

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

Committee or Working Group:	A Team Management Meeting
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Date: March 5, 2012	Time: 2:00 p.m.	Location: President’s Conference 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, Secretary		

Agenda/Major Topics of Discussion:
VPAS opened the meeting at 2:15p.m.
Members discussed and reviewed updates on strategic plans for the department of administrative services.
<ul style="list-style-type: none"> - Review program prioritization questions for administrative programs and services - VPAS to provide all directors copy of Strategic Plan by Educational Master Plan Working Group - Update strategic plan based on the Educational Master Plan Working Group - the Team will compile for the whole department

Meeting Adjourned: 3:00 p.m.

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| ✓ Minutes from Last Meeting: no discussion on February 14, 2012 minutes |
| ✓ Announcement: Will meeting again on March 19, 2012 to review consolidated updates for administrative programs and services |

Comments/Upcoming Meeting Date & Time/Etc.:

✓ Handouts/Documents Referenced: Program Prioritization Questions for Administrative Programs and Services by VPAS
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College Web Site Link:
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Prepared by:	✓ Sinobu Lebehn	Date Distributed:	
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Approval of Minutes Process & Responses: no discussion on minutes of last meeting.

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:			
Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:			
Approved with conditions:			
Disapproved:			