

<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>	
21 Aug 2015	13:00	Board Conference Room	
<b>Members Present</b>			
<b>Titles/Reps</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>
Chair	Michael Muller	X	
Vice Chair	Romino Victor	X	
Secretary			X
Chuuk maintenance	Benjamin Akkin	X	
Chuuk faculty	Florante Ygana		X
National faculty	Don Buden	X	
National faculty	Reynaldo Garcia	X	
National faculty	Roldan Laguerta		X
National faculty	Ringlen Ringlen		X
National staff LRC	Bruce Robert		X
National staff IT	Christopher Gilmete		X
National staff	Fredson Ardos		X
Pohnpei faculty	Cindy Pastor	X	
Pohnpei faculty	Nestor Mangubat	X	
National maintenance			
Yap maintenance	Moses Faimau	X	
Pohnpei faculty	Jean Ranahan	X	
FSM-FMI maintenance	Christopher Igem		X
Kosrae campus staff	Palik Sigrah		X
Kosrae campus staff	Hiroki Noda		X
Kosrae ex-officio	Kalwin Kephass		X
SBA representative	Darla Simina		X
Ex officio/non-voting	Francisco Mendiola	X	
Ex officio/non-voting	Warren Ching		X
Secretariat listing	Verma		X
Secretariat listing	Nestor Mangubat	X	
Secretariat listing	Salba Silbanuz	X	
Secretariat listing	Bruno Barnabas		X
Secretariat listing	Castro Joab		X
Secretariat listing	Marlou Gorospe		X
Secretariat listing	Ikoli Ilongo		X
Secretariat listing	Rafael Pulmano	X	
Secretariat listing	Edmund Woguth		X
Secretariat listing	Paul Gallen		x
Secretariat listing	Nokar Miuty		X

Additional Attendees													
Dr. Dana Lee Ling	Dr. Dana was present at FCE meeting.												
Agenda/Major Topics of Discussion:													
<ol style="list-style-type: none"> <li>1. Call to order</li> <li>2. Approval of the minutes of our last meeting (May 1, 2015)</li> <li>3. Review of the terms of reference</li> <li>4. New business               <ol style="list-style-type: none"> <li>a. Meeting schedule                   <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Fall</th> <th style="width: 50%; text-align: center;">Spring</th> </tr> </thead> <tbody> <tr> <td>August 21, 2015</td> <td>January 8, 2016</td> </tr> <tr> <td>September 18, 2015</td> <td>February 5, 2016</td> </tr> <tr> <td>October 16, 2015</td> <td>March 4, 2016</td> </tr> <tr> <td>November 13, 2015</td> <td>April 1, 2016</td> </tr> <tr> <td>December 11, 2015</td> <td>April 29, 2016</td> </tr> </tbody> </table> </li> </ol> </li> <li>b. Introduction of a Disaster Awareness and Preparedness Week, presented by the Director of Maintenance Francisco Mendiola</li> <li>c. Need for an amendment to the facilities fee policy</li> <li>d. Election of a new secretary</li> <li>e. Discussion of VP Frankie Harriss questions</li> </ol>		Fall	Spring	August 21, 2015	January 8, 2016	September 18, 2015	February 5, 2016	October 16, 2015	March 4, 2016	November 13, 2015	April 1, 2016	December 11, 2015	April 29, 2016
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5. Adjournment													
Discussion of Agenda/Information Sharing:													
<ol style="list-style-type: none"> <li>1. The meeting begins 13:00PM</li> <li>2. The minutes from our last meeting (May 1, 2015) were approved.</li> <li>3. The terms of reference were <u>not changed</u> (<b>5</b> or more members is still a quorum).</li> <li>4. There was no training provided for the FCE chairman, since we are waiting for all committees to elect their officers first.               <ol style="list-style-type: none"> <li>a. A motion was made and voted on to take minutes which reflect only <u>actionable agenda items</u>, selected <u>discussion items</u> (as requested by members), and <u>recommendations</u>. The FCE committee will meet <b>once a month</b>. All of these motions were seconded, voted on, and passed unanimously.</li> <li>b. Introduction of a <b>Disaster Awareness and Preparedness Week</b>, presented by Director Francisco Mendiola. This would happen the 1<sup>st</sup> week of September. The Deans of Campuses would report back to the President.                   <ul style="list-style-type: none"> <li>• A motion was made to adopt an Emergency Preparedness Week. It was seconded, voted on, and unanimously passed.</li> </ul> </li> <li>c. Need for an <b>amendment to the facilities fee policy (BOARD POLICY No.</b></li> </ol> </li> </ol>													

**7001.a).** This fee disappeared from maintenance and it was used to make up for short falls in our budget. Under the proposed amendment, the Comptroller shall ensure that the funds generated from the facilities fee are **allocated exclusively for building maintenance, repairs and renovations, repair and replacement of air condition unit, and procurement of materials for building maintenance.**

- It has been moved as amended, based on additional changes suggested by Mr. Pulmano. The motion was then voted on and unanimously passed.

d. **No secretary** was elected.

e. The Council of Chairs still stands at this point in time. Committee members were asked if they want their chair to serve on the Executive Committee (EC).

The meeting adjourned at 1:40PM

**Handouts/Documents Referenced:**

- Agenda for FCE Aug 21 Meeting.pdf
- COMFSM\_AP2200.pdf
- COMFSM\_BP2200.pdf
- COMFSM\_BP7001.a.docx
- COMFSM\_BP7009.docx
- Committee\_Gov\_Survey\_2015-1.pdf
- FCE 2015 05 01 Minutes.docx
- FCE Terms of Reference.pdf

**Prepared by: Romino Victor**

**Date Distributed:**