

Committee or Working Group: Administrative Services Management Meeting			
Date: April 12, 2016	Time: 8:00 a.m.	Location: BOR	
Members Present:		Members Absent:	
▪ Joseph Habuchmai, VPAS	▪ Francisco Mendiola, Dir M&S		
▪ Rencelly Nelson, Director, HRO	▪ Roberto Santos, Dir/Procurement		
▪ Roselle Togonon, Comptroller	▪ Sinobu Lebehn, Recorder		
Agenda/Major Topics of Discussion:			
<p>VPAS opened the meeting at 10:05 and welcomed Mr. Roberto Jose Simolde Santos, Procurement Director, as a new member for the Administrative Services Management Team.</p> <p><b>Review of Agenda</b>          Director Nelson moved and Director Mendiola seconded to adopt the agenda as is. Motion carried.</p> <p><b>Review of Minutes</b>          Director Nelson moved and Comptroller Togonon seconded to adopt the minutes of February 16, 2016 as amended. Motion carried.</p> <p><b>Old Business</b>  <u>Accreditation Matters</u> – VPAS extended his appreciation on job well done to all his directors for their efforts on the Self-Evaluation reports and others matters relating to the Accreditation visiting team. The team shared ideas to extend their appreciation to the staff on their efforts in each respective write-up.  <u>Updates for evaluation</u> – VPAS reminded each director to look at the evaluation listing provided by Human Resources Office and update the evaluation three months prior to the anniversary dates.</p> <p><u>Shuttle Bus Ticket Status</u> – Roselle shared options in using scanning machine linked to the SIS on students using the shuttle bus. The group discussed the pros and cons on scanning machine use on the shuttle bus and agreed to run a trial at first.</p> <p><b>Information Sharing</b>  <u>Procurement Office</u>          Director Santos presented a drafted procurement system with flowchart. Director Santos reported that his office is now working on three draft policies:</p> <ol style="list-style-type: none"> <li>a. Guidelines for Price Quotation</li> <li>b. Disposal of Assets</li> <li>c. Policy on Conflict of Interest</li> </ol> <p>Director Santos shared updates on his meeting with the accreditation visiting group. The group had discussions on ways to properly disposed inoperable/idle assets. What is the logical amount is considered fixed asset. Discussions also made on transfer ownership of assets.</p>			

### Business Office Updates

Comptroller Togonon presented updates on the Endowment Fund.

Dining Hall – According to Comptroller Togonon, Dining Hall may be able to pay back the college the utilities it consumed; she further emphasized that Dining Hall paying its utilities will enable us to realize the actual cost of its operation.

Comptroller also shared solar options by CTSI Group. The group also suggested energy savings approaches.

### Human Resources Office Updates

Watson Training is scheduled at the National Campus on April 22, 2016. The state campuses will hold their trainings in May 2016.

HRO Director and Comptroller Togonon will go over the payroll component of the MIP together.

Hiring process for management position (Dean) and six faculty positions are now in process.

Meeting adjourned at 12:00 noon.

**Action Items: Minutes of February 16, 2016 is adopted.**