

Committee or Working Group: Administrative Services Management Meeting		
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Date: May 8, 2020	Time: 8:00 a.m.	Location: BOR Room with Zoom
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Members Present:	Members Absent:
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▪ Joe Habuchmai, VPAS	▪ Roselle Togonon, Comptroller	Rencelly Nelson, HRO Director
▪ Francisco Mendiola, Dir/Maintenance	▪ Sinobu Lebehn, Recorder	
▪ Martin Mingii, Director/PPMO	▪	

Agenda/Major Topics of Discussion

Call Meeting to Order – VPAS Habuchmai the meeting to order at 8:30 a.m.
 Review and approval of Agenda – Director Mendiola moved and Director Mingii seconded to adopt the agenda. Motion carried and agenda was approved as is.

Review and approval of Minutes of last meeting – Director Mingii moved and Director Mendiola seconded to adopt the minutes of March 11, 2020 as is. Motion carried and minutes were approved.

Old Business

Policy Updates– VPAS encouraged his directors to continue review policies in their respective areas and submit to BOR any new or amended policies for their next meeting.

Corona virus Status and how it has affected the College as a whole

The College was shut-down due to the COVID19 pandemic since March 17, 2020. Employees were given stay-home directives with pay, only selective offices/programs were given the opportunity to call to work during this shut down to put out essential services.

Comptroller Togonon shared proposed meal serving plans and distancing seating arrangements to support Covid19 prevention measures. Comptroller also suggested that a notice from the Office of President is most appropriate to let the Public know that during this COVID19 pandemic National Campus Dining Hall will be closed to the General Public until further notice.

Comptroller Togonon shared information on students in the United States regarding concerns to refund their Spring 2020 tuitions due to college shutdowns, she further suggested that COMFSM can only make refunds on certain student fees but not from their tuitions given the fact that the faculties have been paid up to the end of Spring 2020 Semester and that the students were granted full credits for the Spring 2020.

How was the lockdown effect the individual offices

Issues/concerns on the compensation of essential workers - During the lockdown, all employees were put on stay at home arrangements with administrative pay, only selected offices or essential workers were called to come in and take care of immediate services and were compensated with an additional 25% as COVID pay on top of their regular salaries. April 21, 2020, a directive was put out by Acting President to cease the 25% compensation. Concerns raised claiming that essential services are still being carried out to date thus essential employees are being called to their station to address urgent matters. Recommendation made that the college come up with a form compensation plan to pay only those classified employees that showed up to carry out essential services. VPAS will bring the matter to the Cabinet to review.

New Business

Planning ahead for the Summer and Fall delivery of programs – For the first time, College of Micronesia-FSM COMFSM will deliver online courses for the semesters of Summer 2020 and Fall 2020 semesters.

Financial Aspects of Our Operation

- **Three approaches**
- ✓ Current operation budget
- ✓ A budget supplement request of \$1.5million was submitted to FSM National President
- ✓ \$3.6million from CARES Act – \$1.8 million for Student Assistance; \$1.8 million for Institution Operation.

FY2021 Budget Review and How It will be Implemented According to the New Guidelines – The college may not be able to achieve her projected revenue for FY2021. If the covid19 situation continues, the college may need to re-visit FY2021 budget guidelines. VPAS will bring the recommendation to the Cabinet to discuss in their Tuesday meeting.

BOR meeting in May 2020

To date, there is no dialog regarding the BOR meeting in May 2020

Others

Mendiola shared information that the Pohnpei Task force – Pohnpei may need more nurses to help during the Covid19 Pandemic situations. Options to accelerate the nursing classes and graduate our nursing students.

Highlights of Units' Activities

Maintenance Division

- ✓ Shuttle services – students might need shuttle services to get access to computer labs. Services will be made available to students with social distancing coordination.

Business Office

- ✓ Comptroller requested flexi glass partitions/barriers to be installed in business office, financial aid, and admissions office as preventive measures to prevent the spread of Covid19 virus.
- ✓ Bookstore purchased 550 laptops especially for students, 100 for each state campus and 250 for the National campus. For the cost of laptops for students, proposed to do cost sharing of 50/50 from the CARES act (what the institution will get from cares act and what the student will get from cares act)

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

Human Resources Office

- ✓ No reports from HRO this meeting

Meeting adjourned at 12:00 noon.

✓ **Minutes from Last Meeting:** Minutes of March 11, 2020 was approved

✓ **Announcement:** Next June 2, 2020 (postponed to July 17)