

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

Committee or Working Group: Administrative Services Management Meeting		
February 2, 2024	Time: 10:00 a.m. – 12:30pm	Location: BOR Conf Room
Members Present:		Members Absent:
▪ Joseph Habuchmai, VPAS	▪ Roselle Togonon, Comptroller	
▪ Francisco Mendiola, Dir/Maintenance	▪ Sinobu Lebehn, Recorder	
▪ Mario Ignacio, Director/PPMO		
Agenda/Major Topics of Discussion: Agenda for February 2, 2024		
<p>I. Meeting prayer- VPAS</p> <p>II. Mission Statement: (all) - <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 &amp; technical educational programs characterized by continuous improvement and best practices.</i></p> <p>III. VPAS called the meeting to order at 10:15a.m.</p> <p>IV. Review and Approve Agenda: Director Mendiola moved and Comptroller Togonon seconded to approved the agenda as presented. Motion Carried.</p> <p>V. Review of the minutes of October 12, 2023. Comptroller Togonon moved Director Ignacio seconded to approved the minutes as presented. Motion Carried.</p> <p>VI. Old Business:</p> <ol style="list-style-type: none"> <li>1. Review policies needing revision as stated in the BOR Calendar        PPMO working on revising existing policies</li> </ol> <p style="padding-left: 40px;">Director Maintenance proposed to adjust the College facilities rates to accommodate inflation in utilities costs and fuel costs. Director Mendiola will present the proposed rates to Facilities Committee for their review and recommendation</p> <ol style="list-style-type: none"> <li>2. BOR Meeting directives and assignments.       <ol style="list-style-type: none"> <li>a. Standby Generator at Kosrae Campus – Three staff from NC Maintenance will go to Kosrae Campus to assist on the generator project.            Questions raised if the standby generator can also supply power the high school in Kosrae. According to Director Mendiola, the combined power load is too heavy for the standby generator to accommodate, besides, distance from the high school campus to Kosrae Campus standby generator is too far; however, their library is within reached so the standby generator can supply power to their library during island power outages. Director Mendiola recommended that since the library housed the only Public conference venue in Kosrae State, COM-FSM could offer this free service as a gesture of appreciation to the State of Kosrae.</li> <li>b. Veranda project completion is pending overseas procurement of construction materials (hard lumbers)</li> <li>c. Installation of COM-FSM sticker on the COM-FSM Buses and Vans at National and other campuses – purchase orders on stickers are being processed.</li> <li>d. ATM Machine at COM-FSM National Campus – designated location to install ATM machines at MITC/LRC area.</li> </ol> </li> </ol>		

VII. New Business:

1. BOR meeting is scheduled in March 2024 at Chuuk Campus
2. COM-FSM Fund Subsidies from FSM and new Compact
  - a. Continuing Resolution 1, 2, - \$322,470.29 and CR 3 not yet available
  - b. FMI \$184,623.12
  - c. SEG \$123,711,25
  - d. FSM Appropriation \$791,292.20

VIII. Updates:

**Facilities and Maintenance**

**CTEC Multi Technical Building:** Work-in progress and with roof structures arriving mid. February 2024. Project completion is tentatively by March. The issue of UXO is being deliberated between the State Public Safety, FSM PMU and US embassy as to the type of equipment is authorized and appropriate to be used to locate the UXOs. The portion of the project that will be impacted by this delay is the walkway between lower and upper campus and IT conduits in this area.

Teaching Clinic: In progress foundation work is completed. Contract document signing for CM should be completed this week.

Student Center: Delayed due to epoxy coated rebar supply issues. Alternative replacement is being discussed with the CM and PMU.

Yap CRE Container Building: The CRE/Container building in Yap nears completion.

FMI Classroom and Dormitory Building: Only one bid was received for the project which exceeded the project budget. As a result, it was recommended that the dormitory building works are deferred to allow the project to proceed with only the construction of the classroom building.

Kosrae Power Improvement Project: On February 17, 2024 Director will travel to Kosrae to coordinate power distribution work with Kosrae Utilities Authority. Two more staff from National Campus Maintenance Division, Mr. Alfred Olter and Mr. Scott Lemuel will be dispatched to Kosrae Campus to initiate wiring of Generator and control panels. Director Mendiola will also assess the condition of the well on campus for possible activation.

Kosrae Administration Floor Repair: Quotations for hardwood is being requested to replace the broken deck lumbers. Upon purchase and arrival of deck lumbers, one maintenance staff will be dispatch to assist Kosrae staff to replace the deck and repair the floor structural supports.

Facilities Maintenance:

In addition to the daily routine work and service requests the following are item that the Maintenance Office is working on.

Agriculture Generator project is on hold waiting for coral to purchase and fill access to generator house.

Residence Hall bunk beds are being fabricated to replace broken bed frames.

Connecting the well to the Classroom Generator. Installation of new Generator for Maintenance Office.

Equipment Maintenance: Bus repairs and Auto repairs are ongoing but will need additional staff to improve preventative maintenance programs for Vehicles and Equipment. Recommend to hire Graduated of CTEC as trainees. 2 - flat beds and 1- 4x4 truck needs to be surveyed and replaced.

Shuttle Bus: Three buses are in operation now. Two are still down for repairs.

Boats: Snapper is on dry dock 24 ft. Yamaha boat has been mounted with 60 HP engine and engine break-in is scheduled for Feb. 1<sup>st</sup>. and 2<sup>nd</sup> and will be in operation by February 3 for student fieldtrip on marine science.

Engineer Need:

Requesting a certified engineer for the College's projects. Seeking advice from PMU.

**Business Office**

Audit is ongoing

Challenges in budget/funding drawdowns from the US Government pending 2022 Audit

Payments being put on hold pending drawdowns

Awaiting PEL awards sometimes in mid-March 2024

**PPMO**

- Purchased Toyota Tacoma pickup for Center for Entrepreneur
- Purchased and submitted 100 iPads for Instructional Services
- Purchased and registered three mini vans, assigned to Instructional Affairs – Vans awaiting ID stickers from printing companies. Procuring three more for CTEC, Yap Campus, and Kosrae Campus
- Renewed insurance coverage for Properties and Building with Moylans Insurance
- Renewed Worker Compensation with Moylans Insurance
- Renewed Vehicle Insurance with Moses Insurance Executives

**IX. Announcement:**

- PPMO is requesting assistance from all offices to closeout their purchase orders without delay so liquidations can be made.

**X. Miscellaneous:**

- Temporary container office for President Manny Mori.

**XI. Meeting Adjourned at 12:10 p.m.**