

Committee or Working Group: Administrative Services Management Meeting		
June 6, 2023	Time: 8:00 a.m. – 12:30pm	Location: Red Snapper
Members Present:		Members Absent:
▪ Joseph Habuchmai, VPAS	▪ Roselle Togonon, Comptroller	
▪ Francisco Mendiola, Dir/Maintenance	▪ Rencelly Nelson, Director HRO	
▪ Mario Ignacio, Director/PPMO	▪ Sinobu Lebehn, Recorder	
Agenda/Major Topics of Discussion:		
<p><u>Call Meeting to Order</u> – VPAS called the meeting to order at 9:19 a.m.</p> <p><u>Reading of College’s Mission:</u> Sinobu Lebehn 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>Agenda</u> 1. SWOT Session</p> <p><u>Topic for Discussion</u> SWOT Session as part of Administrative Services Department Strategic Planning Development for 2024-2028</p> <p>VPAS updated the team and said the College has resumed its Strategic 5-Year Plan for the period of 2024-2028. President is doing the Strategic plan in-house. Senior Leadership Team (SLT) is doing team building by individual Vice President areas. NC Admin Services began their SWOT meeting in April 2023.</p> <p>Continuation of SWOT Session from April 2023 meeting and picked up from page 9 and onward: SMART GOALS</p> <p><u>Three Goals for Admin Services:</u></p> <ol style="list-style-type: none"> 1. Sufficient Financial Resources to Meet the College Need 2. Sufficient and Quality Human Resources 3. Sufficient and Effective Physical Resources <p><u>Break up Sessions (SWOT)</u> Identifying Strength, Weakness, Opportunities, and Threats (assessing the College in General)</p> <ol style="list-style-type: none"> a. Group 1 – Director Mendiola, Maintenance, Director Nelson, Exec Secretary Lebehn b. Group 2 – Director Ignacio/PPMO, Comptroller Togonon, VPAS Habuchmai <p><u>Group #1 (assessment)</u> <u>Strength:</u></p> <ol style="list-style-type: none"> a. Students – we have the population of the students (less choice but to come to COM-FSM) b. Sufficient Human Resources to keep the college operational at its minimal requirement c. College being small, easier to manage all campuses d. Pell Grants eligibility e. One of the only two Colleges in the Nation f. Two BA degrees in our community College of Micronesia-FSM <p><u>Weakness:</u></p> <ol style="list-style-type: none"> a. Population too small – limited human resources b. Not attractive salary 		

- c. Low retention rate
- d. Unstable financial resources (politically tied)

Opportunities:

- a. Compact III Financial Support
- b. Good relationship with Leadership
- c. Good Standing with Accreditation (maintain accreditation)
- d. Good Financial Audit

Threats:

- a. Insufficient/Limitations can effect accreditation standard (loose grants)
- b. Strong Competitors (employees and students)

Group #2

Strength :

- a. Financial resources to address current need
- b. Reserved endowment funds for current needs
- c. Facilities – sufficient physical resources
- d. Human Resources - sufficient

Weakness:

- a. Dependency of Government support for funds
- b. Limited Skills – have limited skills in some areas (IT)

Opportunities:

- a. Opportunities to expand sour offered with online education.
- b. Only institution with fiscal supports from the Government
- c. Collaboration with government and other institution for funding

Threats:

- a. Online education offered by other institution outside of FSM, might affect our revenue
- b. Politics – shift if politics, loose connection and loose financial support
- c. Global Warning – foreign issues impact economy

VPAS shared information from SLT meeting on SWOT

Three Goals:

- a. Human resources recruitment
- b. Student success rate be increased by 20%
- c. Increased Government subsidy by 70%

Highlights from Division

Business Office

- a. Finally received communication from the new Auditor Agency. Timeline for Single Audit is scheduled on June 30, 2023. FSM Auditor is requesting a time extension for the Single Audit. No feedback from Auditor on time extension yet.
- b. Need Customer Service training for staff
- c. Requested Maintenance to repair broken window at Dining Hall, especially the take-out window.
- d. Follow up on drawdowns
- e. Concern regarding CFE selling produce to the college community. Proceeds should be deposited in college accounts if profits are college from College activities. Comptroller and VPAS to meet with the President and discuss these issues to be resolved.

PPMO

- a. Vehicle for president – upon receiving the car we have issues, and needs to be replaced or refund the money. Shipped back to Guam. New vehicle for President is being procured and tentative schedule for the new vehicle to arrive Pohnpei is June 9, 2023.
- b. Substitute vehicle assigned to President having problems.
- c. Back up batteries for the servers already arrived.
- d. Director PPMO requested to have access to review and monitor all Purchase Orders of fixed assets.
- e. Procuring supplies without PCA. Purchase orders without PCA may not be getting the lowest prices, Dining hall. Purchase Orders without PCA may not be getting the lowest prices, favoritism.
- f. Annual inventory for FY2023

MAINTENANCE

- a. President requested restroom n shower at 2nd floor Administration Building. Requesting funding for this project to be identified by VPAS and Comptroller.
- b. Dannis Lorrin traveling to Yap to commission the new generator at Yap Campus.
- c. Student Center contractor, hiring Chinese workers from outside – National issue
- d. Generator at Admin building has problem with the automatic switch
- e. According to Mr. Calving Ehmes, FMI dorms project funded by Japan Fund. Transferred fund from Japan to FSM so Japan International Cooperation System (JISC) can have access to the fund.

Human Resources Office

- a. Emailed VPAA that an Accountant is needed at FMI to manage FMI accounts. Account Clerk is not sufficient to manage accounts for FMI Campus.
- b. Reported 15 positions screened and recommended
- c. Health insurance and retirement plan updates
- d. Incentive Award day accomplishments
- e. Updates on the Job Fair accomplishments
- f. Hired Administrative Assistant at HRO on special contract
- g. Personnel Audit meeting scheduled on June 7, 2023
- h. All hiring committees ongoing
- i. Job Audit updates
- j. Hired Consultant to help with software programs, special contract
- k. VPAS reminded Director Nelson on the PR for maintenance mechanic

Announcement

VPAS, Director Mendiola and Comptroller Togonon are going to the BOR meeting at Kosrae Campus and will make time to do a SWOT meeting with their respective counterparts at Kosrae Campus.

Director Mendiola will be presenting the Kosrae Campus Master Plan at the BOR meeting, while Comptroller Togonon will do the College Financial Statement reports.

Meeting Adjourned

Meeting adjourned at 12:30 p.m