

**College of Micronesia – FSM  
Committee (Working Group) Minutes Reporting Form**

<b>Committee or Working Group:</b>	<b>A Team</b>
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<b>Date:</b> April 26, 2011	<b>Time:</b> 2:00p.m.	<b>Location:</b> Pres. Conf. Room
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<b>Members Present:</b>		<b>Members Absent:</b>	
▪ Joe Habuchmai, VPAS	▪ Francisco Mendiola, Dir/FM&S	▪	
▪ Gordon Segal, Dir/IT	▪ Rencelly Nelson, Dir/HR	▪	
▪ Danny Dumantay, Comptroller	▪ Sinobu Lebehn, Recorder	▪	
<b>Additional Attendees:</b>			

<p><b>Discussion of Agenda/Information Sharing:</b></p> <ul style="list-style-type: none"> <li>▪ VPAS opened the meeting at 2:00 p.m. in the President’s conference room.</li> <li>▪ Minutes of last meeting were reviewed and adopted.</li> <li>▪ Assessment Plans and Reports – (Three-Years Assessment Plan for FY 2009, FY2010, FY2011) Worksheet 1 and Worksheet 2 – for the plans; Worksheet 3 – for the reports Timeline for Assessment Plans and Reports: Fiscal Year 2012 Directors shared thoughts on the reporting formats. Concerns were raised on contents and formats of the assessment plans are redundant in comparison to quarterly performance reporting. Need more development on the reporting questions and criteria. No feedbacks on reports sent from Assessment Committee. VPAS put more emphasis on the completion assessment plans and Accreditation Commission’s expectations on these plans and reports. VPAS will provide samples of assessment plans and reports (all worksheets 1-3) to all directors for their perusal Directors were encouraged to complete worksheets 1 &amp; 2 for the next meeting’s discussion.</li> <li>▪ New Organizational Chart             <ol style="list-style-type: none"> <li>1. Reporting and supervision Under the new structure, the directors are now supervising from the National campus down to the state campus level. Functional Responsibilities need to be revised. Directors will develop decision grids to connect them to the campus directors. Functional Responsibilities and Decision Grids are due at President’s Office no later than April 29, 2011. Lengthy discussions over the new changes of supervision. Some members shared concerns that negative implications might take place in relation to teamwork amongst directors and campus directors or department by department should this new structure be implemented. VPAS reiterated that since the new structure is already approved by the Board, the role of the A-Team now is to make it work. The purpose of the new structure was to create a One-College System. VPAS underlined that new organizational structure was intended to create a one-college system so that people will take part in every aspect of the work that is been going on, either National Campus or State Campus level.</li> <li>2. Budget The budget component of the new structure remains the same, only reporting will be changed. To assist the members for their preliminary budget development under this new structure, Danny made a presentation on budget allocations per campuses to assist in realizing how to link the budget component to the new reporting under the approved structure.</li> </ol> </li> </ul>
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▪ **WASC EXIT ORAL REPORT**

The report stated that we need to identify which one is priority among our Master plans. Before identifying any priorities, the Academic Instructional Master Plan needs to develop first as to what programs will remain and which one to go. Priorities then will be identified based on the Academic Instructional Master plan.

Members shared inputs on the master plans: Master Plan formats need more re-work to make it more simplified and understandable.

- **Announcements:** Incentive Award Day: May 6, 2011  
Graduation Day: May 13, 2011
- **Assignments:** VPAS to provide all director's copies of completed assessment plans (worksheet 1-3)  
Rencelly and Sinobu to finalize the organizational charts and print  
Rencelly to provide each member format for functional responsibilities for VPAS

✓ **Minutes from Last Meeting:** Minutes of last meeting was adopted

▪ **Announcement:**

✓ **Adjourned:** Adjourned at 4:30pm

**Comments/Upcoming Meeting Date & Time/Etc.: no meeting set up for now.**

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**Handouts/Documents Referenced: Charts of the new approved Organizational Structure**

**College Web Site Link:**

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**Prepared by:**

Sinobu Lebehn

**Date Distributed:**