

Committee or Working Group: Administrative Services Management Meeting		
May 22, 2024	Time: 10:00 a.m. – 12:04pm	Location: Red Snapper Restaurant
Members Present:		Members Absent:
▪ Joseph Habuchmai, VPAS	▪ Roselle Togonon, Comptroller	
▪ Francisco Mendiola, Maintenance	▪ Sinobu Lebehn, Recorder	
▪ Mario Ignacio, Director/PPMO		

Agenda/Major Topics of Discussion:

**Mission Statement:** (All together)  
 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 practice.

I. Call Meeting to order – VPAS opened the meeting at 9:15am

II. Meeting Prayer - *Opening prayer by Comptroller Togonon*

III. Review and approval of Agenda for the meeting  
*Director Mendiola moved and Director Ignacio seconded to adopt the agenda as presented. Motion carried*

IV. Review and approval of Minutes of meeting: *Comptroller Togonon moved and Director Ignacio seconded to adopt the minutes of March 21, 2024 as presented. Motion carried.*

IV. Old Business:

A. Review of BOR Policies for July 2024 meeting  
 VPAS encouraged his directors to continue review BOR Policy calendar pertaining to their respective areas should revisions or new policies are essential.

Maintenance – College wide fees. Maintenance Division and Business Office were tasked to draft a policy relating to increases of existing college fees. Schedule meetings to discuss draft policy with the Student Body, and all campus meetings before submitting to the BOR for endorsement.

PPMO to share policy review with Business Office

Dining Hall administrative procedures/meal tickets

- B. Strategic Plan Status– VPAS shared SLT meeting updates. VPIEQA was tasked to coordinate and organize summits for the development of the college strategic plans and bring in stakeholders for their inputs on strategic planning for the Nation.
- C. Directors' 2024 Work Plan to be completed by all. VPAS reminding all directors to complete their 2024 Work Plan.
- D. Graduation Updates – Vice Presidents to represent President at graduation across the college
  - Chuuk Campus – VPAS
  - FMI & Yap Campus – VPIA & VPIEQA
  - Kosrae Campus – VPCRE
- E. Generator Hook-up and Veranda renovation at KC  
Installation of electrical lines, control panels, to all the buildings.

Kosrae Utilities inspected and approved installation and generator/power-up buildings before July 2024.

Buildings not yet ready for hook up to standby generator and awaiting purchase of off-island materials: SBDC Maintenance office  
Mackwelung Library

Veranda: work completion is pending off-island construction materials. (Quotation for hardwood for the veranda being requested)

Director Mendiola also recommended that the whole building needs to be renovated (beam structure is deteriorated and not safe).

#### V. New Business:

BOR Meeting at Kosrae Campus scheduled on the first week of July 2024. BOR contribution reports are due no later than June 19, 2024.

NC Maintenance staff will travel to Kosrae Campus to prepare the BOR meeting venue, (make-over of the room) Estimated cost of \$15k to \$20k for the renovation works of the meeting venue.

Compact Funding – Compact funding is delayed due to AIP and OIA for release of fund. In light of timing and the lateness in getting compact funding, will be requesting from the College Reserve to keep the operations of the college moving.

#### VII. Units sharing of highlights to all.

Maintenance – all buses already sealed with College signs  
Sending NC Maintenance staff to replace generators – 3 generators procured under CARES Act funds

Projects are ongoing and moving forward on schedule:

Teaching Clinic completion date by December 2024  
Dr. P Dacanay is assisting with equipment and materials on quotations. Change Order to include parking area at the teaching clinic.

CTEC Multi-Building – PMU wrote a letter regarding removal of ordinance at the project site.

Student Center Building is now working on the Second Floor.

Maintenance to work with PPMO and Business Office on asset disposal policy/procedures

PPMO:

Liquidation of purchase orders. Already cleared 50% of the pre-payments

Purchased 3 vans: 2 for VPIA offices, 1 for CTEC

In the process of procuring three (3) additional vans

Soil Pile – sold to RMI

Schedule training for Conway Hadley to handle receiving reports for maintenance purchase orders

To follow up with Maintenance Division on POL invoices monitoring

Business Office

Comptroller Togonon updates on Audit

National Governor FY2022 audit is still pending; however, FY2023 Audit timeline is slated on June 30, 2024

VIII. Announcements

VPAS message – August 24, 2008 to August 2024 – VP Habuchmai has served the college for 16 years. VPAS announced that effective August 25, 2025 he will leave his post as Vice President for Administrative Services and take up another position at the National Campus. His resignation from his VP position is due to health issues.

As Chairman of the FSM Insurance Board, VPAS will join President Simina to Tokyo, Japan for annual anniversary of the FSM Embassy in Tokyo and a Seminar from July 16-22, 2024. During his absence, Director Mendiola will be the Acting VPAS.

IX. Adjournment: Meeting adjourned at 11:30a.m