

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

Committee or Working Group:	A-Team Management Meeting
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Date: February 13, 2014	Time: 10:00a.m.	Location: BOR Conference Room
Members Present:		Members Absent:
<ul style="list-style-type: none"> ▪ Joe Habuchmai, VPAS ▪ Rencelly Nelson, Director, HRO ▪ Danny Dumantay, Comptroller 	<ul style="list-style-type: none"> ▪ Francisco Mendiola, Dir/FM&S ▪ Sinobu Lebehn, Recorder 	

Agenda/Major Topics of Discussion:

VPAS opened the meeting at 10:00 a.m.

Approval of Agenda

Members directors reviewed the agenda. Director Nelson moved and Director Mendiola seconded to adopt the agenda as presented. Motion carried.

Review of Minutes

Members reviewed the minutes for January 8, 2013. Director of Mendiola moved and Director Nelson seconded they adopt the minutes as presented. Motion carried.

Old Business

Status of Space Utilization Study Implementation updates by VPAS and Director Mendiola

- In the process of communicating to all stakeholders on outcomes of the study
- Copy of the space utilization study was given to Mr. Steve Savage, DOI Head of Insular Office.

Accreditation Training and identification of gaps

VPIEQA conducted training sessions within the offices of Administrative Services. VPAS advised his directors to start addressing standards as they apply to their respective areas within their units and apply the three questions from the training. Identify issues or gaps and prepare write-ups.

Director of Maintenance & Security and Director of Human Resource will schedule meetings to involve counterparts at the state campuses.

Maintenance Office concerns

- There is struggle of authority within the maintenance offices at the National campus and the state campuses.
- Data were not compiled as requested.
- At the campus level, building maintenance supplies is merged under the administration or Campus Dean. True cost of maintenance activities cannot be identified.

New Business

Review of college policies and procedures timeline. VPAS informed his directors that President is requesting every vice president to go thru their MAPPs (Manual of Administration Policies and Procedures). Look at current policies that are already updated and the ones that are no longer in use. And list all policies within their units.

Director of HRO suggested to put effective dates or revision dates on policies, so when citing a specific policy, we'll be able to know whether the actions against an employee is reflective of that current section or the previous revisions.

Other concerns were raised on the changes in personnel policies before and after the job audit, especially the four types of position classification and the compensation policies. According to HRO Director, the changes are in the policies that are pending HRC's final review before transmitting to other committees.

Communication Manual Implementation

VPAS shared Kind Kando's report on purposeful dialogue.

BOR Meeting

Next Board of Regents meeting will be in Kosrae, from March 22-24, 2014

Each director to start working on their contributing reports for the BOR meeting.

Personnel Evaluations

Evaluations due:

Rencelly Nelson December 2013

Danny Dumantay . . . September 2013

Sinobu Lebehn July 2013

Francisco Mendiola . . freeze

Updates from Director Maintenance on the Soccer Field Updates

Commenced work last week Tuesday. Accomplished more than 50% on site clearing. Work on the project is ahead of schedule by two weeks.

Adjournment

Director Mendiola moved and Director HRO seconded to adjourn the meeting. Motion carried.

Meeting adjourned at 12:05pm

✓ **Minutes from Last Meeting: January 8, 2014 minutes were adopted**

✓ **Announcement: Next meeting in March, 2014**