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**FACILITIES AND CAMPUS ENVIRONMENT COMMITTEE**  
College of Micronesia-FSM  
P.O. Box 159 Kolonia  
Pohnpei FM 96941

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Action Memorandum

Monday, August 24, 2015

**To:** Vice-President for Administration  
**Through:** Director of Maintenance, Facilities, and Security  
**CC:** President, Chief of Security, Campus Deans and Directors  
**From:** Michael Muller, Chair, Facilities and Campus Environment committee  
**Re:** Recommendation to amend the “Responsibilities and Procedures” section of the Facilities Operation and Maintenance Fund Policy No. 7001

On August 21, 2015, the Facilities and Campus Environment committee recommended to amend the Facilities Operation and Maintenance Fund Policy No. 7001, as proposed by the Director of Maintenance, Facilities, and Security.

The proposed amendment reads as follows:

**Responsibilities and Procedures:**

It is the responsibility of the President to ensure that the policy is administered to its full extent. The Office of the Comptroller shall establish accounting procedures to ensure that every student registered during the above semesters and after shall be charged with the fees indicated above.

The Comptroller shall ensure that the funds generated from the facilities fee are allocated **exclusively for building maintenance, repairs and renovations, repair and replacement of air condition units, and procurement of materials for building maintenance.**

Amounts generated by the fee from each campus shall be allocated to that particular campus. Beginning in the fall of 2014 and continuing onwards, the Comptroller’s Office shall ensure that these fees are collected from students until such time that the policy is revised. It is the responsibility of the office of the Vice President for Administrative Services and the State Campus Director to enforce this policy.

**Background Information:**

It is the committee's understanding that funds generated from the facilities fee have been allocated to areas not-related to maintenance issues in the past. Since our students are unaware of that fact when they are charged with the facilities fee, the committee finds this practice problematic and questionable. The intention of amending the Facilities Operation and Maintenance Fund Policy is to ensure that all funds generated by the facilities fee are used in strict accordance with the way in which we advertise this fee to our students.