

Committee Minutes Reporting Form		
Committee or Working Group		<i>Facilities & Campus Environment</i>
Date	Time	Location
Oct. 16, 2015	13:00	Board Conference Room
Members Present		
	Titles/Reps	Names
1.	Chair (National Campus Faculty)	Michael Mueller, <i>present</i>
2.	Vice Chair	Romino Victor, <i>absent</i>
3.	Secretary	<i>none</i>
4.	"Ex-Officio Member "- Director, Maintenance	Francisco Mendiola, <i>absent</i>
5.	Chuuk Maintenance	Benjamin Akkin, <i>present</i>
6.	Chuuk Faculty	Muity Nokar, <i>present</i>
7.	FMI Maintenance	John G. Giltamngin, <i>present</i>
8.	Kosrae Campus Faculty	Teodoro Bueno, <i>present</i>
9.	Kosrae Campus Faculty	Lyte Chapap, <i>present</i>
10.	National Campus Faculty	Don Buden, <i>present</i>
11.	National Campus Faculty	Reynaldo Garcia, <i>present</i>
12.	National Campus Faculty	Roldan Laquerta, <i>present</i>
13.	National Campus Faculty	Ringlen Ringlen, <i>present</i>
14.	National Campus Faculty	Ikoli Ilongo, <i>present</i>
15.	National Campus Faculty	Paul Gallen, <i>present</i>
16.	National Campus Faculty	Rafael Pulmano, <i>absent</i>
17.	National Campus Security	Warren Ching, <i>absent</i>
18.	National Staff LRC	Bruce Robert, <i>absent</i>
19.	National Staff IT	Christopher Gilmete, <i>present</i>
20.	National Staff CRE	Fredson Ardos, <i>absent</i>
21.	National Maintenance	Alfred Olter, <i>absent</i>
22.	National Recreation	Castro Joab, <i>absent</i>
23.	National Campus Residence Hall	Marlou Gorospe, <i>absent</i>
24.	National Campus Recreation	Loatis Seneres, <i>absent</i>
25.	Pohnpei Faculty	Cindy Pastor, <i>present</i>
26.	Pohnpei Faculty	Nestor Mangubat, <i>present</i>
27.	Pohnpei Faculty	Romino Victor, <i>absent</i>
28.	Pohnpei Faculty	Jean Ranahan, <i>absent</i>
29.	Pohnpei Campus Faculty Rep.	Mathew Thiel, <i>absent</i>
30.	Pohnpei Campus Faculty Rep.	Salba Silbanuz, <i>absent</i>
31.	Pohnpei Campus Maintenance	Bruno Barnabas, <i>present</i>
32.	Yap Maintenance	Moses Faimau, <i>absent</i>
33.	Yap Campus	Edmund Woguth, <i>absent</i>

Additional Attendees

none

Agenda/Major Topics of Discussion:

1. Call to order
2. Motion: Approval of the minutes of our last meeting (on September 18, 2015)
3. New business
 - a. Discussion of the *Committee Self Evaluation Survey*: What weaknesses were identified by the survey? Consequently, how can we make improvements to strengthen our committee work?
 - b. Presentations by Cindy Pastor and other representatives of our state campuses concerning their compliance with Std IIIB and ways to improve student retention
 - c. Discussion of the new budget, as presented by Director Mendiola
 - d. Motion: Procedure for collecting the shuttle bus fee, presented by F. Mendiola
 - e. Motion: Procedure for regular *Movie and Open Mic Nights* at the Practice Gym, presented by the chair
 - f. Motion: Need for better attendance at our committee meetings: VP Frankie Harriss has offered to reprimand absent members, if we supply her with our attendance list directly after each meeting.
5. Adjournment

Discussion of Agenda/Information Sharing:

The minutes for Sep. 18, 2015 were approved.

We discussed the *Committee Self Evaluation Survey* and came to the following conclusions:

- 1.) Often our recommendations cannot be followed due to a lack of available funds.
- 2.) We would like to receive more direct feedback on our recommendations.
- 3.) Materials need to be distributed one week prior to every meeting. Members need to come to meetings fully prepared.

Cindy Pastor provided us with an update on Pohnpei Campus and its compliance with Std. IIIB:

- 1.) Is there a need for sirens to alarm the college community in the case of a sudden emergency?
- 2.) **Action Item**: A wall between the gymnasium and the baseball field is unsafe and needs to be stabilized quickly.
- 3.) Chuuk Campus is not in compliance with Std. IIIB due to termite, storm and salt water damage. Leaking roofs need to be fixed before the accreditation team visits the campus.

A formal letter (including cost estimates) was sent to Director Mendiola on Oct. 14, 2015. Although a new campus will be constructed in Chuuk, the old site still needs to be kept safe and functional for the next five to ten years.

Starting on Friday, Oct. 23, there will be a regular movie night in the practice gym. At first, it will be open to all COM dorm students. If successful, it can then be opened up to all students and maybe even the surrounding community. However, there are concerns in regards to safety, security, and littering.

Attendance at our committee meetings has improved, but still needs to get better. An informal email will be sent to absent members by the chair. If that fails to help, VP Frankie Harriss will be asked to contact absentees and remind them of their contractual duties.

Action Item: A work group was formed to research the University of Guam in regards to its practice of dedicating Fridays exclusively to committee duties. Ikoli Ilongo and Ringle Ringle will inform the committee if this model is feasible to eventually be adopted by COM.

The meeting was adjourned at 1.55PM.

Handouts/Documents Referenced:

- **Committee Self Evaluation Essay**
- **Std. IIIB**
- **Proposed Budget for 2017**
- **Minutes for Sep. 18, 2015 FCE Committee Meeting**
- **Attendance Sign-Up Sheet**

Prepared by: Michael Mueller

Date Distributed: Oct. 19, 2015