

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

Committee or Working Group:	A Team
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Date: September 6, 2011	Time: 10:00 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	▪ Rencelly Nelson, Dir/ HRO		
▪ Danny Dumantay, Comptroller	▪ Sinobu Lebehn, Exec. Secretary		

<p>Agenda/Major Topics of Discussion:</p> <p>VPAS acknowledged members and opened the meeting at 10:15 a.m.</p> <p>Review and Approve of Agenda: Comptroller moved and Director of IT seconded to adopt the agenda as is. Motion passed, agenda was adopted for discussion.</p> <p>Work Planning Performance Evaluation Timeline: September 30, 2011 Two reports were completed and presented for the members review and discussion:</p> <ul style="list-style-type: none"> - VPAS Office - NC Business Office - IT Director updated on his report – completed, only to clarify some details with VPAS - Director Human Resources – no report this time - Director/Maintenance & Security – no report this time - <p>Fiscal Year 2012 Budget Adjustment</p> <ul style="list-style-type: none"> - Comptroller suggested that budget alignments be submitted as soon as possible to allow business office sufficient time to input the reallocated budgets into the system. - All budgets should be segregated into departments and then by offices and submit to IRPO for consolidation - Phone Campus already submitted their budget, segregated by departments and by offices <p>Assessment Plans</p> <ul style="list-style-type: none"> - VPAS and Comptroller presented their assessment reports. The two reports were presented in different formats. - Concern raised: worksheet #1 & #2 on assessment report were also captured in work planning – doing both reports (assessment and KPI) is redundant <p>Department Priority from last Retreat and Master Plans implementation Members re-visited departmental priorities presented at the last retreat. Members shared thoughts on the Master plans and FY 2013 Budget Guidelines, and JEMCO Resolution 2011</p>

Concern areas:

- JEMCO and Accreditation commission read and could not understand the plans
- Master plan needs a major revision due to new direction the college will take (one college)
- FY 2013 Budget guidelines will also need a revision to reflect the annual reduction of Compact sector funding of \$700,000 passed by the JEMCO early September
- ALO's process of appointing of new members of standing committees did not follow protocol
- Concerns raised on the issue of administrators not members of standing committees

Meeting Adjourned: **12:00 a.m.**

✓ **Minutes from Last Meeting:**

Minutes of August 10, 2011 were adopted as amended.

Prepared by:	Snob Lebehn	Date Distributed:		
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