

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

Committee or Working Group:	A-Team Management Meeting
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Date: May 18, 2012	Time: 10:15	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	Sinobu Lebehn, Recorder		
Additional Attendees:			

Agenda/Major Topics of Discussion:

VPAS opened the meeting at 10:15 a.m. He thanked all the Directors and their staff on their efforts on the accreditation issues.

Approval of Agenda:
 Members reviewed the Agenda for the Meeting. R. Nelson moved to adopt the agenda as is and F. Mendiola seconded. Motion carried.

Review of Minutes. A-Team Directors reviewed the minutes of March 5, March 19, and April 5, 2012. F. Mendiola moved that A-Team adopts the minutes and R. Nelson seconded. The motion carried

Review of To Do List from April 5, 2012 Meeting

Members reviewed the To Do List and each director reports on his/her respective components. The list was updated. Each director will work on their part and report back by next meeting in June. Two items added to the list: (See attached To Do List)

1. Director of IT and Director of Maintenance & Security to develop a Usage Policy for utilizing surveillance cameras on campus.
2. VPAS to request reinstatement of three positions that is either streamlined from the Job Audit or cut during the FY2013 budget preparation.
 - a. *Business Office – accountant for the Accounts Payable Division*
 (Position was eliminated during Job Audit; however, existing workload is very excessive to be handled by one employee alone)
 - b. *Human Resources Office – administrative specialist*
 (position was eliminated during the FY2013 preparation because it has not been filled at the time of FY2013 budget formulation)
 - c. *Information Technology – IT Technician at Chuuk Campus*
 (position was eliminated during the FY 2013 preparation because it was vacant during the time of)

Assessment Plan link to Student Learning Outcome

Some offices already developed their KPIs. Per meeting with Jimmy Hicks, there's a need to go back and amend those KPIs to reflect the things we put in the Master Plan since the existing KPIs were developed prior to the Master Plan. Prepare assessment plans based on KPIs that falls within the specific period. VPAS encouraged each Director to start looking at assessment plans and specifically link some student learning outcome. VPAS will avail copy of Institution Learning Outcome to all A-Team directors for their use in preparing of their assessment plans. Time line was already due last month. VPAS indicated that a report on the assessment plans are due in September 2012 and will be submitted to the BOR in December 2012. VPAS further emphasized that assessment plans are also needed in the Budget 2014 process which begins in July 2012.

Strategic Plan 2013 – 2017 – updates:

Plans have been revised by different offices. Currently trying to look at the outlook in terms of strategic planning. The group needs to meet with Gordon again to review and finalize the IT plans. Financial component comes later as it pulls together all the rest of the plans in terms of its financial outlook. As far as individual plans (Facilities Master Plan, IT Master Plan, Human Resources Master Plan), keep the Integrated Educational Master Plan (IEMP) as the master plan of that area (institutional link). So if you want to work on your plan individually, take whatever is change or new in the IEMP and update the old one. Individual plans should be identical to the integrated one. It's just copy and paste and go back.

Accreditation Issues

Members raised concerns on the follow-up of the Follow Up Report:

- ✓ Is not a good reflection of what happened
- ✓ Some of ALO's communications are unprofessional.
- ✓ VPAS will make sure that these unprofessional communications are flagged.

Info Sharing

IT

– IP Camera Project: Almost completed. Security cameras are up and functional. Now IT can observe certain locations and report. Need assistance from Maintenance & Security to develop a Usage Policy to protect COM-FSM in cases of legal issues. We need to have this Usage Policy before we utilize the security cameras or surveillance cameras.

HRO

- Director will attend Life Insurance meeting in Hawaii commencing May 22 for one week, and another trip in July to accompany students to Japan (pay your own ticket)
-President requested that policies to go the BOR meeting next week so HRO seeks committee meetings with our legal counsel.
-Needs more office space. Director of Maintenance & Security recommended that HRO submits office space request in a written communication.

Adjournment

G. Segal moved meeting to adjourn and F. Mendiola seconded. Motion carried. Meeting adjourned at 11:45 a.m.

✓	Minutes from Last Meeting: Minutes adopted: March 5, 2012, March 19, 2012, and April 5, 2012
✓	Announcement:

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

Handouts/Documents Referenced: none

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