

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

Committee or Working Group:	A Team Management Meeting
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Date: February 14, 2012	Time: 2:00 p.m.	Location: Board Conf. Room

Members Present:		Members Absent:	
▪ Joe Habuchmai, VPAS	▪ Francisco Mendiola, Dir/FM&S		
▪ Gordon Segal, Dir/IT	▪ Rencelly Nelson, Dir/ HRO		
▪ Danny Dumantay, Comptroller	▪ Sinobu Lebehn, Secretary		
Additional Attendees:			

<p>Agenda/Major Topics of Discussion:</p> <p>VPAS called this meeting to discuss priority issues before write up report. He further advised the team to start collecting data for the formulation of assessment plans for Fiscal Year 2012 report.</p> <p style="text-align: center;">SHARING UPDATES AND PRIORITIES</p> <p><u>HRO</u></p> <ul style="list-style-type: none"> - Leak to HRO office from the utility room - need fixing - Meeting with Life Insurance Board – Problems on how COMFSM disseminate payments, they don't agree on format used. Probability of increased premiums. - SIS Training proposal for offices involved including state campuses. To be conducted by IT people. - Inviting A-Team to a going away breakfast February 17, 2010 for HRO Staff (Clayton Eliam) <p><u>MAINTENANCE & SECURITY</u></p> <ul style="list-style-type: none"> - Kosrae LRC project is completed. Procurement of furniture is in process. For the meantime, will install folding chairs and tables for temporary seating - Dorm Furniture –will install locally furniture for temporary use while purchasing more durable furniture - Solar Project – Commencing mid March 2012. The parking area will be fenced off during the construction period. Recommended areas: Gym, Agriculture, Faculty Building, A+ Center, and Cafeteria. Director of Maintenance was tasked to report on possible parking alternative areas on the campus and provide capacity of parking slots per area. Trash canister outside Administration Building will be removed from that area and will be utilized for the President's reserved parking. Members also discussed options on future parking fees. - Generator for Cafeteria and Dormitory – Discussion on purchasing standby generator for the cafeteria, similar to the one installed at the classroom. Ray & Dor is mentioned as another possible vendor - Security – need more security officers for weekends and emergency needs. - Water Pump - Maintenance to put up more water containers in the restroom during no-water hours. Needs daily monitor on cleaning and supply of water at the restrooms.
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INFORMATION TECHNOLOGY

- Website Update – Timeline before March 2012. IT requesting to hire an assistant on special contract to assist Shaun to meet timeline.
- WiFi expansion – working with maintenance on issues slowing down the project.
- Request maintenance on leaking roof at IT Shop

BUSINESS OFFICE

- Financial Audit Report - Trial Balance Reports is already submitted on January 31, 2011.
- Accreditation as cited on Financial Master Plan cannot be developed without Academic Master Plan in place. Need to know operation budget of 2013, 2014, 2015
- Cafeteria needs a generator as soon as possible to power up the chiller, freezer during power outages. Maintenance is tasked to search for a proper one for the cafeteria.

Bookstore Warehouse –build a local temporary unit to house the bookstore; maintenance need library staff to remove LRC old books;

Miscellaneous

- Appreciation to Business Office for their speedy assistance on the purchase orders for the weekend’s urgent requests
- Appreciation to Secretary for her assistance on the Budget Preparation System (BPS)
- Secretary to upload google document for the upcoming BOR. Reports are due Friday, upload reports or send reports to Secretary to upload.

Meeting Adjourned: **3:10p.m.**

✓ Minutes from Last Meeting:
✓ Announcement:

Comments/Upcoming Meeting Date & Time/Etc.: Next Month – VPAS will inform

Handouts/Documents Referenced: none

College Web Site Link:
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Prepared by:	Sinobu Lebehn	Date Distributed:	
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Approval of Minutes Process & Responses:

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:			
Approved with conditions:			
Disapproved:			