

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

Committee or Working Group: Administrative Services Management Meeting		
Date: September 4, 2015	Time: 3:00p.m.	Location: BOR Conference Room
Members Present:		Members Absent:
▪ Joseph Habuchmai, VPAS	▪ Roselle Togonon, /Comptroller	Francisco Mendiola, Dir/FM&S
▪ Rencelly Nelson, Director, HRO	▪ Sinobu Lebehn, Recorder	

Agenda/Major Topics of Discussion:

VPAS opened the meeting at 3pm and welcomed the new Comptroller, Ms. Roselle Tongonon.

Agenda
 The group adopted the agenda as amended.

Minutes from last meeting
 Director of Maintenance & Security moved and Director of Human Resources Office seconded to adopt the minutes of April 14, 2015. Minutes were adopted as is.

Topics of Discussion

Policy Update
 VPAS encouraged his directors to continue work on policies in their respective areas.
 Comptroller and Director of Maintenance & Security will work together on policy to address the usage of Facilities Fees on maintenance. Timeline for this assignment is December 2015

Accreditation Write-Ups

HRO Director - **Standard IIIa** Human Capital - Write-Up is at the final stage.

Director of Maintenance & Security - **Standard IIIb** Physical Resources - Working group met again on August 6, 2015. What is left is to do some final work on tables.

Comptroller - **Standard IIIc - Financial Resources** - 81 percent completed. Last updated on August 3, 2015

Budget FY2017
 Budget guidelines were reviewed and adopted by the Cabinet on September 4, 2015.
 According to VPAS, the budget is in planning stage with all the Vice Presidents and President's as of August 2015 - revenue assumptions and allocations

Highlights

HRO
 Incentive Award Day was delayed from May 2015 to August and September 2015– Preparations all done now.
 New Hires - Three new faculty were recruited, and a director of the Entrepreneurship Center. HRO Director recommended that each department be responsible to pick up new hires from the airport and bring them to their new homes.

Business Office (Comptroller)

FY2014 books not yet closed - awaiting adjusting entries. Set timeline to closed the books in December 2016

Bank Reconciliation – requested banks to provide statements in excel format.

Comptroller will establish cross-training among staff:

Accounts Receivables – Twyla Poll and Doman Daoas

Payroll – Arleen Yamaguchi and Cindy Y

Maintenance & Security (Director)

Maintenance and preventative mostly done (cleaning and landscaping/maintenance of buildings)

Next Meeting

First Thursday of every month.

Meeting adjourned at 5:00p.m.

am

✓ **Minutes from Last Meeting:** Minutes for last meeting was not provided this

✓ **Announcement:**