

# Financial Services Accreditation Subcommittee Meeting of February 18, 2006

MINUTES

FINAL

<b>MEETING CALLED BY</b>	Mr. Emile Lamah – Acting Vice President for Finance
<b>TYPE OF MEETING</b>	Accreditation/Financial Services Subcommittee
<b>CHAIR</b>	Mr. Emile Lamah – Assistant Vice President for Finance
<b>SECRETARY</b>	Mr. Ghassan Jahshan (GJ) – Internal Audit Manager
<b>LOCATION AND TIME</b>	Science Building, Room 606 – Byblos Campus, Friday February 17, 2006 at 8:20 A.M
<b>ATTENDEES</b>	Mr. Charles Abou Rjeily, Dr. Elie Badr, Dr. Jean Chatila, Mr. Ghassan Jahshan, Mr. Emile Lamah, Dr. Josian Sreih

## Agenda topics

### APPROVAL OF AGENDA

<b>DISCUSSION</b>	
The agenda was approved as is.	

### APPROVAL OF MINUTES

<b>DISCUSSION</b>	
The minutes of January 13 and January 20, 2006 were approved as are.	

### BUSINESS ARAISING FROM MINUTES

<b>DISCUSSION</b>	
<ol style="list-style-type: none"> <li>1- The Advancement Office replied to the questionnaire we sent earlier</li> <li>2- The Financial Aid office _Byblos provided the required statistics</li> <li>3- Dr. Sreih provided her input on the Indicators and exhibits list which was updated accordingly</li> </ol>	

### EXHIBITS TABLE

<b>DISCUSSION</b>	
The exhibits table was reviewed and few exhibits were added.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>
Update the exhibits table to incorporate changes	MR. JAHSHAN

## PRELIMINARY OUTLINE OF SELF STUDY REPORT

DISCUSSION	
<p>The committee provided some input on the new draft and recommended to restructure the report to reflect the following subsections:</p> <ol style="list-style-type: none"><li>1- Financial position</li><li>2- Financial planning</li><li>3- Integrity and internal control</li><li>4- Financial aid</li><li>5- Fund raising</li></ol> <p>The chair of the committee charged Dr. Chatila to write up a paragraph on financial aid.</p>	
ACTION ITEMS	PERSON RESPONSIBLE
1- Restructure Report	1- Mr. Abou Rjeily & Mr. Jahshan
2- Write up on Financial Aid	2- Dr. Chatila

Meeting was adjourned at 10:45 A.M