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| **Committee Minutes Reporting Form** |
| **Committee or Working Group** | *Facilities & Campus Environment* |
| **Date** | **Time** | **Location** |
| 09/07/2018 | 13:05 - 13:46 | President Conference Room  |
| **Members Present** |

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

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| **Additional Attendees** |
| *None* |  |
| **Agenda/Major Topics of Discussion:** |
| 1. Call to order
2. Approval of Minutes of Last Meeting (April 27,2018)
3. New Business
4. Election of Officers
5. IDP project updates
6. Miscellaneous
7. Adjournment
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| **Discussion of Agenda/Information Sharing:**  |
| 1. The meeting was called to order at 1:00 by Vice-Chair Bruce Robert
2. The Minutes of Last Meeting (April 27, 2018) were approved
3. New Business
	1. Election of Officers. Maintenance Director Mendiola brought up the issue regarding how many years should an officer serve and if there is any information in our TOR regarding that information. And Benjamin from Yap campus indicated that in the current TOR, under “membership” each officer is given one year to preside as officer. Director Mendiola questioned that if there was ever a discussion for the issue of officers standing two years or so. He suggested that officers and members check the TOR and past minutes for such information. All members moved and 2nd that the “Election of Officers” be postponed until the next meeting so officers with other members can investigate this issue.
	2. IDP Project Updates. Maintenance Director Mendiola shared with the committee members the “**Maintenance and Facilities**” updates. See attached 4 pages document regarding his report and updates. In addition to the report and updated information: “Funds for Construction Management has been approved. Duplicate Student Center for Kosrae Campus.” Other works for National Campus and Pohnpei campus soon to start such as “demolition of the CTEC Technical building.”
4. Miscellaneous.
	1. IDP project updates continues.
		1. Updates from Chuuk Campus. It was reported by Mendiola that all “Chuuk Campus project has not approved yet”. Another question asked was that if there is budget in the Maintenance budget plan for repairing canoe, and the answer was “no”.
		2. Updates from Yap Campus. Steven asked if Dannis is going to Yap anytime to look into some projects there during the site visit.
		3. Updates from Kosrae. Director reports that there will be some building roofing, LED installation, and few electrical palest for lighting.
		4. For CTEC. Lower campus parking spaces needed. Lower campus needs more space designation for buses. Needs 2 buses for Education use and 1 for Marine Science use.
		5. A question was asked by one member regarding what would happened to those members who are constantly absent from meetings. Chairperson is tasked to look into the problem and report back.
5. Adjournment: The meeting adjourned at 1:46 pm. The next meeting of the FCE will be in October 5, 2018, same time. Venue: President’s Conference Room.
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| **Handouts/Documents Referenced:** |
| **MAINTENANCE AND FACILITIES REPORT BY DIRECTOR MENDIOLA****MAINTENANCE AND FACILITIES:****New Projects:** **As of August 21, 2018, JECMO approved funds the following COM-FSM Projects.**1. Predesign funds for Teaching Clinic at National Campus.
2. Predesign funds for Kosrae Campus Multi-purpose Building.
3. Funds for Construction Management.

Unfortunately Chuuk Projects were not approved by JEMCO.**Demolition of CTEC-Trio Program Building:**Four contractors showed up for the pre-conference meeting and site visit on Monday, Sept. 3. Bids for this project are due September 21, 2018.**FY 2017 Projects (National Campus Student Center and Pohnpei Campus Technical Building and Infrastructure upgrade).****Design Contract with Beca:*** Beca design work has been completed as of July 27 and forwarded to USACE for ITR.
* **Construction Management Services:**

Seven proposals have been submitted to FSM PMU for the Construction Management Services. Amorient has been selected and have submitted its financial proposal and is being reviewed by PMU.**BECOS: (Biddability, Environmental Compliance, Constructability, Operations and Sustainability)*** Maintenance Office is charged with environmental clearance compliance, operations and sustainability review. Documents for Land and EPA has been compiled including budgetary support documents.
* Biddability and constructability review will be contracted to other engineering firms.

**US Army Corp of Engineers (USACE):** * Work Agreements #2 amounting to $75,000 for the ITR (Independent Technical Review) with USACE has been approved by FSM President. The request for Grant Award for this Work Agreement is being processed.

**FY2018-19 Projects were submitted to FSM PMU for review and approval by JEMCO in the last August 2018 meeting.** * The college legal counsel has been task to work with Mr. Redley Killion and Chuuk State AG on Land issues surrounding the Chuuk Campus Site at Nantaku.
* The design for the Chuuk Campus access road was completed in 2001 by Winzler and Kelly Consulting Engineers, however due to the land dispute, the project was suspended. The Director of Maintenance is communication with GHD Engineering Firm in Guam who bought out Winzler and Kelly Consulting Engineers if they could retrieve the drawing and specification for the project.

**Maintenance:*** The Director of Maintenance conducted his site visited at Chuuk, Yap and FMI Campus in Late May 2018 to inspect condition of facilities and campus vehicles. The result of the site visit will be used to inform the development of the Infrastructure Maintenance Plan. This plan will support the request for use of the Compact Infrastructure Maintenance Funds to supplement the maintenance funds.
* Vehicles were also inspected to determine its condition for replacement to provide safe transportation for students.
* AC Units were inspected to determine its condition and effectiveness in energy reduction efforts.

**National Campus Major Repairs and Renovations:*** Building A & B Classrooms, Faculty Buildings- F and F2, LRC-H, Dining Hall-C, Residence Halls D&E, Bookstore-K.
* Roof cleaning, exterior painting of walls and rails and replacement of Fascia Boards.

**Administration Building-G:*** Rain gutter replacement, roof cleaning, exterior painting of walls and rails and replacement of Fascia Boards.

**Gymnasium-L:*** Repainting of ground floor offices, game rooms and replacement of flush valves in the men’s restroom second floor.

**Covered Walkways:*** Repainting of poles and removal of rain gutters.

**Air Conditioning System:*** All 153 air conditions units where cleaned and serviced during the Spring semester break.

**State Campuses Major Repairs and Improvements:** **FSM-FMI****Cadet Center Building-B:**Renovation to convert two staff housing units to a Cadet Center has been completed. The interior of the building has been completely remodeled and exterior renovated. The New Cadet Center now provides a computer Lab, a pool table and a TV lounge. The building exterior has been repainted, roof replaced, new rain gutters and down spouts replaced.**Cadet Living Quarters Building-A:**The initial contract for the renovation involving, repainting, room fan installation, room locker replacement, bunk bed replacement, restroom repairs and retiling, installation of new ceramic floor tiles has been terminated and is currently being negotiated with another contractor. The termination was primarily due to extended delays and poor quality of work by the contractor.**Buildings A and C (Administration building and Engineering Building):**The contract for the roofs on building A&C have been complete. The projects involved removal of existing roof seal and installation of a new seal material and is warrantied for 20 years. **Pohnpei Campus:**Storm drainage ditches have been constructed at Pohnpei Campus to avoid flooding of buildings at the lower campus. The project was initiated after the emergency management team met and recommended that drainage ditches needed immediate action for improvements. Several trees were also removed to avoid falling on the buildings.Request for bids to demolish the old trio program building has been issued by FSM PMU. Site visit by interested contractors was conducted on September 3. Bids are due on September 21, 2018.**Chuuk Campus:**The following buildings are undergoing renovations at Chuuk Campus. Buildings F-CRE, G-Generator house, I-Computer Lab, J-Student Center and Maintenance Office and Building-K Library.All the five buildings have been substantially completed 95% and contractors are working on the punch list items. Final completion is expected within two weeks.**Power Outages at National Campus:** **DATE: # Outage*** October 2017 - 3
* November 2017 - 9
* December 2017 - 15
* March 2018 - 14
* April 2018 - 14
* May 2018 - 37

**Intercampus Shuttle Service:**Intercampus Shuttle Services was created and approved through BP-7004 in 2016 to help transport students between the National and CTEC campuses.

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| **Number of Bus Passes Sold** |
|   | **School Year 2017** |
|  | **Fall '16** | **Spring '17** | **Summer '17** | **Total Passes** | **Amount**  |
| **No. of Passes** | **378** | **308** | **80** | **766** | **$30,640** |
|   | **School Year 2018** |
|  |  **Fall '17** | **Spring '18** | **Summer '18** | **Total Passes** | **Amount**  |
| **No. of Passes** | **401** | **376** | **172** | **949** | **$37,960** |

Table above showed evidence of the increasing number of students who are taking advantage of the shuttle service each semester. For a fixed fee of $40/student, the college should have collected **$30,640** for School Year 2017 and **$37,960** for School Year 2018. **183** more students have taken advantage of this service since school year 2017.**Staff Development:**The following are National and CTEC maintenance staffs who attended an **OSHA Compliant** trainingsin June 2018 in the area of First Aid/CPR, Hazardous Material Handling, Heavy Equipment Operator Safety and Electrical Safety. Training was conducted by Trainer, Mr. Davey C. Doby of **Professional Training Technology, Inc.** based out of Tamuning, Guam. Upon completion of training, each participant received a certification which is valid for 3 years. * Hazardous Material Handling: Stanley Fredrick, Amirihter Thozes and Bruno Barnabas.
* Heavy Equipment Safety Training: Alfred Olter, Santrigo Paul and Felix Nick.
* Electrical Safety: Nicholas Harris, Augustine Augustine, Jimmy Silbanuz, Dannis Lorrin, Scott Lemuel, Nelsiro George and Naynard David (not in pix).
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| **Prepared by:** Bruce E Robert |  | **Date Distributed for Review:** Sept. 19, 2018 |  |
| Vice-Chairman |  | **Date Approved:** |  |