

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

Committee or Working Group: Administrative Services Management Meeting		
Date: March 6, 2015	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, A/Comptroller		
Agenda/Major Topics of Discussion:		
<p>VPAS opened the meeting at 9:00a.m.</p> <p>Agenda for discussion was adopted as presented.</p> <p>OLD BUSINESS</p> <ul style="list-style-type: none"> <li>- <u>Accreditation Writing Status</u> <ul style="list-style-type: none"> <li>✓ Write-up Workshop by David Adams is scheduled on March 7, 2015 from 9:00 – 12noon            Attending is the President, All VPs and their key staff.</li> <li>✓ Directors’ update on their write-up:            Maintenance: Have done their initial write-up, and submitted to their validation group to comment.            Human Resources – Have done their first draft and their validation group has commented on their first draft online.            Maintenance and HRO have listed their evidences and awaiting the new format to upload and link the evidences.            Business Office – no uploads as of this report</li> </ul> </li> </ul> <p>NEW BUSINESS</p> <p><u>Policy update:</u></p> <p>VPAS informed his directors that any policy that is going to the BOR be prepared and made ready for March and May BOR meeting.</p> <p>Acting comptroller reported that most of their policies are already uploaded on the website and some of them need review and updates, travel rates, and especially the indirect cost policy needs review to reflect what is currently practiced now.</p> <p>Human Resources – policies already uploaded to the website</p> <p>HRO Director informed that BOR approved the Policy on Policies. She encouraged the other to read that policy and share it to committees because that how they’re going evaluate policies when we submit to them. We need to transfer our policies now are they are into the new template because the BOR already approved it and have it posted on the website. The new template only provides policy statement, so we have to have our own procedure that goes with each policy.</p> <p>Maintenance – have not uploaded any policy on the website as of this report</p> <p>Timeline for Administrative Services policies: By end April 2015 50% of policies will be completed into the new format</p>		

BOR Meeting in Yap Update:

Three members of the BOR did not make it to the BOR meeting in Yap, they were having issues with their travel documents; therefore only two members were present. Teleconference was used during this BOR meeting as a means to include the 3 members that could not make it to Yap. New elected BOR officers for 2015 were: Churchill Edward from Pohnpei is the new Board of Regents Chairman; Vice Chairman is Telensru Wakuk from Kosrae; Secretary/Treasurer is Jessie Salalu from Yap

BOR also approved the Policy on Incentive for Securing Grant Funding

Meeting was adjourned 10:50am

✓ Minutes from Last Meeting: Minutes for last meeting was not provided this

✓

✓ Announcement: