

## 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>	
22 August 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	Ringlen Ringlen	X	
Secretary	Jean Ranahan	X	
CRE representative	Jackson Phillip	X	
Chuuk maintenance	Benjamin Akkin	X	
Chuuk faculty	Florante Ygana		[returning member]
Chuuk faculty	Alivios William		[returning member]
National faculty	Don Buden	X	
National faculty	Reynaldo Garcia	X	
National faculty	Roldan Laguerta	X	
National faculty	Michael Mueller	X	
National staff LRC	Bruce Robert	X	
National staff IT	Christopher Gilmete	X	
Pohnpei faculty	Cindy Pastor	X	
National maintenance	Alfred Olter		X
Yap maintenance	Moses Faimau	X	
Pohnpei faculty	Romino Victor	X	
FSM-FMI maintenance	Christopher Igem		X
Kosrae campus staff	Palik Sigrah		X
Kosrae campus staff	Hiroki Noda		X
Kosrae ex-officio	Kalwin Kephas	[email updates only]	
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><i>Meeting of 30 May 2014 failed to achieve a quorum.</i></p> <p><i>Meeting of 27 June 2014 cancelled by the chair after consultation with the director of maintenance.</i></p> <p><i>Meeting of 25 July 2014 occurred both during the faculty break and the 8<sup>th</sup> Micro Games. National and Pohnpei site maintenance were fully occupied supporting the ongoing games.</i></p> <p>Approval of minutes from 02 May 2014.</p>			

[http://wiki.comfsm.fm/@api/deki/files/3167/=fce\\_2014\\_05\\_02\\_minutes.pdf](http://wiki.comfsm.fm/@api/deki/files/3167/=fce_2014_05_02_minutes.pdf)

## **Old Business**

1. Student participation recommendation. The chair recommends that the 17 October 2014 and 06 March 2015 meetings of the Facilities and Campus Environment committee be 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 13:00 time in the dining hall. The Pohnpei campus members would be recommended to meet at 13:00 in their student services area attached to their gym. Other sites should pick their own student-centered location to meet.

2. Update on security gates for the ground floor corridor of the FSM China Friendship Sports Center?

3. Update on the generation of and deployment of national site signage aimed at taxis which is to be handled by maintenance?

4. Faculty document destruction plan update for the national site. Director of Maintenance has made the following request, "The simplest way is to burn the documents. If [the documents] can be collected in one location, [then] the maintenance staff can pick them up and burn them. Each office can designate a central place to drop off these documents."

Updates from other sites?

5. Update from Pohnpei campus members on whether recommendation to build a covered walkway on the Pohnpei lower campus was acted upon.

6. Update on termite report for Chuuk campus?

7. Update on a non-refrigerated vandal-resistant drinking fountain tap for building A, national site?

8. Update on the new generator for dining hall, bookstore, residence halls, national site?:

9. Update on the periodic toilet back-ups in the north faculty building of the national site - has the location of the blockage been found? Work was noted in this area this past summer.

10. Has the college identified funds for projects that are supposed to be done this year (2014) on the Chuuk site, as stated in the BECA Plans?

a) Extend campus to the north, fence perimeter and create a carpark: \$210,000.00

b) Retrofit a classroom with a science bench and plumbing: \$80,000.00

c) Staff lounge / Meeting place for faculty: \$5,000.00

11. Express mail packages at the post office should be picked up as rapidly as possible. This is in regard to an express package having come in with a college address but was not picked up due to "time constraints."

### **New Business**

1. Chuuk campus requests FCE endorsement for security and janitorial personnel to be placed on regular status instead of special contract. Chuuk campus has the understanding that security officers and janitors in the other state campuses are now regular staff, except the special contract staff at Chuuk Maintenance Division. Chuuk campus requested this thru VPAS and VPIA in FY13 and beginning of FY14 but it was not approved.

Comment in this regard received by FCE member Chuuk site: "To be fair, Chuuk campus security should be permanent employees of the college so they could also be entitle to any benefit or insurance. I understand that National and the other States campus security are permanent employee of the college."

2. Follow up on the as yet unresolved item six above from Chuuk campus in the form of a request for termite extermination equipment. Received comment, "Please also include the termite instrument or device that we were promised long long time ago to be placed in the soil outside our facilities to chase away the termites."

3. Received comment from Chuuk campus: "Request FCE endorsement and recommendation for a maintenance truck. Requests to replace our two maintenance trucks began in 2012, so I lost count of the number of requests send to VPAS and VPIA. The trucks are very old with numerous mechanical and electrical problems. These trucks are used for daily errands and trash disposal. We have only two maintenance trucks and one has been down for two weeks now, while the other is still running but no longer save to use for trash disposal." Additional received comment from another campus member: "In addition, our need for a vehicle to be used to deliver our trash to the dumpsite."

4. A faculty member at the national site requested FCE action on the following specific items, some of which are open issues in old business above.

a. Getting an automatic water pump.

The first item is essentially a request for the generator that runs the well pump to be on an automatic switch and for that well to have an automatic valve that would make the necessary flow changes when the generator is on.

b. Fixing the plumbing so that the toilets flush.

The person submitting these is speaking about the toilets in the south faculty building not always having sufficient pressure to flush even when island power is on. I have encountered this but could not determine why pressure would be so low when island power is on. The submitter

thinks the problem is a plumbing problem, my uninformed opinion is that the problem is a water pressure problem and not a plumbing problem per se. Note this has nothing to do with the north faculty building failure to flush due to a blockage problem. That was, I gather, worked on this summer.

c. Getting a water fountain of some kind.

This third concern is the request for a water fountain at building A for the students.

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

The minutes of 02 May 2014 were approved.

#### **Old Business**

1. Discussion: The reach out meetings will be at the same time as the regular FCE meetings so that all FCE members may participate. The month following each campus meeting, CRE members will report discussion and recommendation to the full CRE meeting. Reach out meetings may be valuable because students will be in a comfortable place and willing to participate. Campus CRE members on each campus would organize and publicize their campus meeting.

Members agreed that on 17 October each campus will try a campus reach out meeting for the students. A decision on whether to repeat the experiment will be made after the October meeting.

2. Maintenance will execute security gates for the ground floor corridor of the FSM China Friendship Sports Center this week. Roof and toilet repairs are included. The contract also includes a bathroom for building M and an office.

3. Signage at National campus is not yet in the works. This is an administrative decision. Director of Maintenance will consider writing letters to taxi companies requesting that taxis not toot their horns near the library nor near the classroom buildings.

Pohnpei Campus has problems with taxi drop off, with parking lot condition, and with adequate amount of parking space. In response to these concerns and questions regarding timeline for acting on BECA plans, Director Mendiola reported that projects will be considered for approval at an August 28 meeting of JEMCO in Honolulu, Hawaii.

In response to a need for access to Chuuk faculty and staff group email addresses by Ben Akkin, the director reported that Shaun Suliol will travel to Chuuk next month to address that problem by providing the necessary training.

4. Director of Maintenance recommended that faculty work through their instructional side to designate secure pick-up locations for privacy protected documents.

5. Discussion: Pohnpei campus can proceed with covered walk way. Pohnpei CRE members will ask Campus Director for progress on the project.

6. Director of Maintenance will travel to Chuuk at the end of September to address the termite issue and other Chuuk campus matters.

7. There is no drinking fountain for building A yet. A drinking fountain can be installed. Maintenance is searching for appropriate fountain that meets ADA guidelines. The chair agreed to assist in this search.

8. The generator for dining hall, bookstore, and residence halls at national site will arrive on the 26<sup>th</sup> of this month. It may be operational by end of next month.

9. Director of Maintenance reported that the problem of periodic toilet back-ups in the north faculty building of the national site is fixed. Maintenance removed roots from the joint.

10. We will know if the college identified funds for projects that are supposed to be done this year (2014) on the Chuuk site, as stated in the BECA Plans after the August 28<sup>th</sup> meeting.

11. All packages are picked up unless there are customs requirements.

**New Business:**

1. Personnel contacts are linked to finances. Other campuses in addition to Chuuk have special contract personnel. At National campus some security have been on special contract without benefits for five years. Special contract for more than one year is against college policy. Special contract personnel become demoralized. They are asked to work and sometimes take risks for the college, yet the college does not provide them health or life insurance. After a discussion of protocol and of the extended period of time over which movement on rectifying this situation has not occurred, the chair agreed to draft a memo directly to the president on this matter.

CRE endorses regular contracts for all special contract staff retained beyond one year in accordance with COM-FSM policy.

2. Director of Maintenance will address the issue of termite extermination when he goes to Chuuk.

3. CRE recommends that Chuuk have a safe vehicle.

4. Miscellaneous new business submissions.

a. An automatic water pump would require a new generator, a new valve, and a water tower. The costs are prohibitive at this time.

b. Maintenance has addressed and fixed the problem of the plumbing at the north faculty building. The low water pressure issue in the south faculty building is known and is being looked into.

5. The meeting adjourned at 1:55 PM

**Handouts/Documents Referenced:**

None.

**College Web Site Link:**

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

**Prepared by: Jean  
Ranahan**

**Date Distributed:**

**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**

Next meeting: 19 September 2014. Special focus topic: VPIEQA presentation on accreditation and standard III.B.

Note that the 17 October 2014 meeting is the “reach out local” meeting for the fall. Representatives from each site should inform the chair of their plans for a meeting in a student-centered location. There will be no teleconferencing for that meeting. The next meeting after the reach out local meeting will be 14 November.

**Action Items and follow-up**

1.

**Action by President**

<b>Item #:</b>	<b>Approved:</b>	<b>Disapproved:</b>	<b>Approved with conditions:</b>
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Comments: