

<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>	
October 13, 2017	13:00	Board Conference Room	
<b>Members Present</b>			
	<b>Titles/Reps</b>	<b>Names</b>	<b>Remarks</b>
1.	Chair (CTEC Faculty)	Romino Victor	Present
2.	Vice Chair (National Campus LRC)	Bruce Robert	Present
3.	Secretary (CTEC Faculty)	Jean Ranahan	Present
4.	<i>"Ex-Officio Member "- Director, Maintenance</i>	Francisco Mendiola	Present
5.	Security	Sakios Mesiap	Present
6.	Chuuk Maintenance	Benjamin Akkin	Present
7.	Chuuk Faculty	Muity Nokar	
8.	Kosrae Campus Staff Rep	Teodoro Bueno	Present
9.	Kosrae Faculty	Tara Y. Tara	Present
10.	Kosrae Campus Staff Rep	Lanson Alik	
11.	National Campus Faculty	Don Buden	Present
12.	National Campus Faculty	Reynaldo Garcia	Present
13.	National Campus Faculty	Ikoli Ilongo	
14.	National Campus Faculty	Rafael Pulmano	Present
15.	National Campus Faculty	Susan Moses	Present
16.	National Campus Faculty	Michael Muller	Present
17.	National Staff IT	Christopher Gilimete	Present
18.	National Maintenance	Amirhter Thozes	
19.	National Campus Residence Hall	Marlou Gorospe	Present
20.	National Campus Residence Hall	Loatis Seneres	
21.	CTEC Faculty	Cindy Pastor	Sick leave
22.	CTEC Faculty	Nestor Mangubat	Present
23.	CTEC Faculty	Salba Silbanuz	
24.	CTEC Maintenance	Bruno Barnabas	Present
25.	CTEC Staff	Edwin Sione	
26.	Yap Campus Staff	Steven Young-Uhk	Present
27.	Yap Campus Staff	Moses Faima	Present
28.	FMI	John Giltamngin	
29.	SBA Representative	Hiromi Taulung	

<b>Additional Attendees</b>	
<i>None</i>	

### **Agenda/Major Topics of Discussion:**

1. Call to order
2. Approval of Minutes of Last Meeting (Sept 15,2017)
3. Old Business
  - a) Term of Reference
4. New Business
  - a) IDP updates ( Director Mendiola)
  - b) Major repairs and Renovations update
5. Updates from State sites
6. Miscellaneous
7. Adjournment

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

1. The meeting was called to order at 1:01 PM.
2. The minutes of last meeting (Sept 15, 2017) were amended and approved as amended.
3. Old Business

Terms of Reference - Members discussed and approved changes to the duties of secretary and chairperson and noted needed corrections. The chair reported that we must delay completing revisions to the TOR until after discussions with the VPIEQA. We need clarification on how to organize the Communication Schematic now that maintenance and security are in separate offices.

There was a suggestion that the membership requirement be changed to include one maintenance representative and one security representative from each site. The chair will check with the VPIEQA.
4. New Business
  - a) COM-FSM Infrastructure Development Plan Update ( Director Mendiola)

A meeting was held with US Army Corp of Engineers (USACE) on Sept. 27, 2017. USACE were dispatched by Office of Insular Affairs (OIA) to review FSM-PMU and State PMO offices operational status and projects status. USACE representatives indicated that OIA is requiring that all project documents have to be reviewed and stamped by USACE before any project can be funded. USACE wish to provide training for project management staff and perform technical review of all design documents.

Beca is proceeding with final design work for Pohnpei Campus classroom and shop buildings and National Campus Student Services Center. Designs are scheduled to be completed mid-November. Change Orders have not yet been approved.

Dannis Lorrin, Electrician from National Campus went to Kosrae to train and assist Kosrae Campus maintenance staff in the installation of LED lights. They completed mostly classrooms and improved quality of lights about 75%. About 40% (225 tubes out of 566) of the total were installed shortage of manpower and of fixture lamp holders were problems.

LED lights installation in progress at PNI campus.

b)Major repairs and Renovations update

Five years maintenance plan is being updated and will be released next week.

Yapese traditional sailing canoe has been received and is proposed to be installed next to the flagpole in front of the main parking lot at the National Campus. The Yapese Community in Pohnpei will be constructing the canoe house in that location.

5. Updates from State sites

Chuuk has new fixtures for the LED lights.

Yap requests to know when they will have LED lights installed. Director will talk with VP and will check the budget.

Kosrae is waiting for holders and fixtures for new LED lights. Director will inform regarding procurement.

Kosrae requests new 4 wheel drive vehicle for back up as stipulated in replacement plan. Kosrae will email the director a written request and justification for the vehicle.

6. Miscellaneous

At National Campus mini buses remain parked in the main parking area for long periods of time taking up prime spaces. Suggestion was made that the minibuses park further to the back of the lot.

In response to a question regarding how supervisors are informed of committee attendance and specifically of justifiable absence from meetings, the chair will ask the VPIEQA.

The November meeting of FCEC is cancelled due to the Veterans' Day Holiday.

7. The meeting adjourned at 1:46.

**Handouts/Documents Referenced:**

Working copy of FCEC TOR.



**Prepared by: Jean Ranahan**

**Date Distributed: 10/18/17**

**Date Approved: 12/8/17**