

College of Micronesia FSM

Committee Minutes Reporting Form		
Committee or Working Group		<i>Facilities & Campus Environment</i>
Date	Time	Location
04 April 2014	13:00	Board Conference Room

Members Present			
Titles/Reps	Name	Present	Absent
Chair	Dana Lee Ling	X	
Vice Chair	Jean Ranahan	X	
Secretary	Cindy Pastor	X	
CRE representative	Jackson Phillip	X	
Chuuk staff maintenance	Benjamin Akkin	X	
National faculty	Don Buden	X	
National faculty	Reynaldo Garcia		X
National faculty	Roldan Laguerta		X
National Staff LRC	Bruce Robert		X
National maintenance	Alfred Olter		X
National faculty	RinglenRinglen	X	
Pohnpei faculty	Semens James	X	
Yap staff maintenance	Moses Faimau		X
FSM-FMI maintenance	ChristoperIgem		X
Kosrae (interim)	KalwinKephas	[Not required]	
Ex officio/non-voting	Francisco Mendiola	X	
Ex officio/non-voting	Warren Ching		X
Additional Attendees			
VPA Joe Habuchmai and Chris from IT			

Agenda/Major Topics of Discussion:

Minutes

Minutes from 07 February 2014 approved.

Note that with this meeting the vice chair is now Jean Ranahan. On behalf of the committee, the chair thanks Rafael Pulmano for his service as vice chair.

Old business

8. (Taken out of order) On 09 February 2014 a memo was drafted to the Information Technology division to determine whether the wireless network would provide the possibility of network connected clocks that would remain synchronized via the network time. That request included determining whether such a system is feasible and affordable.

The Director of Information Technologies has, just this week, received a clock that remains synchronized to the time signal on the college network and is powered by Power-Over-Ethernet. This means that the clock is always synchronized and does not run on batteries. He has asked for a few minutes of the committee's time so that IT can show the clock to the committee. The double-faced clock would be installed in the hallway. That way faculty who want to check the time could do so. On the other hand, faculty who do not want to have a clock in the classroom would have their needs met as well. This first clock would be a trial, three more clocks would be acquired if the trial goes well. The clock is said to be able to handle our humidity, and the existing cameras would provide security of the clock.



The clock was demonstrated in the meeting. Reactions were favorable. The committee looks forward to the placement of the clock on campus. IT noted that it would choose a second floor location for the clock as this would facilitate installation. The first clock is intended as a trial until decisions on further clock acquisitions end the outcome of the trial.

1. At the meeting of 07 February Director Mendiola said that he would check as to whether the funding for the renovation of the gym would include gates to secure the ground level hallway. No update at this time.

2. Concerning the Adoption of the Terms of Reference: when the issue of keeping posted minutes arose in the COC, the FCE noted that the role of "technology wrangler" had been folded into the secretarial duties for the FCE committee.

The committee adopted the TOR. Officer elections will be held at the 02 May 2014 meeting.

3. No further update was available for the following recommendations:

- a. The area directly in front of the Palikir LRC should be designated a taxi pick-up and drop-off zone.
- b. Signs should be posted noting the taxi zone and noting "no pick up/drop off" areas.
- c. Painted lines could be used to reinforce the message.
- 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.
- e. Students will have to be informed that taxi pick-up and drop-off is in front of the LRC only.

4. As called for at the meeting on 07 February, the chair of the FCE committee drafted and sent a memorandum with the following request:

"The Facilities and Campus Environment committee on the seventh day of the second month of two thousand and fourteen recommended that the Director of Maintenance, Facilities, and Security determine the feasibility of having a system in place for the secure dropping off of and subsequent destruction of documents produced by faculty which contain Family Educational Rights and Privacy Act protected information such as names and grades. The recommendation includes having maintenance personnel. This should be coordinated with the campus dean or director at each campus to determine the feasibility of creating a system of secure destruction of sensitive documents".

The feasibility of a secure sensitive document destruction system has yet to be reported upon by any site.

5. At the meeting of 07 February the committee was informed that the replacement of the plywood ramp into the CRE building at Pohnpei campus awaits a request for funding for further work on the drainage issue. There is also construction work on a building that apparently must be completed ahead of the drainage work. Any further information on this long, outstanding issue would be appreciated.

Director of Facilities indicated that the campus dean could go ahead and put a cement access way to the building using a couple of bags of cement. This was within the purview of the campus dean. The director noted that facilities' budgets are no longer centralized. The dean, again, has the authority to carry out projects on their site from their own budgets. This would include a covered walkway at Pohnpei campus from the administration building to the classroom buildings. This would be a short, covered walkway and should be within the ways and means of the campus budget. The FCE committee moved, seconded, and voted in support of this covered walkway.

6. Concerning the BECA summary report and the detailed reports: in March the chair sent a request to FCE members asking that they look at the reports relevant to their campuses and provide feedback from their sites on that report. The links to those reports were provided via the resending of a copy of the 15 March 2015 Follow-Up Report. The links are repeated below as a way of documenting the files in the committee minutes:

http://www.comfsm.fm/accreditation/2014/COMFSM_FacilitiesStudy_Part1_Summary_Report.pdf

http://www.comfsm.fm/accreditation/2014/COMFSM_FMP_Part2_Appendix.pdf

http://www.comfsm.fm/accreditation/2014/COMFSM_FMP_Part3_Detailed_NC.pdf
http://www.comfsm.fm/accreditation/2014/COMFSM_FMP_Part3_Detailed_CC.pdf
http://www.comfsm.fm/accreditation/2014/COMFSM_FMP_Part3_Detailed_KC.pdf
http://www.comfsm.fm/accreditation/2014/COMFSM_FMP_Part3_Detailed_PC.pdf
http://www.comfsm.fm/accreditation/2014/COMFSM_FMP_Part3_Detailed_YC.pdf
http://www.comfsm.fm/accreditation/2014/COMFSM_FMP_Part3_Detailed_FMI.pdf

The director of facilities gave a presentation about the BECA report to the on-island committee members at the end of the regular meeting. The PowerPoint presentation was informative. Committee members who were able to watch the presentation were glad they invested the extra half hour so as to better understand the findings of the BECA report.

7. Was a termite control method identified that is appropriate for Chuuk site?

A report was previously done, many years ago. The person who produced that report will be asked to redo that report for the campus.

9. A faculty member requested that a water fountain be placed at the A building. Is there an update on whether this is feasible? There was a fountain there, but the fountain has been removed. The chair recalls that the fountain was often clogged with betelnut. Was this part of the reason that it was removed?

Vandalism led to the removal of the refrigerated water fountain. The possibility of a non-cooled water fountain will be explored.

10. As a way of documenting the closure of a long standing open item, it is now formally stated that benches will not be placed along walkways due to cultural considerations.

11. The picnic benches sponsored by the YES! business group are being put in place along the main entrance road.

New Business

12. Some campuses have held informational meetings. Reports on those meetings will be solicited. This item had to be set aside due to time constraints.

13. FCE to consider making a formal recommendation for covered walkways at Pohnpei campus. See item five above: recommended earlier in the meeting.

14. An issue involving the unlocking of the dining hall door at the national site arose during the last couple weeks of March. The key for that door went missing and unlocking the door was turned over to security. This has led to the door being locked at 11:00 when security is otherwise occupied. Has this matter been resolved? Does the dining hall again have a key to their front door?

This issue appears to be resolved at this time.

15. There was a trespassing incident in the last week of March wherein the dining hall was entered by unauthorized persons. Was this matter resolved?

The matter remains under investigation. The investigation is making progress.

16. Bus fee policy

In a discussion with the VPA this morning the chair learned that language will probably need to be inserted into the bus fee policy to permit the bus fee to be considered a direct cost. This would allow the college to develop a bus pass card that students could charge against their financial aid grants. The VPA did note that he planned to cross-check this understanding with the acting director of financial aid.

Discussion

The director covered the history of the intercampus service. It began as a service for the dormitory students. It was expanded to accommodate Pohnpei campus students. For a short time, it was expanded to include non-students. Then Pohnpei state expressed concern about undermining private business opportunities. Next, it was restricted to students and run on a trial basis to determine demand and impact and cost. Institutionalizing this transport system will require cost recovery. The service is costing almost \$30,000 per year, an amount that is not included in any budget.

Committee members expressed concern that some students are forced to attend classes on two campuses – students such as the HTM students. Charging a fee for transport between classes seems unfair, penalizing those in that particular program. Choices the college has made in the location of programs and courses forces the cost on such students.

The VPA noted that language would be inserted stating that the cost was a direct cost which would make the bus fee coverable by financial aid. Students could then charge bus ticket booklets against their financial aid. The booklets would have tear-out tickets, not unlike the present arrangement with meal tickets sold through the bookstore.

The VPA suggested that the committee shouldn't be hasty in making a recommendation at this time, but should consider the matter further. The proposed fee also has to be presented to the finance committee and to the planning and resources committee. The proposed fee will also be presented to the students. The FCE committee would still have time to weigh in on the proposed fee at the 02 May committee meeting ahead of the May board meeting. In light of this suggestion the chair opted to defer a call for a motion of recommendation until the May meeting.

The following are comments on the proposed bus fee [as received, unedited]. They are herein included as a way of documenting input:

My brief comments on the policy. I think \$1.00 fee is fair considering the cost of fuel now. Students should be able afford \$1.00.

The reason why students catch a ride on the bus is that it is free. You put a prize on that and they might as well take a taxi. Why should everything at the campus has to have a prize tag on them. It is like the college is trying rip off every cent the students have. Well the students can pay, but one dollar is too

much. I think 25 cents per head will be much better.

i think it is not a good idea, because what about if refund checks are late, like for this semester so how could students should go on the bus. in consider the dormdory students they should also face difficulties since most they usually have balance with college...thank you...

I agree.

I think the proposed policy concerning the shuttle is a great idea as it will benefit not only the driver, but the maintenance of the buses.

I received your message which I read over it and I do not agree. I do not think that the bus fee can work, because I believe that majority of the student that take a ride on the bus do not have a cash to pay for taxi service. If I will not mistaken, the bus service is established to help students easily who have class at both campus with no cash. For instance, sometimes I have meeting at Pohnpei Campus when I have no cash for taxi so I took the bus for a ride to Pohnpei Campus. For this service, I find that it really help many student a lot just like me which I thank to the previous SBA officers and the College staff for this support. As for the bus operation, driver's salary, fuel, maintenance and repair, is there any College funding for these?

I ride the bus sometimes to and back from school. The reason why I go on the bus because I don't have enough money to go on taxi. This is another reason why I like this college because of the bus transportation that the college provide the students. If this were to change and fee is added, I would rather go on taxi because they provide a more fastertransportation to school. Since the school is planning on a policy recommending that the bus will be charge to students, I have no choice but to spent money to and from school on a taxi. My love for this college will change dramatically, and if this were to happen I would so be glad that I may be transferring or graduating from this college soon.

In my own opinion, i think that it might be hard for some of the students to have one dolllar. in the entire life, there are times that we, the people really don't have money. so if some of the students will have class @ pohnpei campus and they don't have money,what will they do?i think we should not do that bus fee or something like that because it might not good for some other students. I'm not saying that its not good,it is good but we should consider the life of the other students.this is wahti had in mind.

I strongly believe we need this fee to sustain the bus services.

If the bus fee will be \$1.00 then it should be transporting students who needed a ride at all times,instead of having time limits. What i mean is that whenever a student have to go,they will have to drop him/her off to pohnpei campus and then they go on their own from there..

If the shuttle bus costs \$1.00 for, it does not change taxi cost. But, if the students have class on Pohnpei campus then using shuttle bus has meaning because taxi sometimes do not come the place in certain time. But, for students, they surely wish that free shuttle bus.

I really don't mind about the bus fee being \$1 dollar... i'm not against the idea, but i just think that you have the same thing as a taxi! Only difference is that the bus leaves at set interval times!

No offense but when i want to leave early i can just pay a dollar to a taxi.
 Bus (Disadvantage) - You get a crowd of people in one shot!
 Bus (Advantage) - Its a guaranteed ride (only if your able to get on the bus), And the school raises money!
 Taxi (Advantage) - You can call it to come to you from where you stand!
 Taxi(Disadvantage) - It may not come immediatley, and it may not take too long!

Is there a way to use their financial aid instead of from their pockets? I am sure and positive that if we imposed on the students to pay their fare from their own pockets, I am not sure that the bus would continually run. Like the Technology fee, I would recommend that each student who will utilize this service, sign a contract type document that he/she will be utilizing this service and have financial aid office make adjustment on their financial aid package.

As we may know that the student relied on parents for taxi fares most of the time. And if we give them this oppportunity and a stipen type based on a contract between the college and the student, I am sure that the bus service will continue and prosper and hopefully the college can afford another bus that may provide extra services which students need.

End comments.

The meeting adjourned at 2:00 P.M. After the meeting members who were free to do so, remained for a presentation on the BECA report that lasted until 2:40 P.M.

The next meeting is scheduled for 02 May at 1:00 P.M. Elections for officers for the next academic year will be held at that meeting.

Discussion of Agenda/Information Sharing:

College Web Site Link:

Prepared by:	Cindy Pastor	Date Distributed:
---------------------	--------------	--------------------------

Approval of Minutes Process & Responses:		
---	--	--

Submitted by:

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities		
--	--	--

Action Items and follow-up

1.

Action by President

Item #:

Approved:

Comments:		