

Committee or Working Group: Administrative Services Management Meeting			
Date: May 2, 2019		Time: 8:00 a.m.	Location: Cliff Rainbow Restaurant
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><u>VPAS called the meeting to order</u> at 9:00am and thanked his directors for their efforts on the contributing reports for the upcoming BOR. He also thanked Director Nelson for representing him at the recent Executive Meeting while he was away from office for family emergency. Director Nelson announced that two HR policies were endorsed by Executive Committee during that meeting and will be presented at the upcoming BOR meeting.</p> <p><u>Review of Agenda</u> Director Nelson moved and Director Mendiola 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 April 10, 2019 as amended. Motion carried.</p> <p><u>I. Old Business</u></p> <ul style="list-style-type: none"> ✓ Administrative Services Policies update for the BOR to act on at their next meeting ✓ HRO – Board Policy No. 6023 <i>Outside Employment & Activities</i>; Board Policy No. 624 <i>Nepotism</i> ✓ Maint. - COM-FSM FSM China Friendship Sport Center ✓ BO - Policy on Endowment <p>2 Personnel Request and Hiring for Administrative Services</p> <ul style="list-style-type: none"> ✓ Bookstore technician (pending) Employees at PPM are both on special contract, request to put one on permanent status ✓ Payroll assistant (vacancy approved by cabinet, hiring in process) ✓ Custodian Position vacated by S. Samuel (deceased) was outsourced to the existing cleaning company, pending hiring process <p>3 Accreditation Mid Term Report Update with VPIA</p> <ul style="list-style-type: none"> ✓ HRO Director already submitted her report. ✓ Comptroller’s report still pending awaiting supporting documents from FSM Congress, VPAS will draft letter to new FSM President relating to National Government’s commitment to support the college. <p><u>II. New Business</u></p> <p>1 Board Meeting</p> <ul style="list-style-type: none"> ✓ Next BOR meeting is scheduled on May 8, 2019 at National Campus ✓ IDP updates for the BOR meeting ✓ Administrative Services policy updates <p>2 Incentive Award</p> <ul style="list-style-type: none"> ✓ Incentive award is scheduled on May 16, 2019 at MITC rooms with lunch take-outs ✓ T-shirt uniforms for the HRO staff and A Team Management members will be funded by VPAS office ✓ Award employee’s outstanding services as best practice to boost morale 			

3 Updates from all Units

Maintenance Division

- ✓ As of this month, BECA was instructed to proceed with the design revision as recommended by USACE and PMU

Business Office

- ✓ Stipend policy - Comptroller Togonon was tasked to identify additional workloads that were given stipend, get input from the instructional staff, and create a draft for the group to review

Procurement & Property Management Office

- ✓ Working on a PPM workflow manual
- ✓ IT Director proposed to purchase software to automate purchase orders. Director Mingii suggested to hold off until the PPM Manual is completed, he also stated that the college is not yet ready for such software.
- ✓ PPM upgraded form to use vehicle to include more bullets for better management of the vehicle fleet
- ✓ CTEC's old vehicles need to be surveyed and disposed. Director Mingii is drafting TOR for a proposed committee on Asset Survey/Disposal

Human Resources

- ✓ Working with VP- IEQA office on Employee Satisfaction Survey
- ✓ HRO Specialist recruited (Laura F)
- ✓ Director Nelson updated the group on vacancies and filled position status, and recruitment statistics.
- ✓ HRO office needed a printer, IT certified that the old is not compatible with the new computers and cannot be networked for the use by other HR staff. PR/PO were processed.
- ✓ Incentive Award in May 16, 2019. A Team members volunteered to assist HRO staff on the incentive day activities

V Miscellaneous

- ✓ Old business from March 2019 meeting:
 - Department Retreat – appointed adhoc committee to plan for a management retreat (Director Nelson, Director Mendiola, and Executive Secretary Lebehn
 - Discussed having 2 events; one for A Team members to develop focus for the second event for the whole department. An idea is to plan the Department event to focus on team building.
- ✓ Director Mendiola report on a student focus group survey on campus safety, found additional areas that requires lighting, walkways between resident halls and library, petition submitted by Madolenihmw students regarding transportation.
- ✓ Comptroller Togonon report on EIN number complication with COM Land Grant EIN number
- ✓ Old business from previous meetings: Maintain “Measures of Success” of the College strategic directions on monthly agenda so reports/updates from all divisions can reflect progress.

IV Announcements

- ✓ VPAS informed that HR Specialist I position was approved by the Cabinet.
- ✓ Incentive Award in May 16, 2019
- ✓ Next Meeting is scheduled on June 5, 2019 at BOR conference room

VI Meeting adjourned at 12:30pm

- ✓ **Minutes from Last Meeting: Minutes of April 10, 2019 was adopted**
- ✓ **Announcement: Next meeting June 5, 2019 at BOR Conference Room**