

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

Committee or Working Group: Administrative Services Management Meeting		
March 21, 2024	Time: 10:00 a.m. – 12:04pm	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:		
<p>I. Meeting prayer- Director Ignacio</p> <p>II. Mission Statement: (altogether) - <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>III. VPAS called the meeting to order at 10:10 a.m.</p> <p>IV. Review and Approve Agenda: Director Mendiola moved and Comptroller Togonon seconded to approved the agenda as amended. Motion Carried.</p> <p>V. Review of the minutes : Director Ignacio moved and Comptroller moved to approved the minutes of February 2, 2024 as is. Motion carried.</p> <p>VI. Old Business:</p> <ol style="list-style-type: none"> 1. Review of accomplished assigned tasks: <ol style="list-style-type: none"> a. BOG ATM - machine will be housed similar to the one outside FSMTC. Director Mendiola was tasked to work with the bank manager and report back on updates. b. CTEC food services - request made by CTEC to build a cafeteria at the campus. The group believe that, for cost saving, the campus should maximize the use of the existing café (Blue Plate) at CTEC. Hire HTM students on part-time jobs to prepare food (as On the Job Training). A practice familiar to Chuuk Campus and Kosrae Campus. c. Chuuk Campus – the students prepare and sell meals at the canteens d. Kosrae Campus – students provide snacks for sale e. Kosrae Campus renovations – standby generator has not yet been energized and is still pending KUA arrangements. Water tanks project still pending. Two staff from NC maintenance extended their stay at Kosrae Campus to assist the crew at the campus with their repair and renovation works. f. College credit card change of name from VPAS Habuchmai to President/CEO Koroivulaono. Paper works are completed and submitted to Bank of Guam. 2. Policies revision and updates: <ol style="list-style-type: none"> a. Maintenance Division has three policies for revisions and will be ready for BOR review on their next BOR meeting. b. Business Office had three policies already submitted for BOR review on their upcoming meeting scheduled at April 2024 in Chuuk c. Procurement & Property Management – has one policy to be available for the BOR review on their next meeting. 		

- d. Maintenance Division and Business Office to work collaboratively on the facilities rental rate and lunch rates and bring back for the group to review together no lather than October 2024 A-Team meeting.
- e. Audit: Audit for FY2022 is still not completed yet. Ernest and Young - new audit company, is now handling the audit for the college. President/CEO Koroivulaono expressed her concerns that the audit will not look good on the College's accreditation status. Comptroller Togonon and VPAS Habuchmai will meet again with the Audit Agency in relating to the delay in the audit completion.

VII. New Business:

- 1. COM-FSM 2024-2029 Strategic Plan Development
 - a. Reviewed and worked collectively on the department's Annual Implementation Plan (AIP) drafted by VPAS Habuchmai.
 - b. Concerns is that the Integrated Educational Master Plan (IEMP) should renewed/created before the Annual Improvement Plans be formulated. All plans should be linked to the IEMP

VIII. Updates:

All updates will be reported in the BOR contributing reports for BOR meeting in April 2024 at Chuuk Campus

IX. Announcement:

- Kosrae Campus Bookstore account clerk was re-hired (Elsa Cornelius)

X. Miscellaneous:

- Student requests' (relating to facilities/infrastructure) – all requests should go thru the SBA, and SBA to review and submit such requests to appropriate office.
- PPMO to come up with a Vendors profile listing

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