

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

Committee or Working Group: Administrative Services Management Meeting		
Date: May 14, 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, BO rep.		
Agenda/Major Topics of Discussion:		
<p>VPAS opened the meeting at 9:00 a.m.</p> <p>I. Review and Approval of Agenda          Agenda was amended to include department training under old business. Director Nelson moved and Director Mendiola seconded to adopt the agenda as amended. Motion carried.</p> <p>II. Approval of Minutes          Director Nelson moved and Director Mendiola seconded to adopt the minutes of April 2014. Motion carried.</p> <p>IV. Old Business</p> <p>1. <u>Current Policies</u>          VPAS informed his directors to go thru current policies and list all policies in their areas – including those needing revision or any policy needed in their respective areas. All lists of polices will be submitted for discussion in the next meeting in June.</p> <p>Some of the policies are repeated in many areas. Each director is to screen their policies and remove redundancies in their policies.</p> <p>2. <u>Gaps Analysis from Accreditation Standards follow-up</u>          VPAS encouraged his directors to come to some resolution to whatever they identify as gaps in their review of standard. Each area is already on the google docs.</p> <p>3. TracDat updates with Jimmy and Ross</p> <p>VPAS reminded his directors to continue addressing all pending accreditation issues, note them down as they are accomplished whether they are monthly, quarterly, or annual tasks.</p> <p>4. Department Training –</p> <p>The department will have two department trainings. First o</p> <p>The members decided on two department trainings. First one will be for on VPAS, all directors and immediate support staff, following a second one for the rest of the employees in the department.</p> <p><i>First training Topics:</i>  <i>Team building</i>  <i>Professional work ethic</i>          Funded by: Staff Development Funding</p>		

Training Venue: Black Coral  
Tasks Assigned: Rencelly volunteered to

## VI. New Business

BOR Meeting - May 28 meeting, Pohnpei Campus.

May 29 - HRO Director will be conductor workshop with all Campus Deans and Vice Presidents

May 27 - VPAS and Director Mendiola will meet with the deans on system-wide energy plans

## VII. Information Sharing (Highlights on Divisions)

### Human Resources Office

Director Rencelly expressed appreciation on Incentive award Day

- Attendants 121 out of 201 part-time and full-time employees
- Expenses for this year's Incentive Award activities is \$2,000K+ compared to previous year's expenses of \$5,000K+
- People leaving the college: NC Business Office payroll accountant, an instructor leaving upon contract termination, Clerk for Peer Counseling due to lapse of funding.
- Due to freeze on hiring, only positions on Sponsored Programs were recruited.

### Maintenance & Security

Mendiola inquired about security officers hiring. They were at the point of interviewing applicants but was put on hold.

### VPAS

Budget projection is not realized yet. If we meet the projection in summer, we realize about \$300K surplus, if we don't then we have a deficit of \$200K. Thus, Business office and VPAS will do a presentation of 2014 system-wide budget analysis at the all campus meeting today.

### Announcement

State/National Leadership Conference is coming up on May 22-23, 2014 and the college is presenting a resolution to the State and National leaders asking their support on the plan for the BECA study.

### Meeting/Adjournment

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

Meeting adjourned at 12:05pm

✓ **Minutes from Last Meeting:** adopted minutes of April 2014

✓ **Announcement:**