

| Committee Minutes Reporting Form | | | |
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| Committee or Working Group | | <i>Facilities & Campus Environment</i> | |
| Date | Time | Location | |
| February 2, 2018 | 13:00 | Board Conference Room | |
| Members Present | | | |
| | Titles/Reps | Names | Remarks |
| 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 | |
| 6. | Chuuk Maintenance | Benjamin Akkin | approved leave |
| 7. | Chuuk Faculty | Muity Nokar | |
| 8. | Kosrae Campus Staff Rep | Teodoro Bueno | K. Campus Fundraising |
| 9. | Kosrae Faculty | Tara Y. Tara | K. Campus Fundraising |
| 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 | Rafael Pulmano | Present |
| 14. | National Campus Faculty | Susan Moses | Present |
| 15. | National Campus Faculty | Michael Muller | Present |
| 16. | National Staff IT | Christopher Gilimete | Present |
| 17. | National Maintenance | Amirihther 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 | Present |
| 23. | CTEC Maintenance | Bruno Barnabas | CTEC Campus-wide meeting |
| 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 | Hiroimi Taulung | |

| Additional Attendees | |
|---|--|
| <i>None</i> | |
| Agenda/Major Topics of Discussion: | |

AGENDA

1. Call to order
2. Approval of Minutes of Last Meeting (December 08,2017)
3. Old Business
 - a) Approval of Terms of Reference
4. New Business
 - a) IDP updates (Director Mendiola)
 - b) Maintenance Activities Update
 - c) Transportation and Shuttle Service
5. Updates from State sites
6. Miscellaneous
7. Adjournment

Discussion of Agenda/Information Sharing:

1. The February meeting of the Campus Facilities and Environment Committee was called to order at 1:07 by Bruce Robert.
2. The minutes of December 08, 2017 were amended and approved.
3. The Terms of Reference were further amended to correct grammatical and typographical errors. Director Mendiola noted that the Communication Schematic illustrates only one way communication with only one VP included in the schematic. Members decided to postpone approval of the TOR until the chair confirms with the VPIEQA the intended direction(s) of and participants in the flow of communication.
4. New Business:
Director Mendiola reported:

IDP Updates:

- Beca design work has been completed and we are waiting for US Army Corp of Engineers (USACE) to review the designs. At a meeting on January 31, the USACE reported that it will need additional payment before it can do any additional work, including reviewing the Beca designs. Additional funds for the design Change Order have been approved by OIA.
- USACE also reported that it is waiting for \$130,000 for FY 2018 in order to continue administering the project. USACE also needs to be paid for every work agreement (job order) in addition in the \$130,000.
- At the FSM and Office of Insular Affairs (OIA) budget consultation meeting in January, OIA staff reported that the college can use its maintenance budget to match the Infrastructure Maintenance Funds. The college may consider use of IMF in 2019 budget.
- FY2018 IDP project budget in the amount of \$4,252,250 has been approved and a proposed IDP budget for FY2019 has been submitted in the amount of \$9,218,000.
- FSM Department of TC&I recently recruited Mr. Robert Goodwin as Project Manager to head the FSM Project Management Unit Office. This includes managing COM-FSM projects. Mr. Goodwin was with the FSM Department of TC&I for more than 10 years, managing ADP and UNDP projects until the late 1990s.

Maintenance Activities:

- The MITC toilet has been completed and is usable.
- Solar lights have been installed at National Campus to improve safety and security as well as to reduce power consumption. Two solar lights have been installed at the main intersection entering the campus.
- Several maintenance supervisors and staff, including state campus maintenance supervisors and staff, attended a three-day maintenance training program at CTEC. The training was funded by OIA under the Maintenance Assistance Program.
- On February 1st, the President, VPAS, Executive Secretary Ms. Norma Edwin, Maintenance Supervisor Eperiam, and the Director walked the National Campus to inspect the facilities and grounds in preparation for the 25th anniversary. A list of work items has been generated for the maintenance office to address.

Transportation:

- 284 bus passes have been sold at the National Campus while more than 50 have been sold at CTEC.

5. No new updates from State sites
6. Member Pulmano reported that Telecom has been operating on generator power for two weeks now.

There was discussion regarding which office is responsible for surveying furniture and equipment. This was in relation to a concern Member Moses expressed about the National Campus Faculty and Staff Workroom becoming a dumping ground for broken or extraneous furniture and equipment no longer wanted by various offices. Other members noted similar situations at other COM locations. Procedures for disposing of unused items are not clear. For items that have COM-FSM tags and are inventoried somewhere, we may ask for assistance from the office of Procurement & Property Management at National Campus.

7. The meeting adjourned at 2:05 PM

Handouts/Documents Referenced:

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| Prepared by: Jean Ranahan | Date distributed for committee review: 02/19/2018 | |
| | Date Approved: 03/02/2018 | |