

Committee or Working Group: Administrative Services Management Meeting

February 18, 2022      Time: 10:00 a.m.      Location: BOR

Members Present:      Members Absent:

|  |                                 |  |
|--|---------------------------------|--|
| ▪ Joe Habuchmai, VPAS                  | ▪ Roselle Togonon, Comptroller  |  |
| ▪ Alfred Olter, Acting Dir/Maintenance | ▪ Rencelly Nelson, Director HRO |  |
| ▪ Martin Mingii, Director/PPMO         | ▪ Sinobu Lebehn, Recorder       |  |
|  | ▪ Eugene Edmund, PPMO           |  |

Agenda/Major Topics of Discussion

**Call Meeting to Order** – VPAS called the meeting to order at 10:00 a.m.

**Reading of College’s Mission:** Director Mingii read the mission statement “*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.*”

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

**Review and approval of minutes of last meeting** – Director Nelson moved and Comptroller Togonon seconded to adopt the minutes of January 28, 2022 with amendments. Motion carried.

**OLD BUSINESS**

Updates on COVID-19 Pandemic in FSM and the region

Sharing updates on the COVID-19 pandemic. To date, Pohnpei is still clear of the COVID-19 virus. Governor Oliver has plans in-paced to open the boarder this year and advised his task force to accelerate the administration of the COVID-19 vaccines from 5years old and up.

Committee on Lock-down Compensation Matters

Director Mingii seek Director Nelson’s assistance to review and recommend what should be included in the lock-down plan. Director Nelson made recommendations:

- Previous lockdowns resulted with number of issues. By then, there were no listing for essential workers and also resulted with issues of no compensation for those that were called in to work during the previous lock-downs.
- To add essential workers list with in a compensation formula for employee hours earned during lockdowns to the Emergency Management Plan.
- There were no established guidelines and expectations on compensation and responsibility. Have employees on the essential workers list to sign an agreement to be included on the list. Employees on the essential list must completed their vaccination shots and booster shots.
- Before any future lockdowns, a procedure or recommendation should be in formulated. This procedure should be forwarded to the Cabinet or Executive Committee for endorsement as part of the Emergency Management Plan.
- In today’s Cabinet meeting, the college is opening up the use of the gym to the Public as long as they have fully completed their vaccine shots and with the booster shots.
- EMP needs to be revised and updated to the current situation we are in now, especially measures relating to having the college locked-down should one confirmed case is identified in the FSM States.
- Have all the supervisors of affected areas during lock-downs to submit listing of recommended employees to be included in essential workers list, and also share their inputs to the respond plan and draw up a back-up plan or Plan B for future lockdowns. VPAS recommended to have the back-up plan drafted and submit for the Cabinet to review.

- Now is the good time to have those procedures/plans prepared should another lockdown happens.

#### Updates on Policies

HRO submitted 10 policies to EC for review, all endorsed except one (New policy on investigation, tabled for further review)

- 2<sup>nd</sup> Policy Webinar with 63 participants, next one is schedule on the 22th next week.
- Incentive award on May 9, 2022 in front of LRC
- Mandatory travel insurance
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- Policy on remote work
- HRO Director updated the current mandatory vaccine policy and procedures with Interim President
- Pandemic Leave policy and procedures. Policy already reviewed by the college legal counsel

#### ISER Updates–

BOR has tentatively scheduled their briefing on the ISER at their May 2022 meeting. To date all ISER reports for Standards under Administrative Services are completed and submitted to Interim President to consolidate the reports for the first draft before the Internal Review. Internal review for the ISER is still yet to be reviewed pending all the submissions of Standard reports to the IP.

#### NEW BUSINESS

Updates on College On-going Projects.

Acting Director Olter shared updates on construction projects across the college.

1. NC Student Services Center project – funding is already securing. PMU will come up with the construction schedule.
2. Fencing Projects:
  - NC – ongoing except area where the Booths resides (land dispute)
  - CC – Change order to extend completion to 70 days
  - YC – Ongoing and on schedule
2. Generator projects – need to expedite the progress because the funding might lapse in May 2022.
  - Air Purifier – approved to procure
  - CTEC Technical Building project - ongoing
  - HTM Building renovation – still in the process of purchasing furniture
  - Teaching Clinic Building project – Pohnpei State already appropriated 3million for the project. An additional of \$1million is still needed.
  - FMI new classroom and Residence Hall project with JICA Funding projects
  - Bookstore extension - ongoing
  - CC new site -Nantaku – still in the process clarification of land documentation
  - Container for PPMO and Business office – installation completed with metal roofing and cement board walls – fireproof durability. Flooring is pending availability of funding

IMF Funding – According to VPAS Habuchmai and Comptroller Togonon, IMF Funds already secured from FSM National Government. Acting Director Olter was advised to go ahead and start processing projects funded under IMF. - FY2022 IMF is earmarked for CTEC.

Operational Funds this fiscal year for Building Maintenance is limited therefore only minor repairs and replacements can be addressed. Offices to submit their repair requests to Maintenance Office.

#### Highlights from Units

Business Office –

- Online Bookstore – payment system is ok but having issues with the website provided by ITO. The software developer said it is not secure safe.

- Repair requests for Dining Hall
- BO staff are handling duties for CTEC Fiscal Officer during her absence
- Audit – in preparation for the audit
- Director Nelson encouraged Business Office to expedite the recruitment of the Accounts Payable vacancy
- Business Office AP for bookstore – endorsed

#### Procurement and Property Management Office

- PPMO and Business Office had meeting the Microix Consultant. Training/meeting is scheduled next week on Wednesday and Thursday at 9am. Invitation is extended to ITO and anybody interested. Director Mingii will share the link on the web.
- PPMO requested to place the special-contract staff to permanent status. This person will be the focal point of the system-handling and maintain all hard copies of procurement documents in-case of power outages and internet broke down situations. Personnel requisition is already in process.

#### Maintenance Office

- IMF – Requested status on the IMF so Maintenance can go ahead with the projects.
- Routine daily operations are ongoing and satisfactorily.

#### Human Resources Office

- 2<sup>nd</sup> Policy Webinar with 63 participants, next one is schedule on the 22th next week.
- Incentive award on May 9, 2022 in front of LRC
- ASC face to face meeting here at the in April and May 2022, and ZOOM with the state campuses in preparation for the open season in July. To date, 76% of college employee enrolled in the retirement plan. There is plan to increase the college percentage from 3% to 4%
- Direct Referral Sources on Job Announcements: 41% refer by family and friends, 36% from our college website, and only 4% from radio advertisements, especially in Chuuk and Yap but the college pays for these radio announcements (two contracts with radio stations).

#### Others:

Comptroller Togonon is tasked to provide a breakdown on the ASC Forfeitures/College Retirement Plan for the next meeting.

Group also deliberated salary pay on employees that are already ceilinged on their pay levels. Recommendation was made to issue an annual stipends as incentive award to those ceilinged.

#### Announcements:

VPAS thanked his directors for their BOR contributing reports and for the completion of their ISER reports.

VPAS Habuchmai also complimented Comptroller Togonon and Sinobu for their efforts in consolidating FY2023 College-wide budgets and submitting the college budgets on a timely manner. BOR meeting is scheduled on March 11, 2022

VPAS Habuchmai will be acting in Interim President' stead all of next week

EBRC Meeting at 2pm today

Farewell party for Director Mingii, His last working day is April 15, 2022

Meeting adjourned at 12:05pm