

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

Committee or Working Group: Administrative Services Management Meeting		
Date: December 16, 2014	Time: 9:00a.m.	Location: BOR Conference Room
Members Present:		Members Absent:
▪ Joe Habuchmai, VPAS	▪ Francisco Mendiola, Dir/FM&S	
▪ Rencelly Nelson, Director, HRO	▪ Sinobu Lebehn, Recorder	
▪ Doman Daoas, A/Comptroller		
Agenda/Major Topics of Discussion:		
<p>VPAS opened the meeting at 9:00 am</p> <p>The group adopted the agenda as presented. Minutes from last meeting is not available. Tabled discussion will act on it in January for next meeting</p> <p>OLD BUSINESS</p> <p><u>Tracdat update:</u> VPAS said the reason being he brought up the Tracdat because every new year there is always a new plan that mandates planning agenda for each director to carry out during the FY2015. VPAS further encouraged his directors to continue on the process of the tracdat document. VPAS office: already put in Work Plan for FY2015 HRO: already uploaded up to 2015</p> <p>Director Nelson suggested that Administrative Services identify an umbrella goal for the department so that all goals are linked into the departmental goal. She recommended that we sit down and we look at all our Department’s 2015 tracdat documents so that we can see where we link up.</p> <p><u>Policy Updates:</u> HRO Director informed that there is a Policy of Policies document now; it’s a new way of policies. The Policy on Policies will go to the BOR in their February meeting. Earlier year, the Cabinet has approved a new format for policies. This new format shows only the statement of the policy. We have to delineate the procedure part out. We have this timeline for 2016. To format our policies, isolate just the policy statement and paste it into the new format. The template is on the website under board policies. Look at your old policy, take out just the policy statement and paste it in the new format, and then you have to work on your procedures to develop them, update them, reflecting the actual practice now.</p> <p><u>Accreditation Writing Group:</u> HRO already uploaded Maintenance: already uploaded Business Office - with the Finance Committee, a writing group has been organized. Nothing uploaded at this time of reporting.</p> <p>NEW BUSINESS</p> <p>FY Budget 2016 is ready to go to the BOR. EC already made the recommendations to President, in their last meeting, basically some of the areas that we have been allocating, especially travel is been centralized and put under each VP’s office under Travel. Maintenance contingency is understood that every year \$50,000 will be taken out of the fund balance of \$50,000 and put it into Maintenance contingency fund. Board will review the FY 2016 budget via teleconference on or about January on the 8th.</p>		

Maintenance raised concerns on contract employees, especially security guards.

Announcement:

Teleconference on FY2016 is on January 8th
BOR meeting in Yap in February
Watson Workshop last week of 23th of February
Graduation: Regular graduation on December 18, 2014
Christmas party tomorrow. 2 pigs roasted. At lunchtime
Offices will be closed for the party

Adjournment:

VPAS extending is appreciation to all his directors for their continuous support throughout the year.
Meeting adjourned at 11:00a.m.

✓ **Minutes from Last Meeting:**

✓
✓ **Announcement:**