

RESIDENCE HALLS INSPECTION PLAN AND INCENTIVE PROGRAM

INTRODUCTION

The College of Micronesia-FSM National Campus has two residence halls which can accommodate 212 students. The residence halls are two-story buildings with restrooms and showers, TV lounges, computer labs, study rooms and laundry rooms. There are 10 rooms on first floor and 15 on the second floor of each hall. Each room is shared by four students and is furnished with two bunk beds.

Currently, there are six full-time staff working in both halls covering the Day Shift (8:00 – 5:00 p.m.) Swing Shift (4:00-12:00 midnight) and the Night Shift (12:00 midnight to 8:00 a.m.). The Director of Student Life and the Residence Halls supervisor are responsible to cover the day shift while the rest of the staff are scheduled to cover the other shifts.

RESPONSIBILITY OF STAFF

The Director of Student Life is responsible for the overall administrative function of the Student Life which include Residence Halls. The Director is also responsible for all the policies and procedures in the residence halls especially to ensure that all policies and procedures are complied with. The Director is also responsible to receive and dispose all citations regarding violations of policies/procedures namely: alcohol, betelnut, policy on banned weapons including use of banned weapons, use of illicit drugs, smoking, open fire/burning, general clean up, and hair cuts.

All Dorm Staff are responsible to work closely with the Director in providing all the administrative and technical support he needs to enforce all policies and procedures. The staff are responsible to fully enforce all policies and procedures to promote safety and health of the students. The staff are also responsible to assist in the daily monitoring of the residence halls. They are also responsible to file reports on all violations of policies and procedures. Staff are responsible to work closely with all residents to keep the residence halls a clean, safe environment to study. It is the responsibility of the staff to advise all residents on social, financial and personal matters. The staff are also responsible to take the lead in the schedule and implementing of the general clean up activity. The staff and residents have been working together in carrying out this activity.

JANITORIAL SERVICE

Currently, there are two janitors providing the custodial and janitorial work at both halls. Each one is assigned to each hall with the responsibility to clean all areas within the hall on a daily basis. These two janitors have been made available under the Maintenance Janitorial Service. The staff and the two janitors have been working together to keep the residence hall an environment conducive for learning.

Although, the Director with the assistance of staff have been monitoring the residence halls on a daily basis, there is a critical need to conduct a thorough inspection of the rooms and all areas in the residence halls on a scheduled basis.

ESTABLISHMENT OF THE INSPECTION TEAM

Taking the critical need for a complete inspection of the halls into consideration, a Residence Halls Inspection Team has been appointed by the Vice President of Student Services with the following individuals as members of this Inspection Team:

1. Reedson Abraham, Director of Student Life
2. Benina Illon – Campus Nurse
3. Castro Joab – Student Service Specialist
4. Bastora Loyola – Secretary, VPSS Office
5. Mike Ioanis – Counselor, Counseling Office
6. Eugene Edmund – Administrative Assistant, Maintenance Office
7. DSO President
8. DSO Vice President or Designee

The team will meet and select its Chairperson, a Vice Chairperson and a Secretary. The Chair will be responsible to call and conduct all meetings and take the lead in conducting the inspection. The Vice Chair will assume the duties of the Chairperson when he/she is not available. The Secretary will be responsible for the minutes and records of all meetings.

TASK OF THE INPECTION TEAM

The primary function of the Inspection Team is to inspect everything that is listed on the residence inspection form which include the following: Is the room neat and well organized, beds, lockers and desk in original position? Is the floor clean? Is the room free of betel nut stain spit can? Are the beds neatly covered? Are the desks neat and clean? Is the trash can emptied and free of overflowed trash? Is the exit window free/accessible? Are there any burners, rice cooker or dangerous weapons in the room? Are the foot wares properly placed inside not outside? Is the room free of left over food and kitchen wares? Is the room free of laundry hanging? Are the outside windows and hallway windows clean and free of dust? Are the walls, ceiling and ceiling fans clean? Are the lockers clean and free of writing? On a scale of 2-5, how would you scale the room? The team will also check for any banned weapons or any other items that can be used as weapons. Items

like, sticks, forks, knives, bottles, broken glasses or any other items that the team consider unsafe to keep in the rooms or in the halls.

The Team will conduct its inspection at the end of each month. The findings of the inspection will be discussed by the team in a formal meeting. The findings will then be addressed by the Chairperson to the appropriate department/office for immediate attention and action. The Chairperson or a Vice Chairperson will be responsible to follow up on the actions need to be taken and report back to the team in its next meeting.

As for any room(s) or any individual resident who will be cited for not passing the inspection will be reported to the Director of Student Life and to the Chief Security for action. It is the responsibility of the Director of Student Life to ensure that the disciplinary action imposed by the committee is carried out. Additionally, all items that are not permitted in the rooms/halls will be confiscated on the spot.

While it is very critical to have an inspection of the residence halls consistently and regularly, it is also very important to have some kind of an Incentive Program put in place to encourage the residents to comply with the policies. Thus, this Incentive Program is hereby made part of the plan.

INCENTIVE PROGRAM

While the Inspection Team will be inspecting for non-compliance of policies, it will also take note of all the rooms that are found to be well organized, clean, arranged according to the original set up, and free of prohibited items. All the rooms that will meet the requirement and the satisfaction of the team will be given the following Incentives from time to time. The Inspection Team will be responsible to make sure these incentive programs are consistently carried out on a rotation basis.

1. Free movie tickets to all occupants for one night.

All the rooms that will have a satisfactory report of the inspection will be given free movie tickets for one night.

2. Educational materials

Educational materials like books, pens, and others will be given to those rooms with the satisfactory report

3. Gift certificates at Bookstore

Gift certificate at the Bookstore will be another form of incentive that will be given to all rooms that will not only pass the inspection but receive high marks.

4. River trip/Picnic

River trip, Picnic will be arranged to all the rooms that will pass the inspection.

5. Boat Ride.

A boat ride in the COM Boat around the island will be provided to all occupants in the satisfactory rooms.

6. Exemption from General Clean-Up

All the rooms that will meet all requirements will be exempted from the General Clean-Up.

7. Ice Cream & Cake

Another form of incentive will be to provide cake and ice cream to all the rooms with high marks in the inspection.