

**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>	
02 May 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	Jean Ranahan	X	
Secretary (Pohnpei faculty)	Cindy Pastor	X	
CRE representative	Jackson Phillip		X
Chuuk 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 faculty	Ringlen Ringlen	X	
National maintenance	Alfred Olter		X
Yap maintenance	Moses Faimau		X
Pohnpei faculty	Semens James		X
FSM-FMI maintenance	Christhoper Igem	X	
Kosrae (interim)	Kalwin Kephas	[email updates]	
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>			
<p>Approval of minutes from 04 April 2014                      Election of officers for next academic year with chair-elect attending council during summer 2014</p> <p>1. At the meeting of 07 February 2014 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. Update?</p> <p>2. Update on taxi recommendation from 25 November 2013?</p> <p>a. The area directly in front of the Palikir LRC should be designated a taxi pick-up and drop-off zone.</p> <p>b. Signs should be posted noting the taxi zone and noting "no pick up/drop off" areas.</p>			

- 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.

3. As called for at the meeting on 07 February 2014, 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".

Update from any site?

- 4. Update on whether the Pohnpei campus has proceeded with putting in place a ramp for access to the CRE building on Pohnpei campus.
- 5. At the meeting of 04 April 2014 the FCE committee moved, seconded, and voted in support of a covered walkway between administration and the classroom buildings on the Pohnpei campus. What is the status of this recommendation, especially in light of the recommendation by BECA to remove and replace the administration building?
- 6. What is the status of the termite control analysis for Chuuk campus?
- 7. A faculty member requested that a water fountain be placed at the A building. Vandalism was cited as a reason for its removal. The director of maintenance indicated that the possibility of having a water tap fountain fixture would be explored. Status?

New Business

#### **Discussion of Agenda/Information Sharing:**

The minutes of 04 April were approved unanimously.

The committee nominated Dana Lee Ling as chair. No other nominations were made. He was confirmed in a unanimous voice vote.

There were two nominations for the vice chair. In the subsequent election there was a tie in the vote. After some discussion, one of the nominees voiced a willingness to serve as secretary. The committee nominated Jean Ranahan as secretary and she was confirmed in a unanimous voice vote. A second election for the vice chair was held and Ringlen Ringlen was confirmed in a unanimous voice vote.

On behalf of the committee, the chair thanked Secretary Cindy Pastor for her three years of service as a committee officer.

During the vote a side discussion on the meaning of participatory governance arose. The chair noted his personnel opinion that the Facilities and Campus Environment committee does have true participation in governance because the administrator who makes the decisions participates in the committee meetings. The chair noted that the council of chairs has been discussing this topic and that some members have expressed the concern that the absence of the decision making administrator in the area the committee operates represents a disconnect between the voice of the committee and the administrator who makes the decision. The FCE chair thanked the director of maintenance for his time and attention to the committee, noting that his presence was critically important to fulfilling the participative governance mission.

The director voiced his own desire to see a more inclusive participatory structure. He wanted to see the committee engage in meetings with students and staff, with those meetings held away from the administration building. A meeting with a students should be held in the cafeteria, where the students feel more comfortable. A meeting with staff should be held in staff area. These meetings would engender broader participation in the governance of the college. The director noted that even if students were brought into committee meetings in the administration building, they would be unlikely to contribute in the presence of professors and administrators. Cultural factors would only be part of the issue, deference to age and expertise occur in other cultures.

The chair noted that the committee meets where the teleconference phone system is located so that the remote state campuses can call in and participate. The chair also noted that the committee self-assessment had included exploring whether each campus should have their own facilities and campus environment committee as facilities and campus environment are ultimately local issues. The chair also explained that the system was supposed to be a representative system, that the members are not on the committee to represent themselves but rather to represent a broader constituency such as their division or department.

That said, the chair concurred with the director on the need to reach out beyond the walls of the board conference room and engage better with the college community at each site.

### **Old Business**

1. The first floor passageway in the FSM-China Friendship Sports Center will gain security gates as a part of the funding in support of the Microgames 2014.
2. The generation of and deployment of signage aimed at taxis will be handled by maintenance.
3. No site had a faculty document destruction plan update.
4. Pohnpei campus members were directed to follow up with the director of the Pohnpei campus on the matter of a CRE entranceway ramp on the upper campus.
5. The chair of FCE noted his failure to produce an action memo recommending the building of a covered walkway between the administration and classroom buildings on Pohnpei lower campus. He said that he would produce this action memo.
6. The director of maintenance noted that he had met the certified pest control agent on a flight to

Kosrae and had discussed the college's need to get the Chuuk campus inspected.  
 7. There was no update on the water fountain. Clarification was made that the fountain should be a non-refrigerated vandal-resistant drinking fountain tap.

**New business**

The director reported that implementation of the energy audit recommendations in the BECA report had begun. Air conditioning units would be upgraded from Freon R22 to Puron either 410 or 314R units. Fluorescent tubes and bulb will be replaced by LED lights with a savings on the order of \$49,000 per year across three campuses.

The director also noted that stator had gone on the generator for the dining hall, residence halls, and textbook store. The replacement cost exceeds buying a new more energy efficient unit.

There was a report that the north faculty building still has periodic toilet back-ups. The director is aware of the situation. Repeated snaking has yielded only a short-term fix to the problem. The theory is that there is a blockage down-pipe that the snake can just get past, but which remains in place. The snake crew has been instructed that the next time they are called to snake the pipe, they need to make a measurement of where the blockage is located so that the pipe can be dug up and accessed. Suspicion at present is some form of partial blockage such as a tree root.

**Handouts/Documents Referenced:**

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**College Web Site Link:** [http://wiki.comfsm.fm/Committee\\_Minutes/Facilities\\_and\\_Campus\\_Environment](http://wiki.comfsm.fm/Committee_Minutes/Facilities_and_Campus_Environment)

<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>	Dana Lee Ling	<b>Date Submitted:</b>	03 May 2014
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities**

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**Action Items and follow-up**

1. Chair will prepare an action memo in regards the Pohnpei campus covered walkway
2. Follow-up will occur on the director's concern regarding input from students and staff.  
 The chair is considering making the 17 October 2014 and 06 March 2015 meetings of the committee special "reach out" locally meetings. The 17 October and 06 March meetings of the committee would be held locally, without teleconferencing, each site holding their own meeting. The Palikir campus committee would meet at the regularly scheduled 1:00 time in the dining hall. The Pohnpei campus members would be recommended to meet at 1:00 in their student services area attached to their gym. Other sites should pick their own student-centered location to meet. The chair will also work with the director of campus life to attend Residence Hall Student Organization meetings during the 2014-2015 academic year. The chair has attended meetings of the then "Dormitory Student Organization" in the past. The chair is unaware whether such meetings still occur, but if

they do, he hopes to be able to attend. The committee will also seek to find ways to reach out to staff.

3. The next meeting is scheduled for 30 May 2014. Those faculty who are teaching this summer will be back under contract on 29 May 2014, making the 30 May meeting a realistic possibility.

**Action by President**

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