

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

Committee or Working Group:	A Team
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Date: July 4, 2011	Time: 9:00 a.m.	Location: Pres. Conf. Room
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Members Present:		Members Absent:	
▪ Joe Habuchmai, VPAS	▪ Francisco Mendiola, Dir/FM&S	▪	▪
▪ Gordon Segal, Dir/IT	▪ Clifton for Director Nelson	▪	▪
▪ Danny Dumantay, Comptroller	▪ Sinobu Lebehn, Recorder	▪	▪

Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> ▪ Budget 2012 adjustment to reflect the new Organizational Structure ▪ Performance Evaluation

Discussion of Agenda/Information Sharing:
<ul style="list-style-type: none"> ▪ FY2012 Budget adjustment to reflect new organizational chart <ul style="list-style-type: none"> - Determine what would be the new budget based on the conversion (national campus) - State campus budgets – extract certain direct budget like salaries, fringe benefits, utilities, maintenance and repair, etc. The campus directors to separate their budgets by the departments and offices. - From the delineated budgets, directors to coordinate with the campus directors to reallocate budgets per offices - VPAS to draft a memorandum for Interim President’s signature to have the Campus Directors segregate their budget by departments and by offices. - Special contracts reflected on the new organization chart are to be converted to full time positions. - Timeline : End of July 2011 ▪ Performance Evaluation KPI’s <ul style="list-style-type: none"> - performance evaluation will be in practiced for this fiscal year 4th Quarter - Step increases will be based on the new performance evaluation - VPAS will avail evaluation templates and a copy of his performance evaluation to the members
✓ Minutes from Last Meeting: Members adopted minutes of April 26, 2011.
▪ Announcement: none
Adjourned: Meeting adjourned at 10:45am.

College Web Site Link:
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Prepared by:	Sinobu Lebehn	Date Distributed:	
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