

Committee or Working Group: Administrative Services Management Meeting		
Date: March 29, 2017	Time: 10:00 a.m.	Location: Red Snapper Restaurant
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 Director Mendiola moved and Comptroller Togonon seconded to adopt the agenda as amended. Motion carried.</p> <p>Review of Minutes VPAS suggested to review/vote on minutes of last meeting electronically. Motion carried.</p> <p>Old Business</p> <p><u>1. Policy Development and Revisions –</u></p> <ul style="list-style-type: none"> - Policy on Procurement is already endorsed by Executive Committee and will be forwarded to Board of Regents for approval. - Vehicle Policy – Policy is being reviewed by committees of Management Team and Human. VPAS informed that Cabinet had made a decision to centralized vehicle management. The group requested more time to review the policy to ensure that the transition and how the College will handle it is not going to be a problem along the way. Director of Procurement & Property Management will do another meeting to involve more people to participate in the process. Among concerns raised. <ul style="list-style-type: none"> o space for carpool o accessibility o manpower o vehicle use permit and liability (<i>the policy needs to be clearly defined and identified who is authorized operate college vehicles</i>) <p><u>2. Accreditation follow-up report writing –</u></p> <ul style="list-style-type: none"> - Human Resources Office - BOR Policy 6017 Performance Evaluation. According to Director of Human Resources, this policy is still in process and will be forwarded to Human Resources Committee and Staff Senate for their reviews and inputs. Timeline is to meet the schedule for BOR’s meeting in May 2017 for BOR review/approval. Director of Human Resources further said that this policy is also part of Human Resources Office’s follow up report. An appointment with Consultant David Adams is scheduled Friday, March 30, 2017. - Business Office/Comptroller - Business Office already drafted a temporary outline for their follow-up report. Comptroller met with consultant David Adams on March 28, 2017. - VPAS drafted a plan on student scholarship and forwarded to Vice President on Enrollment Management & Student Services, Comptroller and Director of Institutional Advancement. The group also discussed other available scholarships: 		

- general scholarships
- Career focus scholarship
- Humanitarian scholarship
- Timothy Jerry Scholarship
- Gene Ashby Scholarship
- The Rotary Club Scholarship

3. Performance evaluation updates –

- Director of Human Resources reminded the group of outstanding evaluations and expiring contracts. According to Director of Human Resources, should the BOR approves the revision to Policy 6017 (performance evaluations) would reduce the load on supervisors and be able to meet the policy requirements.
- HR Manual meeting standard requirements. It was recommended that the HR Manual Review will just go thru a process. VPAS will bring the HR Manual to Cabinet for their review and input.

New Business

1. Special Contract for Personal Service.

- Director of Human Resources – reported new changes in the Personnel Procedure & Policy Manual under Special Contract Personal Services.
- New procedure for hiring employees under Special Contracts was prepared by Human Resources Office and forwarded to Cabinet for their review and approval
- For the meantime, all special contracts will be signed by VPAS in Human Resources Office stead until further notice

2. Overtime

- Discussions on multi-prior approval on overtime requests – According to VPAS, President approves multi-prior approval on overtime requests. Reoccurring overtime hours can be requested but not to exceed a month period. Overtime requests should be approved in advance.

Miscellaneous

1. Maintenance Office

- Scholarship on Capacity Building within the College – Director of Facilities & Maintenance to write up a draft concept plan to address the scholarship on capacity building to develop an internal capacity development program that will address the constant shortage of professionals at the college, specifically in the specialized areas of engineering.
- Shuttle – Director of Facilities & Maintenance brought up an option for National Campus shuttle to extend services to students from the remote areas. He further reported that a potential number students showed their interests to pay for this shuttle services. The group felt that it is a good plan for the students; however, the college does not have the capacity to accommodate this services at all the other campuses. Another issue is Private Sector competition.

- Residence Hall occupancy (topics discussed)
 - o Cost of running the residence halls (maintenance, utilities) According to Director of Facilities & Maintenance, the revenue generated from residence halls is not comparable to the operation cost of the halls.
 - o certain occupancy capacity?
 - o Meal component plan
 - o Congress subsidy for residing in dorm
- Fuel Issues
 - o The group brainstormed on ways to improve the management of fuel consumptions.

2. Human Resources Office

- Policy on Regent Professor – Director of Human Resources will write-up a policy on Regent Professor to include special benefits. According to Director of Human Resources, the college has a number of faculty that may be eligible for that.
- Training for HR people. Will submit proposal next month. Will bring in all the HR counterparts from the State Campuses

Announcements

- Incentive Award is scheduled in May 2017. Human Resources office has collected a number of themes and for training based on 2016 evaluation. HRO is now identifying presenters for the subjects.
- Director of HRO reported that she sent a professional development plan to Cabinet and have not received any feedbacks from any of the members to date.
- HRO will conduct two sessions on performance evaluation in April - one for support staff and the other for supervisors.
- Human Resources Office will have another training on application screening for adhoc committees in October 2017.

Adjourn

Meeting adjourned at 12:00 a.m.

✓ Minutes from Last Meeting:

✓ Announcement: