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

Committee or Working Group:	A Team Management Meeting

Date: April 5, 2012	Time: 8:30am	Location: President's Conference Room

Members Present:		Members Absent:
▪ Joe Habuchmai, VPAS	▪ Francisco Mendiola, Dir/FM&S	
▪ Gordon Segal, Dir/IT	▪ Rencelly Nelson, Dir/ HRO	
▪ Danny Dumantay, Comptroller		
Additional Attendees:		

Agenda/Major Topics of Discussion:

VPAS called this meeting to discuss priority issues to be taken care of before the accreditation visit and to discuss other pressing matters that each unit needs to work on.

The team approved the minutes from February 14, 2012 A-Team meeting. The minutes from March 2012 meeting was not ready for adoption as the secretary was already on Easter Vacation.

ASSESSMENT PLANS

- VPAS reminded all to use the new assessment plan format released by IRPO to create the 2011-12 cycle of assessment. At the end of September, each unit will prepare a report using their assessment data to generate useful information from the assessment plan for the creation of the 2014 budget.

WORK PLANNING
- VPAS reminded all directors to submit their work planning for each quarter.
- This will help coordinate and prioritize activities for each unit to be completed. This

STAFF EVALUATION
- Gordon and Rencelly's evaluations will be completed by VPAS no later than Friday April 13th.
- VPAS reminded the Directors to complete all of their staff evaluations as soon as possible.

SHARING UPDATES AND PRIORITIES

VPAS
- Budget guidelines will be prepared for the next May Board meeting
- Training for the BPS Database will be conducted by the SBOC along with the four college staff who already received training last year.
- All Directors to create their own manifest or routing slip for use in transmitting documents. A model was provided by Rencelly for people to use.

HRO
- Vacant positions that are not budgeted for FY2013 will not be advertised
- Director of HRO recommended that we purchase the new version of the OMIP Program with the HR component for use by the office. Danny was tasked to get in touch with the company to get price quotations for the members' review and consideration.

MAINTENANCE & SECURITY
- Total cost of facilities ownership was completed with the help of Professor Richard Womack. The document is being reviewed and will be made available for anyone to see.
- The Emergency Preparedness Plan will be uploaded on wiki for comments and inputs. Further work to link the plan with the rest of the state and national disaster plan is still needed.
- Vehicles Policy for the college will be strictly enforced to address the following:
    1. Vehicle authorization use by relevant Vice President
    2. Director of Maintenance to look at non essential vehicles and recommend for auctions or sell them to interested individuals.
    3. All college vehicles will require a log in and log out sheet to be placed on the car at all times.

INFORMATION TECHNOLOGY
- Fiber optic connection is up and running. Bandwidth is still the same, will depending on how much we spend on additional bandwidth to have higher speed access.
- WiFi expansion – Kosrae, Chuuk and Yap are still not completed. Pohnpei Campus and National are on WiFi capacity now.
- Phase III of the SIS Database improvement is being worked on now. Registration on line will be the new upgrade.

BUSINESS OFFICE
- Financial Audit Report - In progress (Business Office staff and Auditor's office is working on the report)

Meeting Adjourned: **10:00 a.m.**

✓ **Minutes from Last Meeting: February 14, 2012 – adopted**

✓ **Announcement:**

Comments/Upcoming Meeting Date & Time/Etc.: Next Month – VPAS will inform

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Handouts/Documents Referenced: none

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

Approval of Minutes Process & Responses:

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:			
Approved with conditions:			
Disapproved:			