

**College of Micronesia FSM**

<b>Committee Minutes Reporting Form</b>		
<b>Committee or Working Group</b>		<i>Facilities &amp; Campus Environment</i>
<b>Date</b>	<b>Time</b>	<b>Location</b>
07 February 2014	13:00	Board Conference Room

<b>Members Present</b>			
<b>Titles/Reps</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>
Chair	Dana Lee Ling	X	
Vice Chair			
Secretary	Cindy Pastor	X	
CRE representative	Jackson Phillip		X
Chuuk staff maintenance	Benjamin Akkin	X	
National faculty	Don Buden	X	
National faculty	Reynaldo Garcia		
National faculty	Roldan Laguerta		
National Staff LRC	Bruce Robert	X	
National maintenance	Alfred Olter	X	
National faculty	Ringlen Ringlen	X	
Pohnpei faculty	Semens James	X	
Pohnpei faculty	Jean Ranahan	X	
Yap staff maintenance	Moses Faimau	X	
FSM-FMI maintenance	Christoper Igem	X	
Kosrae (interim)	Kalwin Kephass		
Ex officio/non-voting	Francisco Mendiola	X	
Ex officio/non-voting	Warren Ching		X
<b>Additional Attendees</b>			

<b>Agenda/Major Topics of Discussion:</b>	

**Minutes**

Approval of minutes from 10 January 2014

Election of vice chair

**Old business**

1. Update, if any, on securing funding for gates in FSM-China Friendship Center ground level hallway to secure ground floor at night. Will funding recently received to renovate the facility for the Micro-games permit this work to occur? *Director Mendiola will check and see if recently received funding will work toward renovation of the gym.*
2. Comments on the second draft terms of reference for the committee. Changes from first draft include merging of technology wrangler duties into those of secretary, removal of the communications flow chart, edits of the communication policy. *Some members of COM are anxious to replace wiki.*
3. Update, if any on the following committee recommendations:
  - a. The area directly in front of the Palikir LRC should be designated a taxi pick-up and drop-off zone. *No update.*
  - b. Signs should be posted noting the taxi zone and noting "no pick up/drop off" areas. *No update.*
  - c. Painted lines could be used to reinforce the message. *No update.*
  - d. A letter should be drafted to the taxi company owners asking them to work with and train their drivers on this matter. A college campus is not a factory, and the entrance road is a quiet zone due to the orientation of the B building. The drivers should be instructed not to honk on campus. *No update.*
  - e. Students will have to be informed that taxi pick-up and drop-off is in front of the LRC only. *No update.*
4. Update on whether maintenance has developed a system for the dropping off and destruction of sensitive academic documents. Divisions have been buying paper shredders. The shredders tend to have very short operational life spans. Faculty are in a need of a more robust solution to destroying sensitive and privacy protected documents. *The chair said that he would draft a memo.*
5. Any progress on replacing the plywood ramp into CRE at Pohnpei site? *There is a drainage issue surrounding this question. Pohnpei campus has to request funding for upgrade.*
6. BECA update. A draft of the full report is said to be available in the LRC. The committee hopes for a briefing on the report from the Director of Facilities, Maintenance, and Campus Security. *The final report is still not available. It is getting closer to completion, and it may be available at our next meeting in March .Director Mendiola said there might be a power point presentation next meeting.*

**New business**

1. Chuuk's s site needs Director Mendiola's assistance to identify termite control methods suitable for the FSM. The termite treatment applied on the wood frames prior and during installation is not working. Although the college sealed cracks in walls and floors and treated the lumber before installation, the lumbers lasted for only a few months.

2. Opening the Yap campus LRC on weekends. The LRC is all locked up from 4:00pm Friday to 8:00am Monday. The president visited Yap campus last semester and held an open microphone meeting with the students asking for questions. Our students asked if they could have the LRC open on weekends. The reply was no due to lack of resources.

As the employee noted, "I imagine this hasn't changed, but I will forever bring it up when asked about matters and concerns pertaining to facilities and campus environment. At least Saturday afternoons? These kids don't even have a study area available to them from 4:30pm to 8:00am Monday-Friday and, as mentioned above, from 4:00pm Friday to 8:00am Monday."

The employee continues, "Over twenty years ago I was an undergrad at UOG. Even back then and even on Guam we had a 24 hour study area. Well light and airconditioned. Now I know this is Yap and we are not as advanced as Guam or Pohnpei, but 20 years has passed and I feel that the gap is widening even more."

The employee noted home environmental factors as negatively impinging on learning. In the employee's own words, "I have visited several homes on this island and seen dozens more during my last 5 months here. None, I mean none, have internet or air conditioning. All have poor lighting, are mosquito ridden (I'm sure you are aware of the chikungunya epidemic here) and most are (very) crowded. Nearly all of our outer-islander students (which, by the way, outnumber "locals" by ~6 to 4) live in large government housing units (see photo attachment) with no tables or chairs, and no doors on the rooms. In the buildings live anywhere from 13 to 42 (forty-two) people. Are you beginning to imagine how conducive this is to studying?"

The employee did note that actual Saturday demand is not known. The employee noted that buses do not run on Saturday, and that this might impact utilization. The employee suggested that at least a trial period of Saturday opening should be permitted with tracking and assessment of utilization.

The employee noted that classes do not end when they exit the classroom. The students may have three or more hours of classes each day, and then need to go home for lunch (no cafeteria here), only to get back here and see everything locked up by 4:30 P.M.

3. Insufficient computers at Pohnpei site. An employee at Pohnpei site noted, "With the students paying the facilities fee now, I don't think we have enough places for them to relax or even sit between classes at Pohnpei Campus. I also have the same concern with the tech fee that students pay each semester, yet some students graduate without using the labs because of the few number of computers. We have 500+ students and only 50 computers for them to use, when there are no classes scheduled. We are supposed to be student centered, yet we don't have the facilities or services that they pay for."

4. Two faculty at national campus have each asked the following:

- a. Is there any way we could get a working clock and in each classroom and have whoever hangs them up/switches the batteries out synchronize them?
- b. Could we get clocks that are set to the correct time in the classroom?

I did respond in the following manner to these notes:

Thanks for bringing this to my attention. I will report it into committee. Clocks in classroom have long

proved problematic. Keeping them powered and synchronized sounds simple but has never been achieved and may not be achievable. The campus once had a bell, and that was worse. The bell was always wrong, so faculty coming from off campus could not know when their period actually started.

The college stopped using the bell and set policy to use the Internet time that computers with clocks set to read Internet time will faithfully report. This is also within a few seconds of the time one's cell phone will display if the cell is set to update automatically. This is also the time available at <http://www.time.gov> which is based on the atomic clocks in Boulder. This time can also be accessed at sites such as <http://www.timeanddate.com/>, which is possibly more useful as the Java plugin is often problematic at time.gov This works well when everyone is using a time piece synchronized to standard time, and can be accessed from any Internet connected device. The clocks on the wall inevitably drift away from standard time and will never be a complete "out of box" solution.

I will ask IT whether Internet synched clocks might be an option.

“Thanks. I still think having a clock on the wall in each classroom would be nice and is expected in any typical college environment. Many times I forget to bring my cell phone to class. When this happens, I have no idea what time it is, as my students cell phones can vary up to 30 min! So, I either need to trust a random student cell phone or walk back to my office to get my phone. Putting up clocks and having a set schedule to change batteries once every 6 months, 8 months, whatever, in a proactive fashion, should not be that difficult nor that expensive. Even if they are not perfectly synced, something would be better than nothing.”

5. PaliknoaSigrah of Kosrae campus has asked to be kept updated on committee activities, as has Rafael Pulmano.

6a. Water fountain by the A building.

b. Benches under the passage overhang. Maybe do a “trial” of one from the cafeteria to see if it works? It would have to be secured to the posts by chains, I guess.

**Discussion of Agenda/Information Sharing:**


<b>College Web Site Link:</b>	
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<b>Prepared by:</b>	Cindy Pastor	<b>Date Distributed:</b>	
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**Approval of Minutes Process & Responses:**

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<b>Submitted by:</b>		<b>Date Submitted:</b>	
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities**

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**Action Items and follow-up**

1.
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**Action by President**

Item #:	Approved:	Disapproved:	Approved with conditions:
Comments:			