

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

Committee or Working Group: Administrative Services Management Meeting			
Date: April 13, 2018	Time: 10:00 a.m.	Location: BOR Conference	
Members Present:			Invited guests:
▪ Joseph Habuchmai, VPAS	▪ Roselle Togonon, Comptroller	Morehna Rettin, HRO Jane Pappa, HRO Sra Mackwelung, HRO	
▪ Francisco Mendiola, Dir/Maint	▪ Roberto Santos, Dir/PPM		
▪ Rencelly Nelson, Director/HRO	▪ Sinobu Lebehn, Recorder		
Agenda/Major Topics of Discussion:			
<p><b>Review IEMP for Revisions and Updates.</b> VPAS presented Strategic Plan for 2018-2023, IEMP Matrix Template, Financial 5-Year Plan for FY2018-FY2022. The group went over the documents together. VPAS encouraged his directors to make revisions, as necessary, in their respective areas of the IEMP.</p> <p>Because the support services shown in the IEMP was identified before the establishment of Procurement &amp; Property Management Office, the strategies does not include PPM office. According to Director of PPM, the office may be new but some of the functions have been previously added under Business Office; thus, PPM office will be reporting under the statements in Business Office section.</p> <p>VPAS requested his Directors to review their areas in the IEMP and identify priorities they want to develop or sustain for the next 5-years (5-Year Plan 2018-2023). Discussions also covered general aspects of what their areas be doing and addressing areas of oversights.</p> <p>All updates and revisions will be submitted to VPAS no later than April 26, 2018 to give sufficient time for VPAS to review and compile before the deadline of April 30, 2018.</p> <p>The group agreed to continue with the department’s mission statement to build the human resources capacity; to provide a healthy and safe working and learning environment; to ensure sufficient and well – managed fiscal resources that will maintain financial stability, support the academic mission of the college.</p> <p>Announcement: Incentive Award Day is scheduled in May 18, 2018          VPAS will be working on the revision on the Guide to the IEMP matrix with VPIA.</p> <p>Meeting adjourned at 11:00am.</p>			
✓ <b>Minutes from Last Meeting:</b>			
✓ <b>Announcement:</b>			