

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

<b>Committee or Working Group:</b>	<b>A Team</b>
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<b>Date:</b> August 10, 2011	<b>Time:</b> 10:00 a.m.	<b>Location:</b> Pres. Conf. Room
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<b>Members Present:</b>		<b>Members Absent:</b>	
▪ Joe Habuchmai, VPAS	▪ Francisco Mendiola, Dir/FM&S		
▪ Gordon Segal, Dir/IT	▪ Rencelly Nelson, Dir/ HRO		
▪ Danny Dumantay, Comptroller	▪ Sinobu Lebehn, Secretary		

**Agenda/Major Topics of Discussion:**

<p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>✓ Call Meeting to Order</li> <li>✓ Review and Approve of Agenda</li> <li>✓ Review Minutes of last meeting</li> <li>✓ Old business <ul style="list-style-type: none"> <li>▪ Assessment Plans and Reports</li> <li>▪ Working Plan and KPIs by Directors</li> <li>▪ Reports on Google docs format</li> <li>▪ <b>Alignment of Budget Fiscal Year 2012</b></li> </ul> </li> <li>✓ New Business <ul style="list-style-type: none"> <li>▪ Accreditation Recommendations <ol style="list-style-type: none"> <li>a) Cost of facilities ownership</li> <li>b) Master Plans implementation</li> <li>c) Communication Master Plan implementation</li> </ol> </li> <li>▪ Items for the Board Meeting</li> <li>▪ Retreat 2011</li> </ul> </li> <li>✓ Division's Update</li> <li>✓ Good Management Practice</li> </ul> <p>Review and Approve of Agenda: Members amended the agenda to include 4<sup>th</sup> bullet (<b>red</b>) under Old business.</p> <p><b>Assessment Plans and Reports</b></p> <ul style="list-style-type: none"> <li>• Prepare assessment plans and develop reports from the plans on what has accomplished and what not</li> <li>• Link assessment plans and reports to budget</li> <li>• Duration of reports – Fiscal Year 2011</li> <li>• <b>Timeline for reports – September 15, 2011</b></li> <li>• Clarification by Dumantay - Fiscal year 2011 assessment plans were formulated before approval of the new organizational structure or when National Campus directors have no direct decisions over the administrative services units at the state campus; thus, FY 2011, report only on the National campus units then make notes that the fiscal year 2012 reports will include the state campus units.</li> <li>• <u>Recommendations</u> – assessment reports should not go directly to the Assessment Committee but to the office head to make a general report out of all reports then review the consolidate</li> </ul>
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report together as closing the loop

- Concerns raised - previous assessment plans previously sent to assessment committee – no feedbacks
- VPAS reminder – this is the final year to address the accreditation commission recommendations

#### Working Plan and KPIs by Directors

- Vice President will provide copies of work planning to all directors
- Work planning will be prepared for the whole year and link to VPAS plan. Use work planning to report to Vice President/Admin Service on quarterly evaluation. Quarterly Evaluation will be implemented on First Quarter of Fiscal Year 2012 (October 1, 2011 to December 2011). Timeline: September 30, 2011
- Suggestion – Comptroller and IT Director to be the leads in finding a software (tract doc) for the department to use in compiling data for reports

#### Reports on Google docs format

- Document sharing online: illustrated by Gordon Segal. Contact Gordon Segal for more assistance on Google docs.

#### Alignment of Budget Fiscal Year 2012

- Comptroller Dumantay volunteered to provide a template to use in the budget alignment of the administrative services units no later than the end of August. All administrative units will be using the same template. Summary of budget will be on a separate sheet. Refer to IRPO for the budget of the state campuses.

#### ✓ New Business

- Accreditation Recommendations
  - d) Cost of facilities ownership
  - e) Master Plans implementation
  - f) Communication Master Plan
- VPAS informed that Interim President Ringlen has requested that Master Plan be implemented. Master Plan already been approved by the Board months ago and still not yet executed.
- Concerns raised by members regarding the implementation of the Master Plans – Accreditation Commission and JEMCO both read the Master Plans and cannot understand them. Plans need to be revised and presented in a format where people will read and understand.
- Communication. Concerns raised:
  - the college should demonstrate a flow of communication from top management to bottom and then bottom up
  - Recommendations from ALO that there will be a change in standing committee wherein administrators will no longer members of standing committee.
    - Concerns were also raised on recommended restructuring of the standing committees without the administrators.

Items for the Board Meeting

Write up for Board meetings to be submitted by this Friday.

Retreat 2011 – because of limited time, no discussion on updates during this meeting

Division's Update – because of limited time, no discussion on updates during this meeting

✓ Good Management Practice

✓

- Encourage employees to work on time and apply for leave if missing one or two hours. Annual leaves should be reported in advance.

Meeting Adjourned: **12:00 a.m.**

✓ **Minutes from Last Meeting:**

Minutes of July 4, 2011 were adopted.. Management meetings conducted this year did not meet the required number of meetings indicated. Website upload: only Cabinet and BOR minutes of meetings

<b>Prepared by:</b>	Sinobu Lebehn	<b>Date Distributed:</b>	
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