College of Micronesia – FSM

Committee (Working Group) Minutes Reporting Form

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| Committee or Working Group: |  |

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| Date: October 19, 2012 | Time: 1PM | Location: National campus |
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| Members Present: |
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| Additional Attendees: | Director Francisco Mendiola |

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| Agenda/Major Topics of Discussion: |
| Old business :   * Raphael Pulmano accepts the position of vice chair of our committee. * *Consideration of the TOR for possible approval.*   TOR discussion included concern over committee size and attendance. The chair asked that the Council of Chairs be authorized to tackle issues of appropriate committee size, attendance policies, membership lists, protocol for joining/leaving a committee, designation of a responsible party to hold the official membership lists, substitionary duties such as advising a student group or coordinating a program counting in lieu of committee work, and so forth.   * *At the September 7th meeting the committee discussed the problem of people making noise outside of office windows. This discussion led directly to a discussion of study spaces on campus. While the president spoke of the possibility of locating a study area between F2 and B buildings, post-meeting discussions with faculty indicated concern that noise would impact classes in the B building. The chair suggested looking at the west end of the B building or the east end of the A building.* This item generated the following comment from a faculty member in response to my call for agenda items for 19 October:  “I know that I am not the appropriate person to bring this budget item request to your attention for funding, but I think it has been ignored for too long. I am requesting your good committee to include a budget item for a student center. I don't how much it will cost, but you can ask the maintenance people to give you an estimate. I feel sorry for the students because they are using the covered walkway for studying or just waiting for their classes. I wonder if this is the best that our institution can offer, being that we claim to be student-centered.”   Another employee noted:  “When Sue Caldwell was here she requested that a study space be constructed as an annex to the LRC. At that time the VPIA did not support this. Several students have also discussed this matter with me regarding the need for a better study environment and space because the current library traffic to the computers causes distraction. We need a large, silent, and cool space similar to the NZ room.” * *Has there been any progress on the study spaces matter? What options are affordable short term? What options exist long term?*   The Director of Facilities, Maintenance, and Campus Security (DFMCS) noted that benches are planned, but not yet funded. There is no funding to build huts or install benches at this time.*Is there any change in this status on the benches?*  Director Mendiola noted that the planning for and construction of study space structures can precede the completion of the space utilization and facilities master plan report - the "BECA" report. Installing benches will, also, be explored, although considerations of noise and betel nut impact must be taken into account.   * *The ESS instructor requested that the following work be done on the weight room*: *a. replace windows with something similar to, but more durable than glass; b. repaint walls;  c. improve of the pathway perhaps by putting some rocks down to prevent mud or dirt from going inside the room;  d. other things not mentioned, if need arises.*   Director Mendiola said that a request should be made through the VPA, so repairs can be made.  The manpower is available, only supplies are needed to make the necessary repairs.   * *Was a request made to the VPA and, if so, what is the status of that request?  The same building is leaking water in some places - including the IT area. What is the status on roof repairs and general building maintenance?*     The IT roof is fixed. Full funding of the renovation and maintenance projects for last year and this year will cost $403,000. The college plans to request support from the "IMF" (Compact Infrastructure Maintenance fund, not International Monetary Fund!). Under the infrastructure sector the college can tap into these monies, contrary to what was previously understood to be the case. The $403,000 would cover work on all sites except FSM-FMI because FSM-FMI has not submitted a list. The director will be traveling to Yap to work on that list which is on the agenda.   * *The committee recommended on April 27 that the administration explore charging a facilities fee. On July 6 no information on this item was available. On September 7 the president noted that JEMCO will fund maintenance and suggested a fee might not be necessary. The chair presumes that since then the understanding has changed as the DFMCS has indicated he is working on a draft fee proposal with a proposed BOR landing time frame of December.* * *Current proposal:  It is the policy of COM-FSM to establish a fee for use of college facilities by students to generate funds to supplement the cost of the operations and maintenance of facilities.                                    Fall Spring Summer Proposed fee schedule per student per term:    $125.00     $125.00 $50.00*   The chair recommended that the specific fee be moved into an appendix which would permit the committee to act on the policy while the college works out the details on the fee amount.   * *At the September 7th meeting the DFMCS noted that budget constraints prevent doing more with the landscaping. The chair had noted that unless a program were to "adopt" the campus outdoor environment, little was likely to occur. Related to this old business item, the request for agenda items for the meeting of October 19 included requests to clean up and beautify the campus. These requests, also, expressed a desire for an outdoor campus environmental policy - a "green" policy – to be enacted.* The YES! student organization may get involved in planting trees. The chair noted that he had worked on a policy framework that centered the campus environmental policy on a structured learning program back in 2008. This framework remains available for viewing at: [http://www.comfsm.fm/~dleeling/mapp/08/mapp08-07000.html](http://www.comfsm.fm/%7Edleeling/mapp/08/mapp08-07000.html)   and was part of a larger effort to demonstrate an online MAPP: [http://www.comfsm.fm/~dleeling/mapp/](http://www.comfsm.fm/%7Edleeling/mapp/)   * *Did the hand crank siren arrive?* Yes, and they are soon to be tested. * *Did the generator for F, G, and H buildings arrive? The current F,G,H buildings generator would be shifted to power D, E, and K buildings.)*   The generator will arrive next week or early next month. The 90 (kW) generator in Chuuk might be redeployed to Pohnpei. * *The generator for the IT shop had not been ordered as of September 7th. What is the status of that generator now? Where in the process of construction is the new server building?*   The director indicated that there were not plans at present to place a generator down at the IT shop. * *As of September 7th the college had not yet reached out to the FSM Office of Emergency Management to coordinate emergency plans with that office. Is this still the status? This item goes back to spring 2012. Is there some particular reason the college does not need to meet with the Office of Emergency Management?*   This meeting still has not occurred. The director suggested that further work on our own plan had to precede a meeting with the FSM. * *Time constraints on September 7th prevented our committee from addressing the question as to whether the college is continuing to make progress on matters related to recommendation six on physical resources as cited by WASC.*   The BECA proposal would be an important component of progress on these matters. * *Was a location of the Step-Up laboratory secured? At the September 7th meeting the short answer was no. The longer answer was that possible space is believed to exist as a result of CRE vacating one wing of the old Pohnpei campus dormitory. Did that come to pass?*   The director professed not to have knowledge of a Step-Up laboratory request and asked that whoever is in charge of the Step-Up program file a facilities request form. The space vacated by CRE is not usable as that section is structurally unsound. * *What is the status of the Chuuk permanent site? (The chair has long ago lost the notes, but this was a question that has been asked in one form or another since circa 1993. Next year a twentieth anniversary party ought to be held for the longest unsettled matter at the college. Please forgive the chair’s sarcasm, but this question begs to be answered).*   This question is stalled at this point behind both the acquisition of infrastructure funding issues and the outcome of master facilities plan proposed by BECA. * *Which of the following recommendations that came out of the ERP exercise were approved? Are any being implemented?  ERP exercise recommendations included: a. installation of typhoon shutters which should be considered for the administration building, faculty offices, computer laps, dispensary and bookstore building to reduce facilities securing time and cost of storing lumber and plywood;  b. a generator for the well pump which needs to be considered to keep the water supply running on campus during the typhoon and recovery period;  c. a generator fuel storage tank which is also needed to store sufficient fuel throughout the typhoon and recovery period;  d. a 20 foot container to store emergency supplies and equipment that’s also needed for storage and security.  e. the development of a list of supply needs by each office for the emergency situation that should include materials and supplies such as plastic sheets, canvas and ropes, to protect the property of the college from rain and wind damage.* These recommendations were submitted to the VPA. No specific action has been taken to date. The director recommended that the emergency management teams should be automatically convened when the weather service announces a storm watch. Waiting for a storm warning is waiting too long. By the time a warning is issued time is running too short to take effective emergency action. * *The rest of items on our agenda were not addressed due to time constraints*.   New business:   * *There is an item concerning a parking lot fee for the main parking lot. How much per month should be charged? What about visitor’s exemptions - special parking slots set aside?*  Not addressed due to time constraints.      * *Information item: A master facilities plan with a space utilization audit has been proposed by BECA. Outside funding is thought to available.* * An item from Chuuk regarding the status of A/C units for Building C arose concerning a purchase order. It was resolved by noting that VPCRE. PO is in business office as of yesterday. * Another item from Chuuk involved vehicles for Chuuk campus. The directive is to only survey the non-operational vehicles at this point. * *IMF funds for:* Not in IMF list at this time. 15000 (available?) for roofing only. *a. major renovation for Dean's office  b. parking area  c renovation for student center  d. maintenance shop/office*   The money is not in the IMF list at this time. $15000 (available?) for roofing only.   * *Information item: A request to remove the F2 parking lot security shack was sent to the committee. Chief of Security has noted that a work order to demolish said shack has been submitted.* * *The networking lab is too small for the networking class - not to mention that the room would not meet the standards for accreditation. I have 10 students per class time and even with that small number of students, we are crowded and tight inside the classroom. This, obviously, is not conducive to learning. Through what channel should a request for a larger room be made?*   This request goes up from the chair to the VPIA. * *The small office here at the back of the business computer lab has no restroom and from time to time the faculty members have to use the student's rest room. The student's rest room is not very sanitary, but faculty members have to use the student's rest room because of its proximity to the office. Would it be possible for the college to provide a space 1.5 meters wide in the office and install a restroom? Some of the big cabinets (and tables as well) could be removed and replaced with smaller ones.  Who should make this request and to whom would this request be made?*   Again, it’s the same; the chair should take it up to the VPIA who then works with the VPA. |
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| Discussion of Agenda/Information Sharing: |
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| Comments/Upcoming Meeting Date & Time/Etc.: November 16, 2012 at 1pm |

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| Handouts/Documents Referenced: |
| * none |

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| College Web Site Link: |
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| Prepared by: | *Cindy Pastor* | Date Distributed: |  |

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| Approval of Minutes Process & Responses: |
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| Submitted by: |  | Date Submitted: |  |

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| Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities: | | | | |
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| Action by President: | | | | |
| Item # | Approved | Disapproved | Approved with conditions | Comments |