

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

Committee or Working Group: Administrative Services Management Meeting		
Date: March 13, 2014	Time: 10:00a.m.	Location: BOR Conference Room
Members Present:		Members Absent:
Joe Habuchmai, VPAS	Francisco Mendiola, Director/FM&S	
Rencelly Nelson, Director, HRO	Sinobu Lebehn, Recorder	
Danny Dumantay, Comptroller		
Agenda/Major Topics of Discussion:		
<p>VPAS opened the meeting at 10:00 a.m.</p> <p><u>Agenda</u> Director Mendiola moved and Comptroller Dumantay seconded to adopt the agenda as presented. Motion carried.</p> <p><u>Review of Minutes</u> Minutes of last meeting were tabled due to limited time.</p> <p><u>Review of Policies in the old MAPPS</u></p> <p>The directors reviewed together listing Administrative Service policies to be submitted to the BOR to review during their meeting in Kosrae. With the format provided by President's office, the policies are to be categorized as follows:</p> <ol style="list-style-type: none"> 1. Needing Revision 2. Needing no revision 3. Obsolete to be eliminated 4. Policy are not truly policies <p>According to VPAS, review of policies should start from the MAPP which is the beginning of the consolidation of these policies. The next process is to bring forward the actual - what is current and what policies we will be using from there so we don't have to refer back to these MAPPS. MAPPS can become archive and use as references to the current policies.</p> <p>Business Office and Human Resources have completed their policy listings and linked them to the current policies posted on the website. Members reviewed these policies and concluded that all #1's and #2's in these two listing should be changed to #3 as obsolete to be eliminated since these policies have already revised, updated, and posted the web.</p> <p>Maintenance office requested more time to review and compete their listing. Timeline for these policies is no later tomorrow at 4pm. All policies campus-wide are to be updated and posted on the web before 2016.</p> <p><u>Announcement</u> For next meeting, Director Nelson recommended that they discuss the department's training need for FY2014.</p> <p><u>Adjournment</u> Comptroller Dumantay moved and Director HRO seconded to adjourn the meeting. Motion carried. Meeting adjourned at 11:45am</p>		

✓ Minutes from Last Meeting: TABLED
✓ Announcement: Next meeting in April, 2014