

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

Committee or Working Group:	A-Team Management Meeting
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Date: September 25, 2012	Time: 10:00	Location: President's Conference Room
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Members Present:		Members Absent:	
Joe Habuchmai, VPAS	Francisco Mendiola, Dir/FM&S		
Danny Dumantay, Comptroller	Rencelly Nelson, Director, HRO		
Sinobu Lebehn, Recorder			

Agenda/Major Topics of Discussion:

VPAS thanked all directors on their accomplishments over the past school year and called the meeting to order at 10:15 a.m.

Approval of Agenda:

Members reviewed the Agenda for adoption. HRO Director moved and Comptroller seconded to adopt the agenda as written. Motion carried.

Assessment Plan Reports

VPAS thanked the directors for their reports. VPAS suggested to go back as far as fiscal year 2008. Worksheets requested over the years are as follows:

- 2008 – wk#1 only
- 2009 – wk#1 & 2
- 2010 – none
- 2011 – wk#1, 2, 3
- 2012 – wk# 1, 2, 3

Directors requested to have access on the wiki to upload reports. VPAS advised all directors to visit the website and read the recommendations in his Assessment Report Summary of 2014 for next meeting's review.

Accreditation Checklist for the department

Checklist for Administrative Services mainly focused on Maintenance & Security. Director will report on status by next meeting.

IEMP- KPI to the Educational Master Plan

Members had discussion on KPIs for the Administrative Services offices. VPAS will confirm as to what format to use. Concerns raised on the financial component of the KPIs to the approved Five-Year Financial Plan. Supporting documents to provide justifications to the figures stated in the key performance indicators (kpi) is needed.

Budget 2013 Implementation

FY2013 budget was formulated and balanced on a department-wise basis. Due to the currently approved campus-wise structure, the budget needs to be re-allocated again to reflect the new structure. Personnel items were originally allocated by campuses during the budget formulation except for the non- personnel items. A working group including Comptroller, HRO Director, Maintenance & Security Directory, LRC Director, IT Director, and Student Services will meet to work on the re-allocation of the non-personnel items. Timeline for this working group is October 1, 2012.

Budget 2014 Formulation

FY 2014 Budget formulation will begin in October 2012. All budgets will work within their Budget FY2013 ceilings. Finance outlook is not yet secured in terms of the JEMCO decrement. Step increases are pending upon the outlook. VPAS encouraged his directors to involve everyone in their budget formulation.

Good Management Practice

- Work Attendance – VPAS encourage all directors in reminding all staff on the standard working hours: 8am to 5pm with a one-hour lunch break.
- Staff Development – suggested on-island and off-island staff training

Information Sharing

HRO

- Orientation for Life Insurance in October 2012
- HRO Director complimented on her new office. HRO is now relocated to former DCR office, New vice president (VPIEQA) is stationed in former HRO office, DCR office is now relocated to former Director of Student Life office.

Maintenance & Security

- Received 4 bids for the Janitorial Services. Bids prices ranging from \$46,000 - \$53,000.

Review of Minutes

A-Team Directors reviewed the minutes of last meeting. Comptroller moved to adopt the minutes as amended and HRO Director seconded. The motion carried.

Meeting Adjournment

HRO Director moved and Comptroller seconded to adjourn the meeting. Motion carried. Meeting adjourned at 11:55 a.m.