actively doing IPEDS on the human resources component and fiscal resources component. Suggestion to send them to attend future IPED trainings

Tuition Waiver Policy – policy was approved by BOR last year. HRO is actively conducting workshops on the policy. CTEC and Chuuk campus already done. National Campus is scheduled for next month, April.

4. Revenue Projections 2019 Budget

Comptroller Togonon briefed the group on college current fund balance (expenditure vs revenue projection for Fiscal Year 2019)

Comptroller Togonon reported that as of March 4, 2019, the college is at a deficit of approximately \$303,000. She further explained that our spending is not increasing; however, the revenue is slowing down. The college is not achieving the revenue projected that the college to reach by this point of reading.

The group brainstormed with the following options:

- Budget supplement request to the Congress or
- Tap into IDP funding
- Promote tutoring to increase retention rate

Comptroller Togonon and Director Mendiola were tasked to work together to address the shortage of fund thru possible IMF funding and bring back for the group's review on their next meeting.

Comptroller Togonon also stated that the annual allotment of \$50,000 to the Emergency Contingency Fund, was not allotted in FY2017 due to a negative fund balance

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6. Infrastructure Development Project updates by Director Mendiola

Service contract for the Engineering company assigned on the college projects is now being processed. On-site inspections are tentatively scheduled.

Contract bidding for project construction (Student Center building and CTEC Technical building) are scheduled in May 2019. Construction is expected to commence latest in July or August 2019. Construction duration for these projects are no later than one year and six months.

Emergency Management Plan – Director Mendiola suggested that the team needs to get together to assess what occurred during the most current time plan was utilized.

Director Mendiola shared meeting updates with OIA consultation - concerns on IDP budget preparation, surplus funding returning to OIA. Director Mendiola recommended that the college re-visit her IMF/IDP budget formulation, primarily on personnel and housing benefits calculations.

7. Information Sharing

Maintenance Division

Dining Hall and Residence Halls generator was down since the storm. The gym generator was hooked up in place for the broken generator to supply power to the residence halls. While resetting to island power, the switch lever in the panel box that controls the island power to the resident halls was broken, thus the residence halls are now feeding from the standby generator since this lever was broken.

Procurement & Property Management Office

Voided purchase orders. PPM is collaborating with Business Office to train PPM staff on reversing entries/encumbrances

3. Human Resources

For 2018 - we had 67 vacancies, 37 of these positions are already filled, , 11 advertised and 2 are voided, 42 employees left the college

For 2019 - we have 57 vacancies, 17 of these positions are already filled, 26 departed the college

Meeting adjourned at 12:00 noon

✓ Minutes from Last Meeting: Minutes of January 30, 2019 were adopted

✓ Announcement: Next meeting April 10, 2019