



**FACILITIES AND CAMPUS ENVIRONMENT COMMITTEE**  
College of Micronesia–FSM  
P.O. Box 159 Kolonia  
Pohnpei FM 96941

---

## Action Memorandum

01 September 2014

**To:** President Joseph Daisy  
**From:** Dana Lee Ling, Chair, Facilities and Campus Environment committee  
**Re:** Recommendation to convert security personnel on special contract beyond college policy to full time employee status with benefits.

The Facilities and Campus Environment committee on the twenty-second day of the eighth month of two thousand and fourteen made a recommendation that security personnel who have been retained on special contract beyond the college policy for special contracts be converted to full time employees with benefits.

This matter came into the committee from the Chuuk campus in the following form on the agenda:

*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."*

The minutes reflect the following summary of the discussion of this matter:

*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.*

During the discussion the chair was made to understand that this matter has been raised more than once by the director with the appropriate vice president. The chair was asked by the committee to take this matter directly to the president.

Although Chuuk campus asked about both security and janitorial personnel, the discussion in the committee meeting focused on security personnel. The committee was made aware that while some janitorial personnel are full time employees, others are working for a contractor. The chair is aware that outsourcing janitorial services is a fairly standard practice and there may be reasons to keep that arrangement on some sites. Discussion in the committee centered on the security personnel and not on the janitorial personnel. Wherein janitorial staff are being retained on special contract beyond college policy, those staff should be converted to full time status.

The committee discussion noted that security personnel must have special training in order to support student learning and to properly handle incidents that fall under the Clery act and Megan's law. Security personnel at an institution of higher learning need to react differently than security personnel in other work places. The college has unique responsibilities towards the students, especially the residence hall students, that requires security personnel to act both as security officers and guardians of the students. In light of the above and of the cited breach of college policy, the committee recommended that the security personnel be converted over to full time employees with benefits.