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| **Committee Minutes Reporting Form** |
| **Committee or Working Group** | *Facilities & Campus Environment* |
| **Date** | **Time** | **Location** |
| February 1, 2019 | 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) | Amerihter Thozes | Present |
| 4. | *“Ex-Officio Member “- Director, Maintenance* | Francisco Mendiola  | Present |
| 6. | Chuuk Maintenance  | Benjamin Akkin  | Funeral |
| 7. | Chuuk Faculty | Muity Nokar |  |
| 8. | Kosrae Campus Staff Rep | Teodoro Bueno  |  |
| 9. | Kosrae Faculty | Tara Y. Tara  |  |
| 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 | Michael Muller | Present |
| 14. | National Staff IT | Moleince Kephas  | Present |
| 15. | National Maintenance |  |  |
| 16. | National Campus Residence Hall | Marlou Gorospe |  |
| 17. | National Campus Residence Hall | Loatis Seneres |  |
| 18. | CTEC Faculty  | Cindy Pastor  |  |
| 19. | CTEC Faculty | Nestor Mangubat  | Present |
| 20 | CTEC Faculty | Salba Silbanuz | Class |
| 21. | CTEC Maintenance | Bruno Barnabas | Family Matters |
| 22. | CTEC Staff | Edwin Sione  |  |
| 23. | Yap Campus Staff | Steven Young-Uhk | Present |
| 24. | Yap Campus Staff | Moses Faima | Present |
| 25. | SBA Representative | Hiromi Taulung |  |
| 26. |  |  |  |

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| **Additional Attendees** |
| *VPIEQA- Caroline Kocel* |  |
| **Agenda/Major Topics of Discussion:** |
| 1. Call to Order
2. Old Business
3. Approval of TOR
4. New Business
* Board Policy update
* IDP Update (Director Mendiola)
1. Updates from State Sites
2. Miscellaneous
3. Adjournment
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| **Discussion of Agenda/Information Sharing:**  |
| 1. The meeting was called to order at 1:05 by Chairman Romino Victor.
2. Old Business
3. Approval of TOR: Amended TOR was approved with a minor change and will be submitted to VPAS with a cover letter for approval and further processing.
4. New Business:
5. Board Policy update: Amendments made were to delete use of funds for supplies and send to BOR for approval.
6. Recommendation was made by Director Mendiola that Officers should be seated for two years. Voting was done and majority was in favor. One member supports but with objections.
7. IDP updates were made by Director Mendiola to include IMF, Maintenance Activities, Staff Development Program for Maintenance Staff and Utilities.
8. State Campus updates already included in Director Mendiola’s updates.
9. No miscellaneous items were discussed.
10. Meeting adjourned at 1:53 pm.

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| **Handouts/Documents Referenced:** |
| Facilities and Campus Environment Committee Terms of Reference (TOR)Facilities and Maintenance A-Team Update |
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| **Prepared by: Amerihter Thozes**  |  | **Date Distributed: February 09, 2019** |  |