

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

Committee or Working Group: Administrative Services Management Meeting		
Date: August 22, 2019	Time: 9:30 a.m.	Location:
Members Present:		Members Absent:
▪ Joseph Habuchmai, Vice President	▪ Roselle Togonon, Comptroller	BOR Conference Room
▪ Francisco Mendiola, Dir/Maint	▪ Martin Mingii, Dir/PPM	
▪ Rencelly Nelson, Director/HRO	▪ Sinobu H. Lebehn, Recorder	
Agenda/Major Topics of Discussion		
<p>I. Calling meeting to order. VPAS called the meeting to order at 9:00 a.m.</p> <p>II. Review and approval of agenda ✓ Director Nelson moved and Director Mendiola seconded to adopt the agenda as is. Motion carried.</p> <p>III. Review and approval of Minutes of last meeting ✓ Director Mendiola moved and Director Mingii seconded to adopt the minutes of June 5, 2019 as amended. Motion carried</p> <p>IV. Old Business:</p> <p style="padding-left: 40px;">A. Retirement Plan Implementation –Comptroller Togonon reported that since the loan consolidation process, no complaint was reported from the college community. Each director is requested to review with employees under their respective areas should there be any concern and submit to Comptroller to address the issue with ASC office.</p> <p>V. New Business:</p> <ul style="list-style-type: none"> ✓ Opening Ceremony of the Chinese Farm – scheduled on September 2, 2019 ✓ Review of BOR Updates: Group went over their contribution BOR reports submissions for any current updates before the BOR meeting date. Comptroller updated the group on current investment status. ✓ Assessment Plan – closing the loop Use tracdat in closing loop, create new plans to work with for the next fiscal year 2021 and/or continue the ones needed to maintain throughout the new fiscal year. ✓ VPAS shared meeting updates with VPIEQA on IEMP ✓ FY2021 Budget Development – Prepare budget plans in-line with the IEMP, create new ones if needed or maintain programs that need to be carried-over. Budget caps will coincide with FY2019 expenditures. ✓ Training - Dr. Watson will conduct HRO webinar in September <ul style="list-style-type: none"> - PPMO needs training on MIB, especially on the procurement component <p>Division Updates – all division updates are reflected in the BOR contribution reports</p> <p>Miscellaneous/Announcements:</p> <ul style="list-style-type: none"> - Need to review Procurement requirements as per the new FSM Financial Regulation - IMF contracts for security bonds - Director Nelson shared updates on her trip to LA - Inventory for Chuuk Campus and Yap Campus in scheduled in September 2019 <p>Adjourned Director Mendiola moved and Director Mingii seconded to adjourn the meeting. Motion carried. Meeting adjourned at 11:30 a.m.</p>		

- ✓ Minutes from Last Meeting: Minutes of June 5, 2019 was approved
- ✓ Announcement: Next meeting September 13, 2019 at BOR Conference Room