

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

Committee or Working Group: Administrative Services Management Meeting		
April 6, 2022	Time: 10:00 a.m.	Location: BOR
Members Present:		Members Absent:
▪ Joe Habuchmai, VPAS	▪ Roselle Togonon, Comptroller	
▪ Alfred Olter, A Dir/Maintenance	▪ Rencelly Nelson, Director HRO	
▪ Eugene Edmund, A/Director/PPMO	▪ Sinobu Lebehn, Recorder	
Agenda/Major Topics of Discussion		
<p><u>Call Meeting to Order</u> – VPAS called the meeting to order at 10:00 a.m.</p> <p><u>Reading of College’s Mission:</u> Acting Director Edmund read the mission statement “<i>The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical educational programs characterized by continuous improvement and best practices.</i>”</p> <p><u>Review and approval of Agenda</u> – Director Nelson moved and Comptroller Togonon seconded to adopt the Agenda as presented. Motion carried.</p> <p><u>Review and approval of minutes of last meeting</u> –Comptroller Togonon moved and Director Nelson seconded to adopt the minutes of February 18, 2022. Motion carried.</p> <p>OLD BUSINESS</p> <p><u>Updates on COVID-19 Pandemic in FSM and the World</u> Group shared updates on the COVID-19 pandemic. Yap Health Service doctors and nurses went on-strike. Governor Oliver is making plans to open Pohnpei border. Next repatriation to Pohnpei is scheduled on April 23, 2022.</p> <p><u>BOR Policies Revisions</u></p> <ul style="list-style-type: none"> ✓ 12 HR Policies submitted for the BOR meeting in May ✓ Business Office still pending with standing committees. <p><u>ISER Updates</u> All ISER reports under Department of Administrative Services (Standard IIIA, Standard IIIB, Standard IIID) were completed and submitted to the Interim President for her consolidation of the Final Draft. Final draft is pending other reports to be submitted.</p> <p><u>TracDat Goals and Strategies</u> Concerns with the Tracdat - planning reports been completed, closed over the past fiscal years but no still feedbacks from the managers of the Tracdat. The group agreed to continue reviewing their tracdat; and when all reports are completed/closed toward the end of each fiscal year (July/September), each director will share their tracdat reports to VPAS for consolidation of all the accomplishments in the Department of Administrative Services). The group will review the consolidated report and determine the next-step for the department.</p>		

NEW BUSINESS

Purchase of the Interact HRMS Program and implementation Plan (Director Nelson updates)

Cabinet approved the purchase of the software after their second review of this request. This program is a cloud data platform. Director Nelson informed that transferring of HRO data files into the program will take 6 months or more. Good tool for managers to access all employees' files in their respective areas at a fingertip. Cost savings on human hours and increase efficiency.

Purchase of Microix and Training of Users (Comptroller Togonon updates)

Microix module was purchased to help streamlined daily tasks and help ensure a flawlessly integrate with the MIP. Business Office started the process of transferring data from the MIP to the Microix but had to stop because the college's MIP needs to be upgraded for the Microix to be operable. Microix is reliant on the MIP. Microix is not on the cloud.

Sharing Highlights

BUSINESS OFFICE

- ✓ Business Office is moving toward direct depositing student refunds this Summer 2022
- ✓ BO already submitted their IPEDS for FY2021
- ✓ BO also recommending all employees to go on the direct deposit
- ✓ Suggestion to move the payday to Thursday. Challenge is that offices are submitting their timesheets as late as Tuesdays

Bookstore

- ✓ Will launch their online payment system this Summer 2022
 - ✓ Extension wing installed at NC Bookstore
 - ✓ Requested maintenance to include Bookstore's extension in their water pressure wash schedule
- #### Dining Hall
- ✓ Comptroller applauded Dining for servicing lunch for everybody at the Founding Day
 - ✓ Dining Hall already addressed the water issues at the Dining hall

PROCUREMENT & PROPERTY MANAGEMENT

Generator procurement

- ✓ YC generator already arrived at the campus
- ✓ KC – expected delivery is April 15
- ✓ CTEC – arriving on April 14

Students Care laptops

- ✓ Already received the 2nd batch of 550 laptops for system-wide
- ✓ 3rd batch of 550 are being procured
- ✓ Advertised (RFP) Request For Proposals on 1,000 student laptops
- ✓ Notice should be put out (on our website) notifying students to apply for laptops (summer semester)
- ✓ Received the computers for the Lap turnover for National Campus. VPAS Habuchmai advised PPMO to note other schools' requests for used computers. The college can donate some of the old computers to the other school systems.

Prepaid Expenses

- ✓ Acting Director Edmund informed prepaid expenses on purchase orders is increasing, especially from FMI campus
- ✓ Concerns raised why all campuses are getting new generator but Chuuk Campus; thus, Director Mendiola requested Acting Director Edmund to provide quotation on generator (same size as YC generator) for Chuuk Campus. VPAS Habuchmai will seek Cabinet's approval on this generator purchase.

HUMAN RESOURCES

Policies/Procedures

- ✓ Transmitted a number of policies. All of policies mentioned already updated at the website. New policy and procedure on Re-hire Eligibility #6035.
- ✓ March 28 , Interim President Simion updated the directives on hiring

Workshop/Trainings

- ✓ March 16, 2022 HRO staff and other staff from YC and CC attended a Webinar online thru SHRM Guam Chapter on Sexual Harassment and Prevention Training.
- ✓ All HRO staff were registered for a training diversity equity and inclusion scheduled on April 13, 2022 online.
- ✓ Interim President Simion requested policy training on April 26, 2022 to all managers. Training will cover BOR Policy 6018 Termination and BOR Policy 6019 Employee discipline and Protection. Director Nelson will present this training.
- ✓ A 3-day training on job evaluation, with selected managers, at the end of this semester.

Recruitment

- ✓ Committee on President Search – the position is being re-advertised starting April 1, 2022 to May 31, 2022. It's been advertised locally at the normal places in the FSM states, the College website, the Kaselehlle Press, radio channels, Guam Pacific Daily News, Chronical Higher Ed, and the Pacific Island Times
- ✓ New Hires
Faculty in Business Division - TA already processed, FSM Government confirmed for repatriation
Director of ISLET- TA already processed, FSM Government confirmed for repatriation
New Chines Instructor - Travel arrangements are compensated by the Chinese Embassy but they want the college make the repatriation arrangements
- ✓ Hiring Recommendations:
Director of PPMO
CRE Director at CTEC
Admin Specialist for AEC/ KC
System Specialist for NC
- ✓ Screening and Interviewing
Vice President of IEQA position (re-advertised)
2 security positions (1 – CTEC; 1 CC)
1 Clerk typist at CTE/ CRE
1 IT Technician at CTEC
1 Counselor at TSP
- ✓ Departed:
Thomas. Foruw, IC at Yap Campus, March 2022
Norma Edwin, Executive Assistant to the President, September 2022
Paliknoa Sigran, Extension Agent, CRE Kosrae, April 2022

Events

- ✓ May 20, 2022 Human Resources Day
- ✓ Retirement Plan open season on July. HRO goal is to reach 100% college employees in the plan. HRO has organized with ASC for on-site meeting at National Campus and CTEC on April 22, 2022 @MITC Room#1, other campus will hold their online meeting with ASC and HRO Director.
- ✓ May 9, 2022 – Annual Incentive Award Ceremony at National Campus, May 6, 2022 at Chuuk Campus. Other campuses no dates set yet.

MAINTENANCE

Updates on college-wide on-going projects:

- ✓ NC Fencing Project – ongoing, completion date is June 15, 2022, (pend. order of piping)
- ✓ CTEC Fencing Project – estimated completion- June 15, 2022, pending change order for PSBDC driveway and sliding gate
- ✓ CC Fencing Project – ongoing. Completion schedule May 15, 2022
- ✓ KC Fencing Project – Contract awarded to Senny’s Construction. Commencement is yet to be decided by contractor and Kosrae Campus
- ✓ YC Fencing project – ongoing.
- ✓ Soundproof door for NC CFE – pending arrival of procured door
- ✓ Student Center – Contract signing with ABCOR Engineering
- ✓ CTEC classroom 1-4 roof replace. & Reno- Awaiting IMF, Tentative schedule on Spring break
- ✓ CTEC Admin Floor Rep & Reno- Awaiting IMF, Tentative schedule on Spring break
- ✓ CTEC Multi-purpose Vocational Building – ongoing
- ✓ CC Bldg. K Roof replacement & Reno-Ongoing. Completion schedule May 15, 2022
- ✓ KC Generator House and Underground Power Distribution System – no activity yet
- ✓ YC Generator House and Underground Power Distribution Sys – NTP being processed, duration of 150 calendar days, Tentative completion July 4, 2022
- ✓ CRE/AGFEI Container Office Bldg. – Out for bidding. Bidding will be closed on May 2, 2022
- ✓ FMI Classroom (funded by Japan Grant) Grantor is seeking cost estimate from local contractor to drawdown the funds
- ✓ FMI Dormitory Bldg. Extension- Grantor is seeking cost estimate from local contractor to drawdown the funds

Repair Needs

- ✓ the bathroom sink in Bldg. F- no water due to battery defects (reported by Director Nelson)
- ✓ KC building – support for the floor is already deteriorated
- ✓ Director Mendiola recommended each director to send photos of maintenance repairs for him to prioritized and addressed (due to budget constraint)
- ✓ CC new site (Nandaku) still have land disputes.

IMF

- ✓ IMF for the College - Comptroller is tasked to clarify concerns relating to the college IMF with the National government.

Announcement

- ✓ Acting Director Edmund announced a farewell luncheon for the outgoing Director of PPMO. Luncheon will be held at Sea Breeze on April 12, 2022 at 12:00 noon. All employees of NC Administrative Services and President and Vice Presidents, and their key staff are invited.
- ✓ Director Nelson suggested that since Founding Day is a normal working day, employees not attending the founding day should apply leave for their absence.
- ✓ Request for proposal for the final design of the teaching clinic is now opened for bidding and closing this at the end of April 2022.
- ✓ Chuuk access road, we work more closely with Chuuk State Government because it they are the one who purchased that access road. It is an easement for all the Public to use, not just for the college.

Meeting adjourned at 12:10 p.m.