

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

Committee or Working Group: Administrative Services Management Meeting		
--	--	--

Date: October 30, 2020	Time: 10:00 a.m.	Location: Red Snapper
------------------------	------------------	-----------------------

Members Present:	Members Absent:
------------------	-----------------

<ul style="list-style-type: none"> <li>▪ Joe Habuchmai, VPAS</li> <li>▪ Francisco Mendiola, Dir/Maintenance</li> <li>▪ Martin Mingii, Director/PPMO</li> </ul>	<ul style="list-style-type: none"> <li>▪ Roselle Togonon, Comptroller</li> <li>▪ Sinobu Lebehn, Recorder</li> <li>▪</li> </ul>	<p>Rencelly Nelson, Director HRO</p>
--	--	--

Agenda/Major Topics of Discussion

**Call Meeting to Order** – VPAS Habuchmai called the meeting to order at 9:30a.m.

**Review and approval of Agenda** – Director Mendiola moved and Director Mingii seconded to adopt the Agenda as is. Motion carried.

**Review and approval of minutes of last meeting** – Director Mendiola moved and Director Mingii seconded to adopt the minutes of July 29, 2020 as presented. Motion carried.

**OLD BUSINESS**

**Policy Updates for BOR**

The group went through the BOR Planning Calendar and identified policies that are up for revisions.

- 5-Year Master Plan been sent to the BOR for December 2020 meeting.
- BP6025 (Classification Policy),
- BP6026 (Faculty Workload policy)
- BP5605 (Vehicle Policy)
- BP5606 Nonprofit of Land, Trees, and Crops planted on College property policy.
- HRO submitted HR policies to VPAS and VPAS channeled these POLICIES through Executive Committee

Comptroller Togonon informed that policies BP5605 and 5606 already approved by the BOR, the administrative procedures of these policies are being updated. Director Mingii will work with Director Mendiola to update Administrative Procedures for the Vehicle Policy, BP5605.

**Accreditation planning (meeting standards)** Director Mingii and Comptroller Togonon are representing Department of Administrative Services in the ISER committee (Institutional Self Evaluation Review). Director Mingii updated the group and reported that the team already completed their first workshop training with the Vice President of ACCJC. The ISER has identified people that will be handling the standards and sub-standards. President of the ISER will communicate to the appropriate vice presidents on the status of their initial meeting. Gap analysis timeline is December 15, 2020. Timeline for the completion of Draft Report is December 2021. The group recommended that the Interim President launch a kick-off event to alert the college community about the Accreditation preparation. Kick-off meeting (campus-wide) is to let people know that they are appointed to take part in the ISER. Director Mendiola recommended to ask for volunteers to these groups to do the write ups.

**Covid19 Plans**

Discussions covered the COVID-19 Pandemic situation and what kind of response and readiness the College have done.

- Maintenance has received 140 battery operated motion sensor faucets and will start installing these faucets next week.
- Automatic hand sanitizers being installed, 3 at Admin building and one at Bookstore. Soap dispenser and motion sensor will be distributed to all the state campuses

- PPMO updated the group on PPE supplies procured
- Comptroller updated the group on COVID19 related expenses, and reimbursement requests submitted to FSM National Government.

## **NEW BUSINESS**

### **FY 2021 Budget**

VPAS announced that FY2021 Budget already approved by Congress. According to the Comptroller, the College may have to adjust the revenue allocations because revenue projected for FY2021 may not be able to be attained due to COVID-19 disruption. Possible areas to look into to lower the expenditure of FY2021:

- FY21 expenses were identified that the college can streamline to contribute to cost savings
- The group discussed and identified revenue losses that are related to the COVID19 pandemic that can be allocated to CARES Act funding. There are specifics to the usage of CARES ACT FUND. VPEMSS is calling a meeting in relating to spending of the CARES Act fund.
- Comptroller underlined that CARES ACT Fund is expiring in 5 months and the challenges involves for the college to spend 1.6M within the short timeframe. Comptroller was tasked to identify revenue losses.

### **FY2022 Budget**

VPAS shared updates relating to the development and balancing of the College FY2022 budget.

- The college-wide FY2022 Budget development began in August with a series of budget planning meetings by the VPs and Deans from all State campuses.
- The Budget Guidelines and Timeline were endorsed by Cabinet and made available on the Administrative website for all to use to guide their work on the budget development.
- Potential revenues from data generated from SIS with three scenarios; 1) Based on 3-year average actual enrollment in headcounts & credits, 2) Based on 5-year average actual enrollment in headcounts & credits, 3) Based on 6-year average actual enrollment in headcounts & credits. The VPs decided to use assumption 3 because the revenue was higher than the other two at \$11,173,080.00 dollars.
- The VPs also voted upon to use FY2019 actual expenditures for offices budget caps
- Proposed budgets originally submitted exceeded the revenue projection with a rate of personnel at 80.94%. VPs and Campus Deans had to made adjustments to balance the budget and brought the personnel percentile to 75%. Vacant positions at Maintenance division were tabled until future budgeting. All international travels across the College, except President's office, were deferred. OCE line items within also streamlined to contribute to the balancing of the FY2022 budget.

### **Others/Info Sharing (Division Highlights)**

#### **Business Office (Comptroller Togonon)**

- Minor renovations at Dining Hall – flooring works.
- Requested to install grills doors Dining hall backdoor stockroom
- Requested to install CCTV cameras to be at Dining Hall and Bookstore. Cameras been purchased already but not yet installed.

#### **Procurement & Property Management Office (Director Mingii)**

- Request for Proposal is in process for the four Insurance Coverage Policies on premiums, liability limits, coverages, deductibles. Endorsements by known Underwriters toward renewal by December 15-20, 2020.
- Receiving Report – Director Mingii requested to revise the process for Receiving Report procedures, to cut one layer to streamlined the procedures to speed up the process and at the same time stay in compliance.

- To have one consistent format on all service contracts offered across the college - in regards to construction contracts, janitorial contract, landscaping contract, etc. The legal clause of the contract will be same in all formats, only modify and insert the contract scope of works, payment and duration terms. Work with Maintenance on checklist to accompany the contract form for completeness.
- Fixed Asset Update Registry – Have discussed with Comptroller Togonon and auditors and get a go ahead from Comptroller Togonon to update the Inventory System in the essence that PPMO is doing the Receiving Reports of the fixed assets. Director Mingii was recommended to request IT to give access to Eugene for the Fixed Asset Registry. PPMO will work with Maintenance to list buildings and contents, and vehicles at their current real value to safe cost on insurance).
- Mail Services - transfer the Maintenance Utility Worker Position (Mailman) including the salaries budget to the PPMO. The transfer would enhance the required services and practices within the given duties and responsibilities of the position in line with the PPMO related campus mail functions and activities. The mailman will remain at the same place for the meantime and reporting directly to ppm. Director Mingii to request is the change of duty station for the mailman.
- HTM Furnitures - VPAS recommended Director of PPMO to work NC Instructional Coordinator on CTEC on HTM classroom furniture needs and charge 25K under his office.

#### Maintenance Division (Director Mendiola)

- Infrastructure Development Projects funded under Compact-II: The National Campus Student Center building and the CTEC Multi-Technical Building along Infrastructure Upgrades are being bid out for construction. Contractors requested for extension bidding process and request was granted; therefore, closing date was extended to November 12, 2020. Construction is anticipated to commence by early next year.
- IDP funding -infrastructure upgrades. Funding already been drawdown from OIA for the Paving of CTEC lower campus parking lot project.
- Increases in fuel consumption mainly incurred from vehicle runs for purchase request quotations/pro forma. Director Mendiola requested to allow Open purchase at the vendors, but the request was not favorable because there are still factors in vendors and requestors purchase liquidations, according to Comptroller Togonon and Director Mingii.
- The Maintenance Office had purchased 140 motion sensor faucets to be installed on all the Lavatory sinks at all sites. Installation of these faucets will start at the National Campus for training and demonstration video before the dissemination of faucets to the state campuses.
- Student Center Building Project – Bidding was extended to November 12, 2020
- In relation to workman compensation- Director Mendiola reported that some employees at Maintenance are being tasked to do work other than what is stated in their job descriptions. VPAS suggested Maintenance Director to draft a memo to HRO for reclassification
- Director Mendiola reported that operational budget for facilities maintenance is always not sufficient to address maintenance needs. Fortunately the College has IMF to supplement the budget for our infrastructure maintenance. Director of Maintenance further requested that should there be any surplus to allocate to the Contingent Fund for Maintenance.
- 20% for the Standby Duties are approved and personnel actions are processed for the appropriate employees.

#### HRO(VPAS presenting Director Nelson's email updates)

- 2 work study students assisting HRO. Screening 1 HR position next week and will fill the other position by reassignment.
- Tractdat on time
- HRO have adhoc meetings every week for hiring purposes.
- HRO scheduled training for Instructional Coordinators next month and will schedule others for this year soon.
- Issued degree reminders to those whose positions require one and as per job conditions.
- Issued letters to all employees who are off island to explain and remind them on their roles in

regards to their leave and benefits.

- Insurance group has awarded IAC the next 3 year contract. IAC is the only vendor responding to the request for proposal. We added 3 more entities to our group in our recent meetings held via zoom.
- HRC has been meeting consistently on Terms of Responsibilities. HRO had updated 2 more existing policies and finalized a new one for their November meeting.
- Director Nelson had been attending all their meetings and uploading their minutes for them.
- Continue to hold monthly meetings with my HR counterparts across the campuses. Our next meeting is November 4, 2020. HRO counterparts were issued tablets to help them improve quality of work, efficiency and communication through TRELLO.

### **Announcement**

Director Mendiola is requesting leave next week to attend Sokehs Agriculture Fair as the Chairman for the Sokehs Agriculture Fair.

**Next Meeting** – November 18, 2020 at 100:00 a.m. BOR Conference Room

**Adjourn** Meeting adjourned at 12:00a.m.