

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

Committee or Working Group: Administrative Services Management Meeting		
May 5, 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> Director Nelson 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> – Director Nelson moved and Comptroller seconded to adopt the minutes of April 6, 2022 with amendments. Motion carried.</p> <p>OLD BUSINESS</p> <p><u>Updates on COVID-19 Pandemic in FSM and the World</u></p> <ul style="list-style-type: none">✓ Shared updates on the COVID-19 pandemic globally and locally. Second COVID-19 Booster is now available in the FSM <p><u>BOR Policies Revisions for June 2022</u></p> <ul style="list-style-type: none">✓ HRO – Leave Policy <p>NEW BUSINESS</p> <p><u>Upcoming Board</u></p> <ul style="list-style-type: none">✓ BOR planning to hold the June meeting in Chuuk. <p><u>Incentive Award Day</u></p> <ul style="list-style-type: none">✓ Incentive Award Day will be held in front of LRC on May 9, 2022.✓ Introduction of fundraising promotion plan by Director of IAEA, Mr. Mori✓ Recognition awards✓ Games/Raffle draws <p><u>Graduation Day</u></p> <ul style="list-style-type: none">✓ PPMO will distribute facial masks at graduation for free <p><u>Professional Development</u></p> <ul style="list-style-type: none">✓ HRO professional development day activity was approved by VPAS.		

Sharing Highlights

Business Office

- ✓ Received engagement letter for the Audit. Audit will commence in December 2022
- ✓ ITO updated the MIP to the Microix's compatibility.
- ✓ Business office is in the process of utilizing the Microix, it is estimate to take 6 months or more to transfer all data in the software and to design the signatories. Test run with a few selected offices (Bookstore, VPAS office and CTEC).
- ✓ Business Office is moving forward with the online direct deposit for student refunds. Target is to get all the students on direct deposit beginning with the off-island campuses.

Bookstore

- ✓ Held meetings with Bookstore staff and counterparts across the college. Bookstore will launch their online payment on May 16, 2022. They will do trial on his software with only textbooks just to allow students to create their accounts. Should the trial is a success then the other bookstore products can be added.

Dining Hall

- ✓ Comptroller applauded Dining Hall staff for preparing the lunches for everybody at the College Founding Day
- ✓ Water issues at the Dining hall Dining Hall are taken care of.
- ✓ Comptroller recommended to raise the fee for lunch tickets due to fast inflation on food items

Procurement and Property Management Office

Generator procurement

- ✓ Yap Campus' standby generator was delivered onsite.
- ✓ Kosrae Campus' standby generator was delivered onsite.
- ✓ CTEC Campus' standby generator was delivered onsite.

Students Care laptops

- ✓ The 2nd batch of 550 laptops for system-wide is already arrived.
- ✓ 3rd batch of 550 laptops are being shipped. Expected delivery is scheduled for next week.
- ✓ Request for Proposal for 1,000 student laptops units is closed. In the process of bid review.
- ✓ Request for Proposal for office computer upgrades was closed and now in the process of bid review.
- ✓ PPMO is working with ITO and HRO for the HRMS purchase.
- ✓ Recommendation for standby generator for Chuuk Campus. VPAS Habuchmai will seek Cabinet's approval on this recommendation.

Maintenance division

Updates on college-wide on-going projects:

- ✓ NC Fencing Project – Change order made to extend completion date due to off-island construction materials not yet arrived.
- ✓ CTEC Fencing Project – estimated completion- June 15, 2022, pending Change Order in the scope of work to include sliding gate and a driveway at PSBDC office.
- ✓ CC Fencing Project – ongoing and on schedule. Completion schedule May 15, 2022.
- ✓ CC Bldg. K (LRC) Roof Replacement & Renovation - Awaiting off-island purchase order for ceramic tiles. Completion date tentatively scheduled at the end of June 2022.
- ✓ KC Fencing Project – Contract was awarded to Senny's Construction. Commencement date is yet to be decided by Contractor and KC dean – to date still no feedback from the Dean of KC
- ✓ YC Fencing project – About 98% completed
- ✓ Soundproof door for NC Center Entrepreneur office – Received the door two weeks ago and scheduled to be installed it at on Spring break.
- ✓ Student Center – Contract signing with ABCOR Engineering
- ✓ CTEC classroom 1-4 roof replace. & Reno- Awaiting IMF.
- ✓ CTEC Admin Floor Rep & Reno- Awaiting IMF.

- ✓ CTEC Multi-purpose Vocational Building – ongoing.. all CTEC pending certification of IMF (Comptroller will update the group on next meeting)
- ✓ KC Generator House and Underground Power Distribution System – no activity yet
- ✓ YC Generator House and Underground Power Distribution System – NTP being issued. Duration of construction is 150 calendar days. Completion date is scheduled on July 4, 2022.
- ✓ YC CRE Container Office Bldg. – Received only one bidder. Recommendation to sit down with the sole bidder and negotiate the price.
- ✓ FMI Classroom (funded by Japan Grant) Grantor required cost estimate should be from the local contractors, then drawdown of the funds afterward. No updates from YC this month. No company on Yap is interested to prepare cost estimate without compensation. VPAS instructed to have FMI to use their operational budget (unused balance) to defray the cost of estimate for the project.

IDP Project Listing

- ✓ CTEC vocational classrooms
- ✓ NC Student Center (funding is available, and the PMU engineers requested are on the island now)
- ✓ NC Teaching Clinic (funding available thru CARES Act)
- ✓ CC Nandaku Project
- ✓ KC Multi-Purpose Center

Bus Shuttle

- ✓ Two of the shuttle buses were down. Mechanic will work on it during this Summer Semester. Need replacement.
Comptroller Togonon was assigned to identify funds to purchase two new buses. The problem buses will be repaired and will be used for other programs of the college.

Routine Monitoring

- ✓ Cleaning and landscaping
- ✓ IOM water catchment projects
- ✓ Work on Resident Hall shower heads
- ✓ Canoe House

Work Order Requests

- ✓ Business Office requested Maintenance to include Bookstore's extension floor to their water pressure-wash schedules
- ✓ HRO requested to fix/repair problem on HRO counter-top glass. HRO to work with Maintenance on the repair works.

Human Resources Office

Coordinated Meetings with ASC

- ✓ Retirement Plan open season in July 2022. 75% of permanent employees across the college has participated in the retirement plan. The 25% not enrolled are mostly new hires and not completed their probationary period. HRO Target is 100% permanent employees enrolled in this program.

New Hires/Filled Positions

- ✓ 2 new Hires at NC and CTEC
- ✓ Director of ISLET hired at NC
- ✓ 1 Business Instructors

Job Offers

- ✓ PPMO Director
- ✓ CRE Coordinator at CTEC
- ✓ AEC Coordinator at KC

Hiring Recommendation

- ✓ 2 security positions (1 – CTEC; 1 CC)
- ✓ Accounting Instructor

Current Vacancies

- ✓ President position
- ✓ Secretary for Chuuk Campus
- ✓ Institutional Researcher, NC
- ✓ Instructional Coordinator, YC
- ✓ Extension Researcher CRE, YC
- ✓ Secretary for CTEC
- ✓ 4 Faculty positions pending travel restrictions

Evaluation Updates

- ✓ 26 overdue evaluations college-wide, 10 due, 23 upcoming

Training/Events:

- ✓ Job Evaluation Training will be held on May 17, 19, 20, 2022. Training will be delivered online
- ✓ HR Day (international event) - started last year at COMFSM and will be observed this year

Policy

Director Nelson is on the committee working with David Adams on policies. She already completed her first draft and submitted to Interim President for review.

Director Nelson is also in the Grant Review Team. She has drafted the administrative procedures for the Policy 56-07 - Grant Incentive and administrative procedures.

Incentive Award

CTEC did theirs on May 3, 2022, CC will have on May 6, 2022, NC on May 9, 2022, KC on May 16, 2022, FMI on May 20, 2022, and YC on May 18, 2022

Announcement

- ✓ Issues on land encroachments/fencing project
- ✓ Matters of Concern: One part-time staff being assigned to do recruitment and on traveled for college related works. Consequently, this temporary employee got stuck on Pohnpei due to the pandemic travel restrictions. Reminder that temporary staff are not covered under the college insurance and should not be traveling on behalf of the college.

Meeting adjourned

Comptroller Togonon moved and Director Nelson seconded to adjourn the meeting. Motion carried and meeting adjourned at 12:10 p.m.