

Committee or Working Group: Administrative Services Management Meeting		
Date: February 16, 2016	Time: 8:00 a.m.	Location: A-One Mart Restaurant
Members Present:		Members Absent:
▪ Joseph Habuchmai, VPAS	▪	Francisco Mendiola, Director of Maintenance & Security
▪ Rencelly Nelson, Director, HRO	▪ Sinobu Lebehn, Recorder	
▪ Roselle Togonon, Comptroller		
Agenda/Major Topics of Discussion:		
<p>VPAS opened the meeting at 8:15 a.m.</p> <p>I. Review and Approval of Agenda Director Nelson moved and Comptroller Togonon seconded to adopt agenda as amended. Motion carried.</p> <p>II. Approval of Minutes Members review minutes of September 4, 2015. Comptroller Togonon moved and Director Nelson seconded to adopt the minutes as amended. Motion carried.</p> <p>III. Old Business</p> <p>1. Self-Study Report - Director Nelson and Comptroller Togonon briefed the group on the status of their self study reports. VPAS encouraged his directors to continue work on documents in their drop boxes and avail themselves to report on their respective areas when called upon by the accreditation visiting team.</p> <p>2. Policies updates Business Office – According to Comptroller Togonon, all policies are uploaded on the web. According to Comptroller, financial policies need to be reviewed every three years, thus she recommended that it is about time the policies be revisited and have Finance Committee review changes needed on existing policies. Comptroller highlighted two policies:</p> <p>a. Travel Policies – need to be reviewed especially on per diem calculations. Comptroller suggested more per diem options; however, VPAS suggested Comptroller to compare travel policy with FSM National Government travel policy before making any changes. Director Nelson and Comptroller Tongonon will work together on the Travel policy for any needed adjustments.</p> <p>b. Student Health Insurance Plan –The team had discussions on student health insurance plan with Mi-Care Insurance or other insurances agencies. Comptroller Togonon was tasked to continue research and work with Vice President on Enrollment Management & Student Services on student insurances plans.</p> <p>Human Resources Office – According to Director Nelson, HRO policies are all posted on the web. HRO office is now in the process of preparing the procedures to compliment the policies. Director Nelson requested a laptop to replace the one stolen from her office. VPAS approved using of his office contingency to cover the cost.</p>		

IV. New Business

1. Time Clock

- Comptroller Togonon did not support the time clock this time because she evaluates her staff on work outputs and not on time attendances. According to Togonon, most of her staff stays back after 5:00pm to wrap up certain transactions of the day due to the fact that Business Office closes at 5:00pm to extend services to students who have classes until 5:00pm.

Director Nelson was also not in favor of the time clock because her staff did sometimes work on weekends without compensation to finishing certain HRO time-sensitive documents. Nelson said that the time clock is not consistent within the other departments, so it is best to utilize the time clock when all other departments are on time clock.

Representative of Maintenance & Security Office was not presented during this meeting.

The idea of using a time clock was not adopted by the group at this meeting.

2. IEMP Revision

HRO – (needs revisions on personnel IPEDs)

Business Office – (needs revision on tuition increase)

- Concern raised - the next 5-year plan needs the instructional plan in-placed before any updates or revisions can be made.

Directors will be revisiting their respective areas and start planning while waiting for the instructional plan is completed.

3. IDP Funding Updates – VPAS shared updates from IDP from meetings with the FSM National Government: COM-FSM infrastructure plans funded by the IDP funding including (1) Student Service Center and (2) the Chuuk Campus New Site

V. Info Sharing

Director of HRO informed that Mr. David Adams will assist the office with three manuals for the college use. (1) Employee manual – a more comprehensive manual with policies, procedures; (2) Managers manual – this will be from managers’ perspective. This manual is to help them and guide them on responsibilities as a supervisor in regards to human resources issues; and (3) Human Resources staff manual – this is a guideline for HR office staff. Timeline is projected to start in April.

Nelson further reported that IT Director will help her office on the Human Resources component of the Module MIP. Mr. Edper Castro volunteered to help HRO with a database to track working permits.

VI. Next Meeting

The team agreed to have the management meetings every first Thursday of the month.

VII. Meeting/Adjournment

Director Togonon moved and Director Nelson seconded to adjourn the meeting. Motion carried.

Meeting adjourned at 11:00 a.m.

✓ **Minutes from Last Meeting: Minutes of September 4, 2015 approved as amended**

✓ **Announcement: next meeting to be set at every first Thursdays of the month. So the next meeting is scheduled at March 3, 2016 in the BOR conference room.**