

**College of Micronesia FSM**

<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>
18 October 2013	13:00	Board Conference Room

<b>Members Present</b>			
<b>Titles/Reps</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>
Chair	Dana Lee Ling	X	
Vice Chair	Raphael Pulmano	X	
Secretary	Cindy Pastor	X	
CRE representative	Jackson Phillip	X	
Chuuk staff maintenance	Benjamin Akkin		X
National faculty	Don Buden	X	
National faculty	Reynaldo Garcia		Excused - medical
National faculty	Roldan Laguerta	X	
National Staff LRC	Bruce Robert	X	
National maintenance	Alfred Olter	X	
National faculty	Ringlen Ringlen	X	
Pohnpei faculty	Semens James	X	
Pohnpei faculty	Jean Ranahan	X	
Yap staff maintenance	Moses Faimau	X	
FSM-FMI maintenance	Christoper Igem	X	
Ex officio/non-voting	Francisco Mendiola	X	
Ex officio/non-voting	Warren Ching		X
<b>Additional Attendees</b>			
<b>Agenda/Major Topics of Discussion:</b>			

- Approval of minutes from 20 September 2013
- Old business
  1. Update on status of recommendation to place gates in FSM-China Friendship Center ground level hallway to secure ground floor at night.
  2. Update on plans for Pohnpei campus *nahs*. *Nahs* has now been completely razed. What are the plans for the site?
  3. In response to my request for an update on the student code a meeting was immediately convened. Jugglers can spot dropped balls even before the missed catch. FCE has discharged responsibility for this recommendation, but does trust that the administration will keep the committee informed on progress.
  4. BECA update, if any.
- New business
  1. Is there money to have the parking lot lines in the lot of the new faculty building repainted? Perhaps if the lines were more easily seen, many cars would not be taking up 1 and 1/2 spaces per day.
  2. Comments on the recommendations made by the committee secretariat?
  3. Chuuk campus water situation: "The water is NOT clean for drinking. We buy drinking water for the students, which is a problem because FY14 budget is not available yet so we don't have funds for drinking water. The water tanks we have store and supply water to the restrooms."
  4. Comments on the recommendations made by the committee secretariat?
  5. Update on CCTV policy
  6. There is an urgent need at Pohnpei Campus to build a covered walkway between our two parallel buildings (main administration building and the long one that has classrooms, Gear Up, HTM Office, English Office, Blue Plate, etc. - GB

**Discussion of Agenda/Information Sharing:**

It was moved, seconded and unanimously voted to approve our last minutes.

New Business

1. The recommendation to place gates in the FSM-China Friendship Center ground level walkway is on a list of projects that awaits identification of funding.
2. The razing of the Pohnpei campus *nahs* was apparently due, in large part, to excessive noise created within it, which disrupted teaching nearby. Non-productive/undesirable behavior was, also, occurring within the *nahs*.. A member noted that the demolition has left the walkway gate locked, thereby blocking pedestrian traffic from its use.

This has flooded the main parking lot entry area with pedestrian traffic. The combination of cars and overflow of students is an accident waiting to happen. It was stated today at our meeting (but never promulgated to faculty/staff at Pohnpei) that there is a plan in place to build smaller huts and scatter them around campus.

[Clarification submitted after the meeting by a Pohnpei campus member: At the Pohnpei campus-wide faculty meeting (9/6/13), Dean Grilly Jack mentioned that since the *nahs* has been torn down, the students didn't have a place hang out. So, after the *nahs* was mostly torn down, he suggested several smaller *nahs* be built in different locations. He, also, said that he had asked for the names of builders who build *nahs*. But then a faculty member suggested that the *nahs* be organized the way they are at Palikir, i.e. different student groups have their own *nahs*.]

The chair noted that any facilities committee member can and should request an appointment with their campus dean or director for clarification on facilities projects. The chair noted that, technically, any employee can request an appointment with an administrator on issues that concern them, and certainly facilities committee members would have a special responsibility to follow up on facilities issues on their own campus. The chair suggested that the Pohnpei campus FCE members request a meeting with the dean and inquire about plans regarding the *nahs* area and other study areas for students. In the meeting the director of maintenance and the projects manager both noted that the work being done on the Pohnpei campus is being done under the aegis of the campus dean and is not being done through their office.

3. A meeting was convened by student services members to continue to flesh out the student conduct code. No further specific written information was available to the committee at this time.

4. While the BECA final draft report has not been released, BECA has shared the results of the space utilization study. The study showed a utilization rate of 60% to 65% system-wide. Below 50% would denote under-utilization; above some unspecified percentage over 65% would denote a need to expand infrastructure. 60% to 65% utilization is apparently a reasonable space utilization level.

The BECA report will note that some campuses, notably Yap, Kosrae, and Pohnpei, have facilities issues with some of their buildings. The report is, also, likely to recommend that the college start planning for a move from the current leased site in Chuuk to the permanent site owned by the college.

The energy audit was hampered by a lack of building-by-building energy data for some of the state campuses. The report will recommend gathering building level data for the state sites. This data exists for the national site and is tracked building-by-building on a monthly basis. Data collectors are being urged to gather more detailed data including energy consumption and log in finer detail than just the overall monthly data.

#### New Business

1. The request to repaint the parking lot lines was reported to the director of maintenance.

2. Comments were entertained on the recommendations from the secretariat. The chair requested, given the limited time of the meeting, that the committee focus on the two that the secretariat had asked be considered for immediate adoption:

Recommendation One: Committees should elect their vice-chair with the understanding that the

vice-chair will automatically become the chair the following year.

Recommendation Two: Committees must hold elections at the same time of the year to prevent disruption to the Council of Chairs.

The general sense of the committee was that the committee did not support the first recommendation. The committee expressed concern over loss of continuity for ongoing institutional issues and disruption in committee leadership. The chair noted that as the committees were the participative governance side of the college ~~house~~-establishment; thwarting the choice of a committee to choose its chair by open and free election was contrary to the spirit of participatory governance. A committee should be permitted to make the free choice of its chair. [At least one committee this year is led very ably by a veteran employee even though that chair is also a new member to that committee. Recommendation One would also have prevented that employee from being the chair of a committee that he is now leading in an active manner.] The committee did not have time to consider the other recommendations at this meeting.

3. The committee expressed the viewpoint that safe, clean drinking water for the students was a safety and health issue of the highest priority. The director noted that being a matter of health, the responsibility to provide potable water should be a top priority for the campus director. The director expressed the opinion that money could be found to meet the need for water, that this was a matter of administering and prioritizing. The chair noted that this really wasn't a matter that the committee should be considering; this was something that should be resolved by an administrative decision.

A member noted that CRE had discussed gray water options for toilets and other non-consumable water uses. The member noted that a filter could be used to filter water going in to the rain tanks. The director of maintenance expressed concerns that the amount of dust that exists would lead to rapid clogging of any filtering system. He was not convinced that filtering was a practical solution. The rain tanks, filtered or not, apparently do not resolve the potable water need that will still have to be purchased. Prior to the session, one member had asked whether the college should acquire their own water purification capabilities.

The member also noted that 'first-flush' divergent is another means for cleaning rainwater. In contrast to filtration, first-flush diverts the contaminants (dust, bird droppings, etc.) leaving cleaner water to flow into the storage tank. The system would collect dust, but the system can be cleaned once in a while.

4. Strike this as it is a duplicate of number two.

5. The director of maintenance introduced the CCTV policy. This is the third time this policy has come before the committee. He noted that there had been no significant changes in the policy. A member asked about the retention policy for video footage. The director indicated that video should be retained for 30 days. A member noted that storage limitations, at the present time, constrain retention to 14 days.. The committee suggested language in the policy should be amended to read: "Video footage that is not a part of evidence in an investigation or proceeding will be deleted after 30 days. Video footage that is part of evidence in an investigation or proceeding will be deleted after ten years." The chair noted that this language would also help protect the college from being charged with "destroying evidence" were an external judiciary body to subpoena video material more than 30 days old. The committee moved, seconded and voted on the CCTV policy with the requested amendment that a retention policy be written and added. Five voted to recommend the policy; one voted against recommending the policy; and

three abstained from voting to recommend the policy. The split in the vote is significant: no prior policy has had that many abstentions and no policy has met a vote of nay. The nay vote later sent an explanation for his vote against the policy. The lack of airing those views was strictly the fault of the chair. With time running out and the next meeting 28 days away, the chair called for a motion before canvassing the teleconferenced members.

A member raised a concern that the system at present is being used as an evidentiary and not as means to provide for the preventive capabilities of the Campus Security.

The concerns of the member who voted against recommending the policy are included in a separate section below.

6. The director noted that the long-term plan for Pohnpei campus is for an emergency access service driveway to be installed that will run from the north gate between the administration and classroom buildings, and then continue south to the south campus. A covered walkway would be problematic. The director also noted that Palikir has the highest rainfall. The chair added factual support to this statement, although the numbers cited in the meeting were slightly off. [*As usual, Palikir topped the list of rainfall totals in Pohnpei State during 2012 with 208.41 inches (102% of average). This was the highest annual total rainfall observed throughout Micronesia during 2012.*

*A few miles away at the weather service office in Pohnpei, Kolonia? the*

*rainfall total during 2012 was 162.27 inches (86% of average). -*

[http://www.prh.noaa.gov/peac/peu/2013\\_1st/PEU\\_v19\\_n1.pdf](http://www.prh.noaa.gov/peac/peu/2013_1st/PEU_v19_n1.pdf) Note the "as usual" – Palikir is unusually rainy even for Micronesia. This is a result of wind direction and relatively speaking, the low mountains of Pohnpei. Peak rainfall is not on the windward face, but rather just in the lee of the ridgelines. Not only is there more rainfall in Palikir, but distances between buildings are larger on the Palikir campus.] One member suggested that Pohnpei campus could save significant money by purchasing public use umbrellas and building umbrella stands on both sides of the access-way.

#### **Handouts/Documents Referenced:**

Comments submitted after the meeting on the CCTV policy:

From the discussion, it seems that this policy could possibly be used in an instance of criminal investigation. To hold up in court, however, the policy would have to be more clearly written. As it exists it has some grammar issues that make a couple of the sentences unclear. I can fix grammar, but I cannot write legalese. It has other points that are not clear. Should the college consider having all published policies reviewed by someone with legal background/ legal writing skills?

Here are the errors that I see:

p.1 *Legitimate safety and security purposes for CCTV monitoring include, but are limited to the:*

Should that read: *Legitimate safety and security purposes for CCTV monitoring include, but are **not** limited to the:*

OR Legitimate safety and security purposes for CCTV monitoring include, ~~but~~ *and* are limited to the:

p.2 Upon request by a third party for purposes of criminal investigation will be at the discretion of the Vice President of Administrative Services.

Should that read: Upon request by a third party for purposes of criminal investigation, *permission to view any footage or recording* will be *given* at the discretion of the vice-president of administrative services.

OR ????? (the verb 'will be' needs a subject)

Another point of confusion: Since, *No staff other than the campus security and safety supervisors, director of maintenance and director of information technology may view the camera footage at any time*, why is the vice-president of administrative services appointed to use his discretion regarding letting outsiders view the footage? The vice-president of administrative services is not on the list of people who can view the footage. It would be hard to justify his discretion if he is not allowed to look at the footage himself.

Also is there a contradiction between the first page and the second? p. 1 *Monitoring dark spots, unusual activities, problematic areas.*

vs p.2 *Conduct video observations of public areas that are in plain view of others.*

<b>College Web Site Link:</b>			
<b>Prepared by:</b>	Cindy Pastor	<b>Date Distributed:</b>	
<b>Approval of Minutes Process &amp; Responses:</b>			
<b>Submitted by:</b>		<b>Date Submitted:</b>	
<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities</b>			
<b>Action Items and follow-up</b>			
1.			
2.			
3.			
<b>Action by President</b>			
<b>Item #:</b>	<b>Approved:</b>	<b>Disapproved:</b>	<b>Approved with conditions:</b>
<b>Comments:</b>			