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| **Committee Minutes Reporting Form** | | |
| **Committee or Working Group** | | *Facilities & Campus Environment* |
| **Date** | **Time** | **Location** |
| 04/27/2018 | 13:00 | Board Conference Room |
| **Members Present** | | |

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|  | **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. | *“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 | KC College Fair |
| 9. | Kosrae Faculty | Tara Y. Tara | KC College Fair |
| 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 | Division Meeting |
| 14. | National Campus Faculty | Susan Moses | Present |
| 15. | National Campus Faculty | Michael Muller | Present |
| 16. | National Staff IT | Christopher Gilimete | Present |
| 17. | National Maintenance | Amirihter Thozes |  |
| 18. | National Campus Residence Hall | Marlou Gorospe |  |
| 19. | National Campus Residence Hall | Loatis Seneres |  |
| 20. | CTEC Faculty | Cindy Pastor | Present |
| 21. | CTEC Faculty | Nestor Mangubat | Present |
| 22 | CTEC Faculty | Salba Silbanuz | Present |
| 23. | CTEC Maintenance | Bruno Barnabas |  |
| 24. | CTEC Staff | Edwin Sione |  |
| 25. | Yap Campus Staff | Steven Young-Uhk | Micro Games meeting |
| 26. | Yap Campus Staff | Moses Faima | Micro Games meeting |
| 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 (March 02,2018) 3. Old Business   a) Old sign CCM  b) TOR   1. New Business 2. IDP project updates 3. Repairs and Improvements 4. CTEC storm drainage 5. Maintenance office generator. Plans to relocate the generator to CTEC lower campus. 6. Miscellaneous 7. Adjournment | | | | | |
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| **Discussion of Agenda/Information Sharing:** | | | | |
| 1. The meeting was called to order at 1:00 by Chair Romino Victor 2. The Minutes of Last Meeting (March 02,2018) were approved 3. Old Business    1. Director Mendiola reported that he is working on refurbishing and re-installing the Old CCM sign    2. Committee TOR needs further revision of section A on Authority.   The paragraph preceding the schematic should contain the same information as the schematic. The schematic should reflect feedback received after a recommendation is submitted. One suggestion to reflect feedback was to use a circular schematic rather than straight line with one way arrows.  The chair will ask VPIEQA for clarification regarding the process for the committee to receive feedback after a recommendation is submitted.   1. New Business    1. IDP project updates   For details of Director Mendiola’s discussion, see **IDP CONSULTATIVE WORKSHOP REPORT** in **Handouts/Documents Referenced** below.   * 1. Repairs and Improvements   For details of Maintenance and Repairs and funding, see FCE UPDATE (April 27, 2018) in **Handouts/Documents Referenced** below.  Director Mendiola emphasized the need for an orderly procedure. It would be confusing and inefficient to attempt all projects at the same time.  Director will check regarding the one million dollars for Chuuk and will respond to Chuuk’s inquiry.   * 1. CTEC storm drainage   For details of Maintenance and Repairs and funding, see FCE UPDATE (April 27, 2018) in **Handouts/Documents Referenced** below.   * 1. Maintenance office generator. Plans to relocate the generator to CTEC lower campus.   For details of Maintenance and Repairs and funding, see FCE UPDATE (April 27, 2018) in **Handouts/Documents Referenced** below.     1. Miscellaneous: Chuuk inquired why complete spec’s must be submitted for repairs. Director Mendiola responded that the Procurement Director requires complete paperwork with good details. However, Director Mendiola will raise the question again since renovations are different from new construction. 2. Adjournment: The meeting adjourned at 1:55. The next meeting of the FCE will be in August. | | | | |
| **Handouts/Documents Referenced:** | | | | | |
| **IDP CONSULTATIVE WORKSHOP REPORT**  **COMPACT INFRASTRUCTURE PROJECTS:**  FSM-Vice President Yosiwo George opened the workshop with welcoming remarks and stressed the importance of improving the implementation of the IPD projects through collaborative efforts between USACE, FSM PMU and State PMO Offices.  The overall objective of the workshop is to discuss issues relating to the delays in the implementation of IDP projects, status of State PMO offices, remaining unallocated funds amounting to approximately $160,000 million, and USACE involvement in the projects implementation process.  OIA Director of Budget Tom Bussanich and Project Manager Steve Savage were present in the workshop to respond any inquiries raised in the workshop. Director Bussanich also emphasized the need for a team effort between and the FSM, USACE and OIA in moving the projects forward and utilizing the funds more expediently then current process and rate. One of the concerns raised by the FSM parties was the turn-around time for Grant Award Requests, which Mr. Savage replied stating that it takes two weeks if all requirements are met and that the requests are from the President of the FSM.  In regards to USACE, the FSM State representatives were primarily concerned about the role of USACE and their associated costs. USACE plans set up two mirror offices one in Chuuk and another in Pohnpei. Chuuk Office will support Chuuk and Yap States PMO offices while Pohnpei Office will support Pohnpei and Kosrae PMO Offices. Annual Cost is approximately $2,700,000 to cover the Honolulu Office and the two mirror offices in the FSM.  The USACE representatives Derick Chow and Jon Hosaka explained the breakdown of their costs and reasons for having the two mirrored offices. Though there is general consensus and agreement by FSM parties for the two mirror offices, the costs is still remain a concern. However, USACE stated that the cost is high in the initial stage because of the need for the capacity building. The cost is expected to decline when the PMO offices begin to improve their ability to administer and manage the projects. It is their hope that the mirror office will terminate within five years. The FSM requested that the USACE provide timeline for implementation of the plan to support the FSM in the project implementation process.  USACE requires FSM to process payment of the FY2018 support cost before any work can be done and will reimburse the FSM for any unused funds or FSM can opt to use the balance of funds for other work agreements. In the USACE’s initial site visit and meetings with FSM and State PMOs USACE realized a major dilemma in the FSM’s internal process of routing project documents for approval, fund appropriation and processing or payments to consultants and contractor. USACE recommends that the FSM PMU and State PMO review and streamlined the processes to reduce the timeline. USACE encourage the FSM-PMU and State-PMO offices to begin tracking the routing of documents and payments to provide clear data and evidence to address the dilemma.  Additionally USACE requires that FSM PMU and State PMO offices to begin preparing the Bid-ability, Constructability, Operation-ability, Environmentally sound and Sustainability (BCOES) reports to certify that the projects will be executed with minimal risk, can be operated and sustained. This is a certification process that USACE needs prior to submitting its recommendations to OIA for approval.  **COMPACT INFRASTRUCTURE MAINTENANCE FUNDS**  Office of Compact Management reported a balance of $429,613 for the National Government under the compact infrastructure maintenance funds that can be matched. According the OIA project manager Steve Savage, an office needs to submit a maintenance plan with a list of IMF projects and deposit 50% of the project costs in the bank accounts established by FSM Finance for IMF projects. It was noted that the process of availing the IMF Funds at the National level still needs to be clarified.  **COM-FSM PROJECTS STATUS**  In regards to COM-FSM projects, USACE has submitted work agreement amounting to $75,000 for independent technical review (ITR) for the initial design documents submitted by Beca. In addition Beca is preparing to submit the design documents for the additional work requested in the change order no. 1 involving the following.   1. New power center for the Student Center building at the National Campus. 2. Covered walkway and service road between lower and upper campus at CTEC (Pohnpei Campus). 3. Taxing way at lower campus, CTEC. 4. Parking lots at upper campus, CTEC. 5. New power center at upper campus, CTEC.   Upon completion of the additional design work by Beca, USACE will be submitting another work agreement for the review of the above design work as specified in the change order no.1.  In the interim, FSM PMU office is requesting Beca to develop the construction documents needed to implement the demolition of the building at CTEC, site clearing and removal of the five Mahogany trees situated in the proposed service road between the lower and upper campus. Execution of this phase of the project is scheduled for this summer 2018.  The FSM PMU office and the college are in process of initiating its part in addressing the BCOES requirements with its first meeting with Pohnpei State EPA Office on April 26, 2018.  Francisco W. Mendiola  4/25/18  **FCE UPDATE**  **April 27,2018**  **Maintenance and Repairs:**  Following buildings have been or will be painted on the exterior, roof cleaned and Fascia board replacement: LRC, Dining Hall, Male and Female residence halls, Faculty offices F and F2, and classrooms A&B are clean and scheduled for painting during the upcoming break. Building G is also scheduled to painting and rain gutter replacement. In addition LRC New Zealand room, MITC Viewing rooms 1&2, MITC lobby have been painted in the interior. LRC wheel chair lift has been repaired with battery and control switch replaced. Covered walkway posts were also repainted.  Following are repairs and improvements made in the gym.   * Painting on the floor of the ground floor entrance. * Painting and waxing of the game rooms and replacement of broken glass windows. * Painting and waxing of former peer counseling room. * Replacement of ground floor main entrances. * Removal of VIP seating in the competition court. * Replacement of flush valves on urinals. * Painting of metal ceiling on the second floor entrance. * Painting and plastering of front entrance painting stairs.   **COMPACT INFRASTRUCTURE MAINTENANCE FUNDS:**  IMF fund for National share is $426,613 available for matching. However the process in obtaining funds needs to be clarified between FSM National Government and COM-FSM. The college will coordinate with FSM PMU to organize a meeting with FSM Finance to clarify the process to allow the college to utilize the funds.  **CTEC Drainage System:**  On March 23, 2018 the emergency management team met to discuss the Pohnpei State Declaration of Emergency relating to damages and hazardous conditions resulting from heavy rain and flooding. Director of CTEC reported that flooding occurred in two buildings at CTEC lower campus, roof leaks in classrooms 1-4 and trees that could fall on the buildings. The emergency management team recommended that the college utilize the Physical Resources Contingency funds to address the needs of CTEC to reduce the risk in further damage to buildings. The following have been achieved to date.   1. Trees have been cut down from near the buildings. 2. Culverts have been demolished to increase the amount of storm water to flow through. 3. Contract document for the improvement of lower campus storm drainage system is being routed for approval. 4. Bids have been received for the replacement of roof for classrooms 1-4. 5. Request for bids for the construction of storm drainage system behind the gym is being solicited.   **Backup Power System:**  The 90 KW Generator at Maintenance Office has been repaired and in service providing power to the building “M”-IT Shop, Security Office, Fitness Center and Bookstore Storage, and building “N”-Maintenance Office and the Music Classroom. Another generated 25 KW is planned for repaired and if successful will replace the current generator at Maintenance. The present unit will be relocated to CTEC lower campus. | | | | | |
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| **Prepared by:** Jean Ranahan |  | **Date Distributed for Review:** May 2, 2018 | |  | |
|  |  | **Date Approved: 9/14/2018 @ 1:07 pm** | |  | |